



HERITAGE PRESERVATION COMMISSION DESIGN REVIEW MEETING AGENDA

Wednesday, January 11, 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 January 11, 2017 meeting

4. **APPROVAL OF MINUTES**

A. Approval of the minutes of the November 16, 2016 meeting

5. **BUSINESS**

A. Deputies Facility Design

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

C. Historic Plaques

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

E. Heritage Preservation Commission State Training Program Manual

F. 3602 St. Croix Trail Update

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
November 16, 2016**

- Item 1. CALL TO ORDER:** The meeting was called to order at 5:11 pm.
- Item 2. ROLL CALL:** Present: Commissioners Randers, Vujovich, Cox
City Officials: Ron Moorse, City Administrator
Bill Palmquist, Councilmember
- Absent: Commissioner Stern
- Item 3. APPROVAL OF AGENDA:** A motion was made by Cox to approve the November 16, 2016 Agenda.
Seconded by: Randers
Vote taken: Vote: Yes - 3, No - 0, Motion carried
- Item 4. APPROVAL OF MINUTES:** A motion was made by Vujovich to approve the October 19, 2016 Minutes.
Seconded by: Randers
Vote taken: Vote: Yes - 3, No - 0, Motion carried
- Late Arrival: Bolton-Iverson
- Item 5. BUSINESS:**
- A. Local Designation of Historic Properties:
1. Ron Moorse reported that we have not yet heard from the Minnesota State Historic Preservation Office (SHPO). He will contact Mike Koop at SHPO to find out the status of the 13 Properties that were submitted.
- B. Historic Plaques:
1. Commissioners Cox and Randers will meet to finalize the plaque contents and obtain pricing.

C. Heritage Preservation Commission State Training Program Manual:

1. Commissioners were asked to review the training manual and identify a topic for group discussion.

Commissioner Randers cited pages 8 and 20 from the online manual (see attached copy from Minnesota Statewide Heritage Commission Training Manual-Final 8/30/2016; Pages 8, 20).

A motion was made by Vujovich to develop a heritage plaque with the above script that can be used as a handout and also put on a plaque that could be installed on the Afton Historic Museum building.

Seconded by: Randers

Vote taken: Vote: Yes - 4, No - 0, Motion carried

2. Commissioner Cox discussed the need to add a "Certificate of Appropriateness" form to our system of approvals for VHS and Light Industrial Zone proposed building submissions, such as new construction, remodels, etc.

A motion was made by Cox to study the "Certificate of Appropriateness" form of project approval, develop the required and proper forms and pursue a system where it is coordinated with the Afton Building Permit process.

Seconded by: Vujovich

Vote taken: Vote: Yes - 4, No - 0, Motion carried.

D Other:

- 1 December DR/HPC Meeting:

- a. It was discussed to resume DR/HPC meetings in January 2017. No December 2016 meeting will be held.

Item 6. ADJOURNMENT:

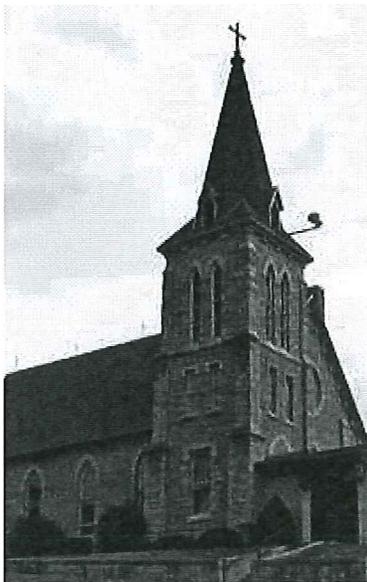
A motion to adjourn was made by Cox.

Seconded by: Randers

Vote taken: Vote: Yes - 4, No - 0, Motion carried

The next DR/HPC meeting will be: Wednesday ~ January 11, 2017 @ 5:00pm

Attachment: Copy from Minnesota Statewide Heritage Commission Training Manual-Final 8/30/2016; Pages 8, 20



A. Introduction

With Heritage So Rich

In 1966, a Special Committee on Historic Preservation for the U.S. Conference of Mayors explored the issue of heritage conservation in America. Their report, titled *With Heritage So Rich*, sparked adoption of the National Historic Preservation Act that year. In its introduction, author Sidney Hyman set forth fundamental reasons for preservation that remain just as valid today:

“What we want to conserve, therefore, is the evidence of individual talent and tradition, of liberty and union among successive generations of Americans. We want the signs of where we came from and how we got to where we are, the thoughts we had along the way, and what we did to express the thoughts in action. We want to know the trails that were walked, the battles that were fought, the tools that were made. We want to know the beautiful or useful things that were built and the originality that was shown, the adaptations that were made and the grace-notes to life that were sounded. We want to know the experiments in community living that were tried and the lessons that were taught by a brave failure as well as by a brave success.”

B. Why Do We Preserve Historic Resources?

We preserve historic resources for these reasons:

- Preservation honors our diverse heritage.
- Preservation supports sound community planning and development.
- Preservation maintains community character and supports livability.
- Preservation supports sustainability in our communities.
- Preservation keeps historic resources for the benefit of future generations
- Preservation supports economic development



G. Role of the Commission

How do local commissions fit into the state's heritage preservation system? Clearly, local governments were pivotal in creating the preservation movement, and thus commissioners play a crucial role in promoting good stewardship and the active use of historic properties.



The official roles and responsibilities are defined in local ordinances, but in general, commissions help to identify historic resources by sponsoring surveys and then promoting their recognition by publishing inventories of the resource results. They often will then work to have some of these resources designated as official landmarks and districts through local ordinances. Once properties are designated, alterations and improvements are reviewed for appropriateness by the commissions.



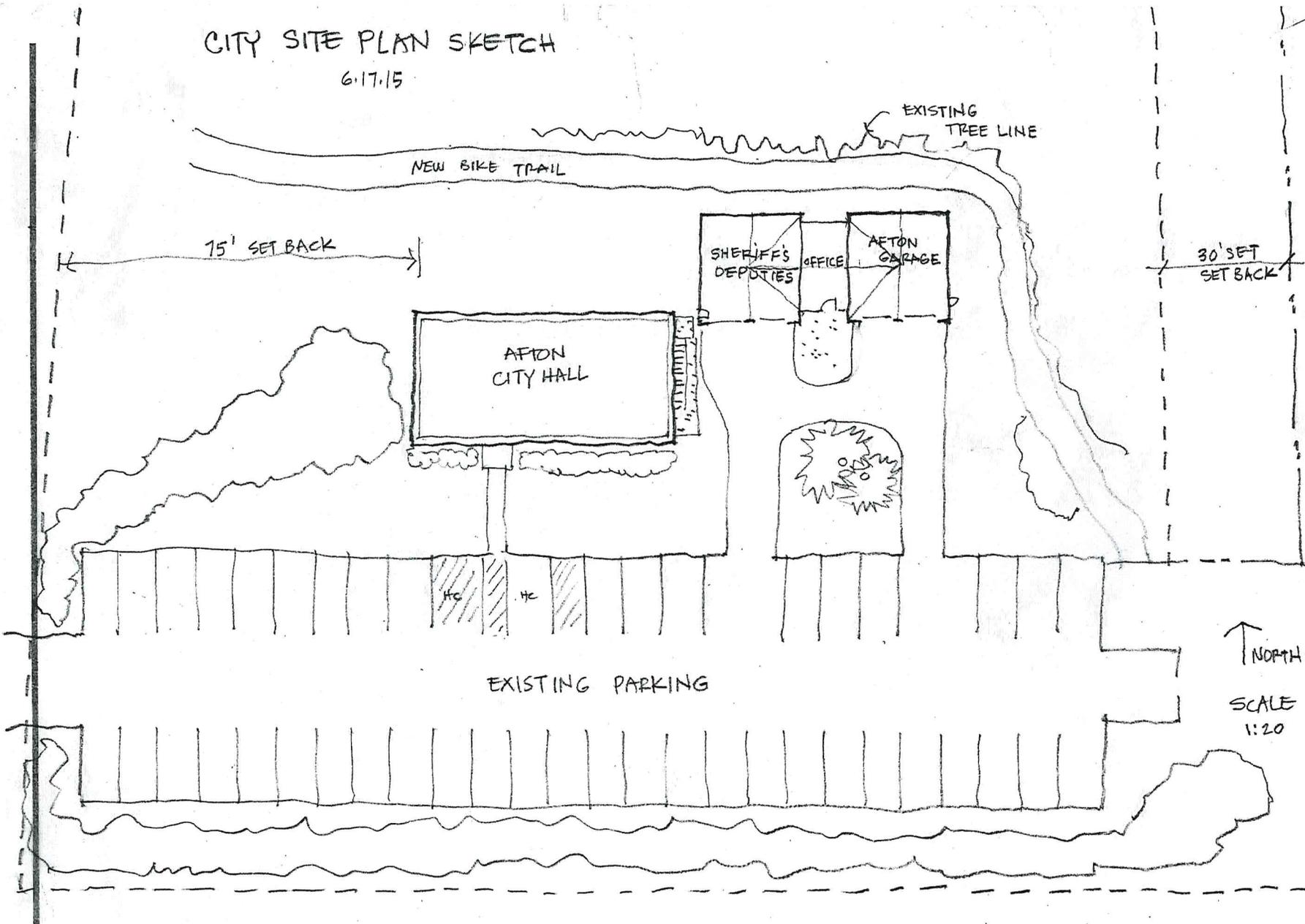
In addition to these formal administrative and regulatory roles, commissions work to promote good stewardship by sponsoring educational programs that build awareness of heritage and enhance skills in rehabilitation techniques. Other commission activities may include managing a markers program, presenting awards for meritorious preservation work and staging special events that highlight historic resources.

Commissions also build partnerships with other allied groups and individuals, such as the Main Street program, economic development offices and local historical societies to promote appreciation of historic resources and to encourage their continued use.

More information about commission roles, partnerships and specific programs are included throughout this manual.

CITY SITE PLAN SKETCH

6.17.15



James W. Cox

Architect



1243 2nd St. S.
Afton, MN 55001-7707
761-824-8225
Email: jwc@jwcarch.com

Certification

I certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.

Print Name: _____

Signature: _____

Date _____ Reg. No. _____

Project

**City of Afton
Garage/
Deputy Office
Facility**

Commission Number _____

Drawn _____

Date _____ Checked _____

| NO. | DATE | DESCRIPTION |
|-----|------|-------------|
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Sheet Title _____

Sheet _____

Of _____ Sheets

James W. Cox
Architect



1740 25th St. S.
Afton, MN 55002-9757
Ph: 612-914-6100
Email: jwc@jwc.com

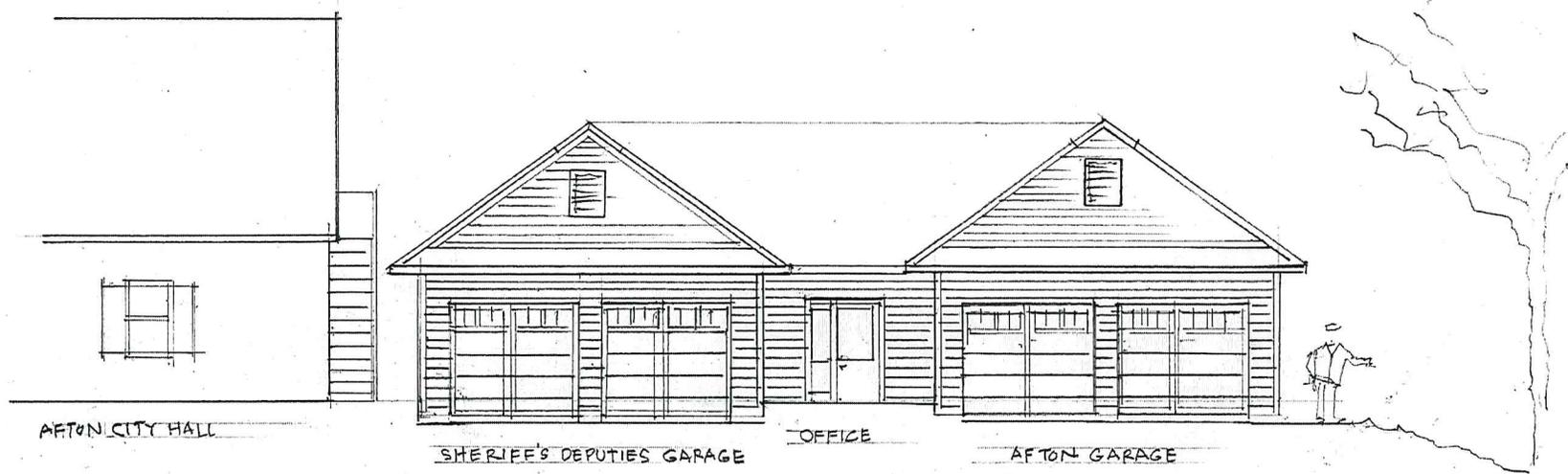
Certification

I certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.

Print Name: JAMES COX

Signature: _____

Date _____ Reg. No. _____



SOUTH ELEVATION

1/8" = 1'-0"

Project

**City of Afton
Garage/
Deputy Office
Facility**

Commission Number

IG-103.00

Drawn JWC

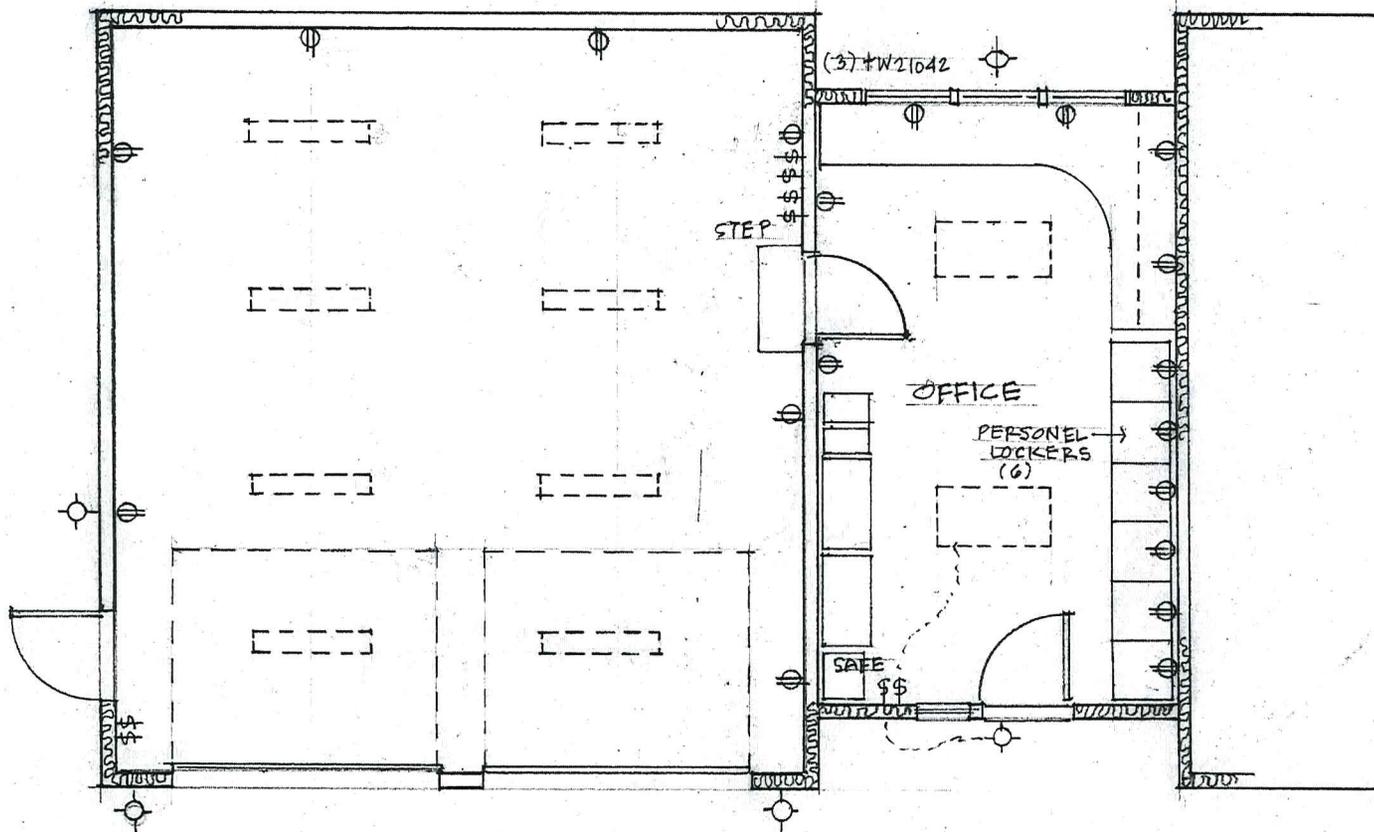
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Sheet Title

Sheet

Of _____ Sheets



DEPUTIES GARAGE
 $\frac{1}{4}'' = 1'-0''$

James W. Cox
Architect



12041 23rd St. S.
 Afton, MN 55001-9717
 Ph. 412-814-9125
 Email: jwc@jwcarch.com

Certification

I certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.

Print Name: _____

Signature: _____

Date _____ Reg. No. _____

Project

City of Afton
Garage/
Deputy Office
Facility

Commission Number _____

Drawn _____

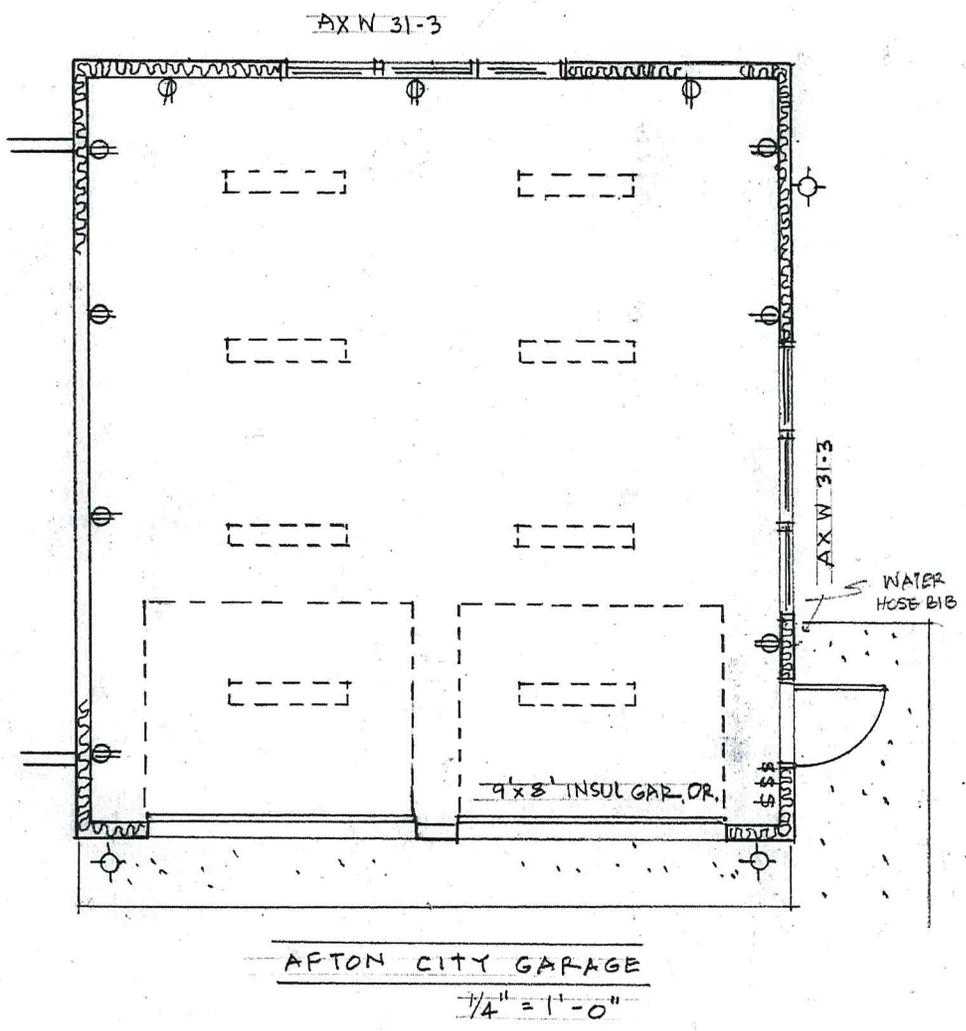
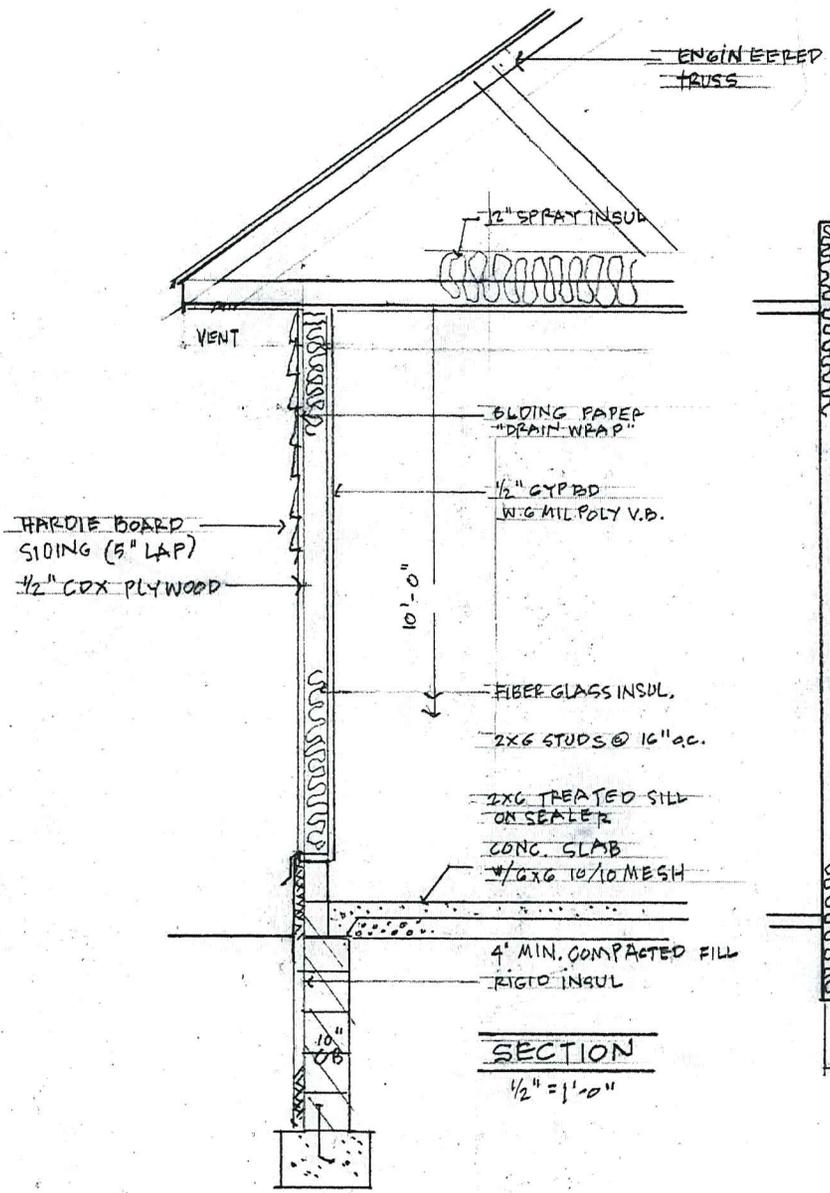
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Sheet Title

Sheet

Of _____ Sheets



James W. Cox
Architect



1241 22nd St. S.
Afton, MN 55001-4717
Ph: 432-94-4025
Email: jwc@jwc-arch.com

Certification
I certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.
Print Name: _____
Signature: _____
Date: _____ Reg. No. _____

Project
**City of Afton
Garage/
Deputy Office
Facility**

Commission Number _____
Drawn _____
Date _____ Checked _____
Sheet Title _____

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Of _____ Sheets





Using the Power of History to Transform Lives
PRESERVING › SHARING › CONNECTING

November 29, 2016

Ron Moore
City of Afton
3033 St. Croix Trail South
PO Box 219
Afton MN 55001

RE: Local designation of the following properties:

- Afton Public Square, St. Croix Tr. & 34th St, MNHS Referral No. 2017-0503
- Afton Township Hall, 1675 Stagecoach Tr. S., MNHS Referral No. 2017-0504
- Afton Village School, 15888 34th St. S., MNHS Referral No. 2017-0505
- Afton Congregational Church, 3165 St. Croix Tr. S., MNHS Referral No. 2017-0506
- Mount Hope Cemetery, Upper 34th St. S., MNHS Referral No. 2017-0507
- Selma's Ice Cream Parlor, 3419 St. Croix Tr. S., MNHS Referral No. 2017-0508
- Reverend Simon Putnam House, 3192 St. Croix Tr. S., MNHS Referral No. 2017-0509
- Carnithan-Squires House, 3390 St. Croix Tr. S., MNHS Referral No. 2017-0510
- Citizens State Bank, 3321 St. Croix Tr. S., MNHS Referral No. 2017-0511
- Emil Asp Blacksmith Shop, 15880 36th St. S., MNHS Referral No. 2017-0512
- Asa & Flora Tracy House, 3632 St. Croix Tr. S., MNHS Referral No. 2017-0513
- Bissell Mound, 13305 15th St. S., MNHS Referral No. 2017-0514
- Erastus Bolles House, 1741 Stagecoach Tr. S., MNHS Referral No. 2017-0515

Dear Ron,

Thank you for the opportunity to comment on the above referenced local designations. They have been reviewed pursuant to Minnesota Statutes §471.193, subd. 6., and City of Afton Preservation Ordinance 308.000 (09).

The Afton Public Square comprises all of Block 18 in the heart of Afton, having been platted in 1855 to serve as a public space for residents to assemble and enjoy leisure time. Despite the addition of several modern structures, the Public Square continues to function as it was designed in the mid-19th century and therefore retains its local historic significance.

The Afton Township Hall is a one-story, gable-fronted, wood frame building clad with wood siding. The building stands on a concrete block foundation and the gable roof is covered with asphalt shingles. Distinctive interior features include a raised stage, a series of wood doors designed to function as dividers for voting stalls, and beadboard walls and ceilings. Constructed

in about 1883, the Afton Township Hall is locally significant for its long association with the development of government and civic life in Afton. It has been the single most important structure in community affairs, serving as the voting station for local and national elections, the home of town meetings, school and theater presentations, and classroom space.

The Afton Village School is a one-story, gable-fronted, cream-colored brick building rendered in a simple Greek Revival design. The property is historically significant as the oldest extant school in Afton and architecturally significant as a well-conserved example of a quintessential one-room schoolhouse.

The Afton Congregational Church is a one-story, gable-fronted, wood frame building clad in wood siding with a double door front entrance centered in the gable and nine-over-nine double hung sash windows on the north and south elevations. The building rests on a raised concrete block basement. Constructed in 1868, the Congregational Church is historically significant as one of the earliest extant religious edifices in Afton that has served both the Congregationalists and the Methodists for nearly 150 years.

Mount Hope Cemetery is a five acre site located on a high point of land immediately west of downtown Afton. The cemetery was established in 1855 and includes a wide variety of grave markers made of indigenous rocks, marble, and granite, among other materials. Mount Hope Cemetery is historically significant as the first pioneer burial ground for many of Afton's earliest leading citizens.

Selma's Ice Cream Parlor is a one-story, wood frame building clad in wood siding. The façade that faces west toward St. Croix Trail consists of a gable front with a false front addition to the north; an open porch with a hipped roof supported by five slender posts spans the gabled elevation. Constructed in 1880, the building is historically significant for having served multiple functions as a combination private residence, post office, and commercial space for groceries and fishing bait.

The Reverend Simon Putnam House is a 1 ½-story, wood frame building sheathed with narrow lap siding. The central core of the house is a 1 ½-story, gable-fronted section flanked on both sides by one-story wings. Built in 1859, the Putnam House is historically significant as the residence of Afton Congregational Church leader Simon Putnam, who not only resided here but also used the house as a parsonage for religious purposes and for educating children.

The Carnithan-Squires House is a 1 ½-story, gabled ell, wood frame, Italianate style building clad in narrow lap siding. Constructed on a limestone foundation, the dwelling features four-over-four double-hung sash windows with bracketed window hoods, and ornamental eave brackets. The former open front porch is now enclosed and a 1 ½-story addition extends to the rear of the house. The Carnithan-Squires House was built ca.1870 by brothers Samuel and William Carnithan and the property was later acquired by Benjamin and Susan Squires. The Carnithan-Squires House is architecturally significant as a good example of the Italianate style, as seen in the bracketed cornice and narrow windows with decorative hood molds.

Citizens State Bank is a one-story, cube-shaped commercial brick building. The façade facing St. Croix Trail features a corner entrance and two large display windows; the upper part of the façade is accented by brick diamondwork. A wood frame addition with decks is attached to the rear of the bank. Constructed in 1913, Citizens State Bank is historically significant as one of Afton's only extant historic brick commercial buildings.

The Emil Asp Blacksmith Shop is a simple, one-story, gable-fronted, wood frame building sheathed with shiplap siding. Constructed in 1910, the building is historically significant as the location of one of Afton's early blacksmith businesses, which was owned and operated by Emil Asp from 1910 until 1925.

The Asa and Flora Tracy House is a 1 ½-story, gabled ell, wood frame dwelling clad with narrow lap siding and featuring a full width front porch. Constructed ca.1860, the Tracy House is historically significant for its association with Asa Tracy, an early carpenter and builder in Afton.

The Bissell Mound is a landform composed of bedrock and limestone that rises to the second highest elevation in Afton. Despite being a distinctive land formation, the historic associations and potential significance of the Bissell Mound is neither clearly demonstrated nor substantiated with documented sources. At this time, we do not agree that sufficient information exists to claim that the mound deserves recognition as a local landmark.

The Erastus and Sophronia Bolles House is a 1 ½-story, gable-fronted, wood frame building sheathed with clapboards. Constructed in 1856, the Bolles House is a simplified Greek Revival dwelling with a side entrance in the façade flanked with sidelights and six-over-six double hung sash windows. Listed in the National Register of Historic Places on April 20, 1982, the Bolles House is significant as an intact example of early settlement mid-19th century architecture in Afton.

We concur that the above referenced properties are good candidates for local designation. If you have any questions regarding our assessment of these designations, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Koop". The signature is written in a cursive style with a large initial "M" and a stylized "K".

Michael Koop
Heritage Preservation Department