



HERITAGE PRESERVATION COMMISSION DESIGN REVIEW MEETING AGENDA

Wednesday, September 18, 2019
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 September 18, 2019 meeting

4. **APPROVAL OF MINUTES**

A. Approval of minutes of the June 19, 2019 meeting

5. **BUSINESS**

- A. Vacant Properties
- B. Annual Report (Final review)
- C. Annual Statewide HPC Conference – St. Cloud September 12-13 (Comm. Cox report)
- D. Archeological Grant – Update
- E. Other

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
June 19, 2019**

Item 1. CALL TO ORDER: The meeting was called to order at 5:12 pm.

Item 2. ROLL CALL: Present: Commissioners Vujovich, Randers (late), Cox,
Bolton-Iverson
Absent: Commissioner Stern
City Official: Ron Moorese, City Administrator
City Official: Annie Perkins, Councilmember

Item 3. APPROVAL OF AGENDA: A motion was made by Cox to approve to the
June 19, 2019 Agenda.

Seconded by: Bolton-Iverson
Vote taken: Vote: Yes - 3, No - 0, Motion carried

Item 4. APPROVAL OF MINUTES: A motion was made by Vujovich to approve the
May 15, 2019 Minutes.

Seconded by: Bolton-Iverson
Vote taken: Vote: Yes - 3, No - 0, Motion carried

Item 5. BUSINESS:

A. Windmill Marina Siding:

1. James Clemens, Windmill Marina, submitted a Design Review Application and a COA form (see attached) and made a presentation of the siding material they want to install on the south and west sides of the existing building where the cedar siding has deteriorated. He provided a color sample (see attached) of the proposed replacement siding.

A motion was made by Cox to approve the LP siding to be installed on the South Elevation.

Seconded by: Bolton-Iverson
Vote taken: Vote: Yes - 3, No - 0, Motion carried

Late Arrival: Commissioner: Randers

B. Grant Update:

1. Both the CLG and the matching grant have been approved. The archeological study of three properties may begin.

C. Vacant Properties (Final draft):

1. Commissioner Cox proposed that this item be postponed for discussion at the July HPC meeting. More time is needed to review the document (see attached).

D. Annual Report (Final draft):

1. Corrections have not been made as discussed in the May meeting. Commissioner Cox proposed postponement of this item until the July meeting.

E. Kathy Bolton-Iverson House Plans:

1. Kathy supplied a site plan, floor plans and an exterior elevation of her proposed new house (see attached) to be built on Parcel B of her property (behind her house located at 3632 St. Croix Trail South). She also provided an "E-Design" colored image of the proposed grey earth-tone colors she proposes.
2. Discussion and suggestions:
 - a) Site Orientation: The house is proposed to be oriented south east on the lot to maximize the sun and relate to existing surroundings.
 - b) Front Façade: Decorative screen panels below the porch. Slate grey siding (horizontal lap siding and shakes, double-hung windows, white trim, roof shingles to be grey blend.
 - c) Sketch: Attached is Sheet A1 with suggestions sketched by Commissioner Vujovich that include freeze boards separating horizontal siding and shakes, skirt boards, corner trim boards, metal standing seam roofing over the front porch, porch railing as option for the front column design.
 - d) Site Grading: It was suggested that the house be raised up on the site (which is depressed) that would shorten the columns and decrease the number of steps up to the front entry (see attached sketch).

A motion was made by Cox to approve the house with attached garage design including the above comments.

Seconded by: Randers

Vote taken: Vote: Yes - 3, No - 0, Abstained - 1

Motion carried

F. Other:

1. Commissioner Randers is planning a meeting with the owner of Selma's, Becky Nickerson, to discuss ideas for promotions for the City of Afton.

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 ~ July 17, 2019 @ 5:00pm

Attachments:

1. Windmill Marina - DR App, COA, Color Samples
2. Bolton-Iverson New House Plan-DR App, COA, Sheet A1 with HPC recommendations, Plans
3. Vacant Land Ordinance draft

CITY OF AFTON
HERITAGE PRESERVATION COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROPERTY ADDRESS:	16065 32nd ST S			
APPLICANT'S NAME:	James Clemens Windmill MARINA			
APPLICANT'S MAILING ADDRESS:	PO BOX 279			
CONTACT NUMBERS:	Home:	Work:	Cell:	Email:
		651 436 7744		Jim@windmillmarina.com
PROPERTY OWNER'S NAME:				
PROPERTY OWNER'S MAILING ADDRESS:	PO BOX 279 AFTON MA 55001			

1. Describe in detail each proposed exterior alteration, improvement or repair (use additional paper if needed).
REPLACE BAD SIDING ON SOUTH AND WEST WALLS OF WINDMILL MARINA SHOP

2. Will the repair or alteration match existing or original materials and design? YES No If No, explain:
LP SMARTSIDE TO MATCH ORIGINAL SIDING

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: 10 JULY 2019 Completion Date: 01 AUG 2019

APPLICATION APPROVALS EXPIRE AFTER 12 MONTHS

APPLICANT'S SIGNATURE: 

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.

FOR OFFICE USE ONLY:			
Received by:	/HPC:	Date:	Reference #:
Comments:		Bldg. Permit #:	

CITY OF AFTON DESIGN REVIEW APPLICATION

Owner	Address <u>PO BOX 279</u>	City <u>AFTON</u>	State <u>MN</u>	Zip <u>55001</u>	Phone <u>651 436 7744</u>
Applicant (if different than owner)	Address <u>16065 32nd ST. S.</u>	City <u>AFTON</u>	State <u>MN</u>	Zip <u>55001</u>	Phone _____
Project Address _____, <u>AFTON MN 55001</u>					
Zoning Classification _____	Existing Use of Property _____	PID# or Legal Description <u>23 028 20 22 0002</u>			
Description of Request: <u>Request to re-side south and west facing walls of the Windmill Marina Shop. LP smart side is product of choice to replicate original siding.</u>					
By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.					
Signature of Owner/Applicant <u>[Signature]</u>			Date <u>19 JUN 2019</u>		
<u>James Clements</u>			DATE RECEIVED: _____		
			RECEIVED BY: _____		
ATTACH COPY OF DEED OR PROOF OF OWNERSHIP TO APPLICATION					





DIAMOND KOTE
Building Products

DIAMOND KOTE
INSTRUCTIONS

QUESTIONS?
dkpfinish.com/install
sales@wauausupply.com
800.236.1528



S30502005L001

Pieces: 1

BDDKSA
DK Paint Sample for LP/Woodgrain
Wood Composite Siding, CUSTOM
COLOR: 8-1006 Windmill Marina



LP SMARTSIDE
INSTRUCTIONS

lpcorp.com
customerservice@lpcorp.com
888.820.0322



LP SMARTSIDE
Siding

INSTALLATION INSTRUCTIONS

Elephant Extentors
1875 Greeley St. Suite 3204
Attn: Randy Bulera
Stillwater, MN 55082

Order: 30502005 Line - 001
PO Sample
Job: Windmill Marina
Label:

J03-134684 Schofield P1.04 05/22/19

RECEIVED

MAY 28 2019

CITY OF AFTON

CITY OF AFTON DESIGN REVIEW APPLICATION

Owner	Address	City	State	Zip	Phone
<u>Kathy Bolton-Iverson</u>		<u>Afton</u>	<u>MIN</u>	<u>55001</u>	<u>651 285</u>
Applicant (if different than owner)	Address	City	State	Zip	Phone
<u>TBD</u>	<u>Rear of 3632 St. Craig Trail</u>			<u>55001</u>	<u>2233</u>
Project Address					
, AFTON MN 55001					
Zoning Classification	Existing Use of Property	PID# or Legal Description			
<u>Residential</u>	<u>NA</u>	<u>TBD</u>			
Description of Request:					
By signing this application, the applicant agrees to pay all expenses incurred by the City of Afton. In connection with this request, your signature constitutes permission for a representative of the City of Afton to enter your property, during business hours, to evaluate this request. This may involve minor excavating or soil borings. If you would like to be present during this evaluation, please contact the City.					
Signature of Owner/Applicant			Date		
<u>Kathy Bolton-Iverson</u>			<u>05-28 2019</u>		
			DATE RECEIVED: <u>5-28-19</u>		
			RECEIVED BY: <u>[Signature]</u>		
ATTACH COPY OF DEED OR PROOF OF OWNERSHIP TO APPLICATION					

CITY OF AFTON
HERITAGE PRESERVATION COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROPERTY ADDRESS:	TBD		
APPLICANT'S NAME:	Kathy Bolton-Iverson		
APPLICANT'S MAILING ADDRESS:	3632 St. Croix Trail		
CONTACT NUMBERS:	Home: 651-285-2233	Work:	Cell: 651-285-2233 Email: itskbi@hotmail.com
PROPERTY OWNER'S NAME:	Same as above		
PROPERTY OWNER'S MAILING ADDRESS:	P.O. Box 274		

1. Describe in detail each proposed exterior alteration, improvement or repair (use additional paper if needed).
new home design - rear lot

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: Building permit later

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: aprox early fall Completion Date: early winter ?

APPLICATION APPROVALS EXPIRE AFTER 12 MONTHS

APPLICANT'S SIGNATURE: Kathy Bolton-Iverson

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.

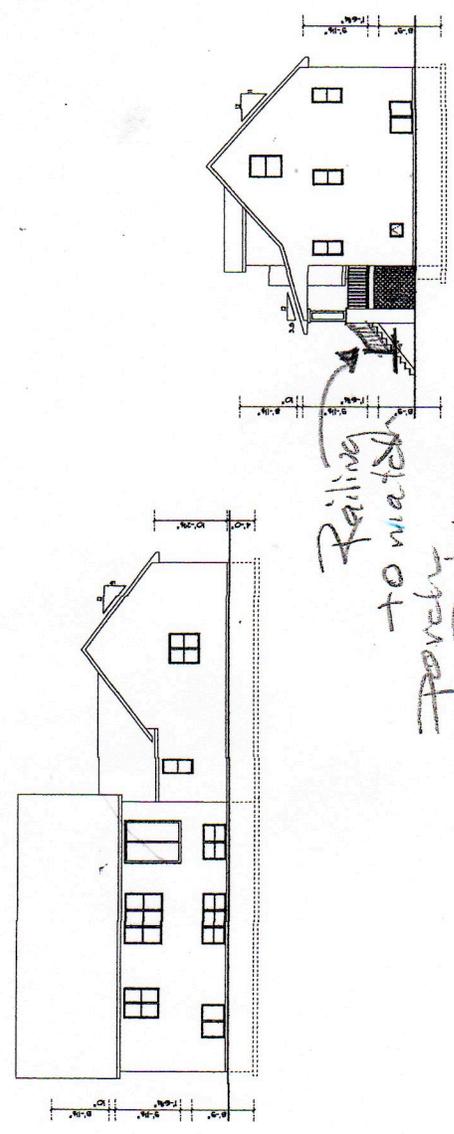
The commission meets the third Wednesday of each month at the City Hall, 3033 St. Croix Trail South, Afton, MN @ 5:00pm. The Applicant may call (651) 436-5090 for assistance in completing this application.

FOR OFFICE USE ONLY:			
Received by:	/HPC:	Date:	Reference #:
Comments:			Bldg. Permit #:



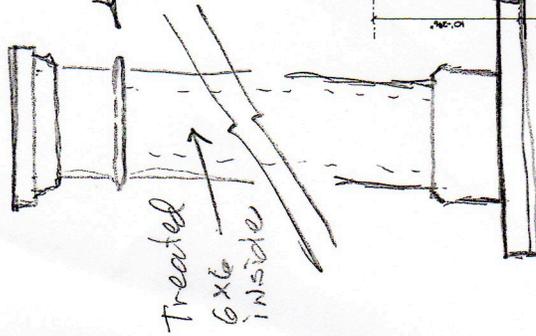
KATHY BOLTON-IVERSON

ALL DIMENSIONS UNLESS OTHERWISE NOTED.
 ALL FINISHES TO BE DETERMINED AT THE TIME OF CONSTRUCTION.
 ALL MATERIALS TO BE APPROVED BY THE ARCHITECT PRIOR TO INSTALLATION.
 ALL WORK TO BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES.
 ALL WORK TO BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MECHANICAL, ELECTRICAL AND PLUMBING CODES.
 ALL WORK TO BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE FIRE AND LIFE SAFETY CODES.
 ALL WORK TO BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE ENERGY EFFICIENCY CODES.
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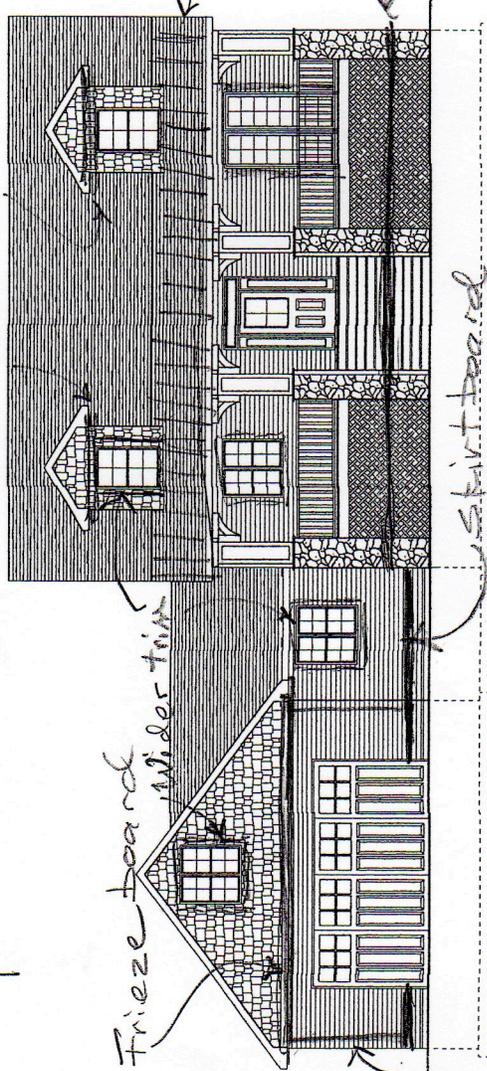


Railing to match
 Porch Railing
 Freeze

column option



Treated 6x6 inside



Freeze board wider trim

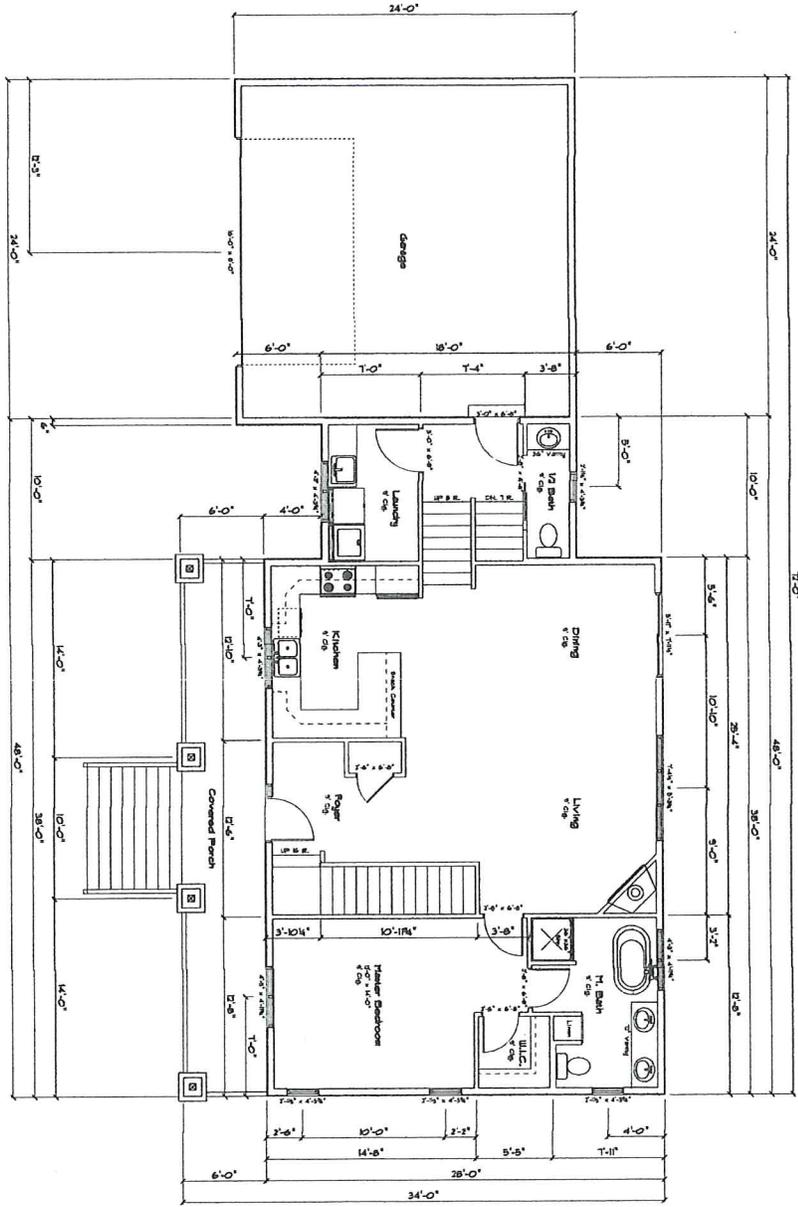
Bring grade up to here

Metal?

skirt board

corner boards

Looks great



Preliminary Main Floor Plan
1244 Sq. Ft.

GENERAL NOTES:
 1. ALL DIMENSIONS ARE TO FINISH UNLESS NOTED OTHERWISE.
 2. ALL ROOMS SHALL BE FINISHED WITH CARPET UNLESS NOTED OTHERWISE.
 3. ALL WALLS SHALL BE FINISHED WITH DRYWALL UNLESS NOTED OTHERWISE.
 4. ALL FLOORS SHALL BE FINISHED WITH TILE UNLESS NOTED OTHERWISE.
 5. ALL WINDOWS SHALL BE FINISHED WITH SHUTTERS.

KATHY BOLTON-IVERSON

A3

DESIGN PHASE
 PROJECT NO. 412/13
 DATE 12/13
 DRAWN BY
 CHECKED BY
 APPROVED BY
 PROJECT 1

FBI Airway
 AIRWAY CONSULTANTS
 1000 S. W. 10th St.
 Fort Lauderdale, FL 33304
 (954) 575-1100

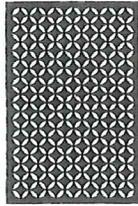
Similar Options to Consider

[See All](#)



Acurio Latticeworks
Ginger Dove 32 in.
(117)

\$36⁵³



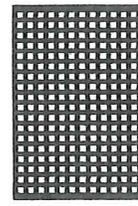
Acurio Latticeworks
Morrish Circle 32
(41)

\$41⁸²



Acurio Latticeworks
Olive Branch 32 in.
(19)

\$41⁸²



Acurio Latticeworks
Square 32 in. x 4
(55)

\$38⁰¹



Acurio Latticeworks
Roman 32

\$35⁷⁹

Internet #203153329

Model # 3248PVCBK-GNDV



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[Print](#)

Acurio Latticeworks

Ginger Dove 32 in. x 4 ft. Black Vinyl Decorative Screen Panel

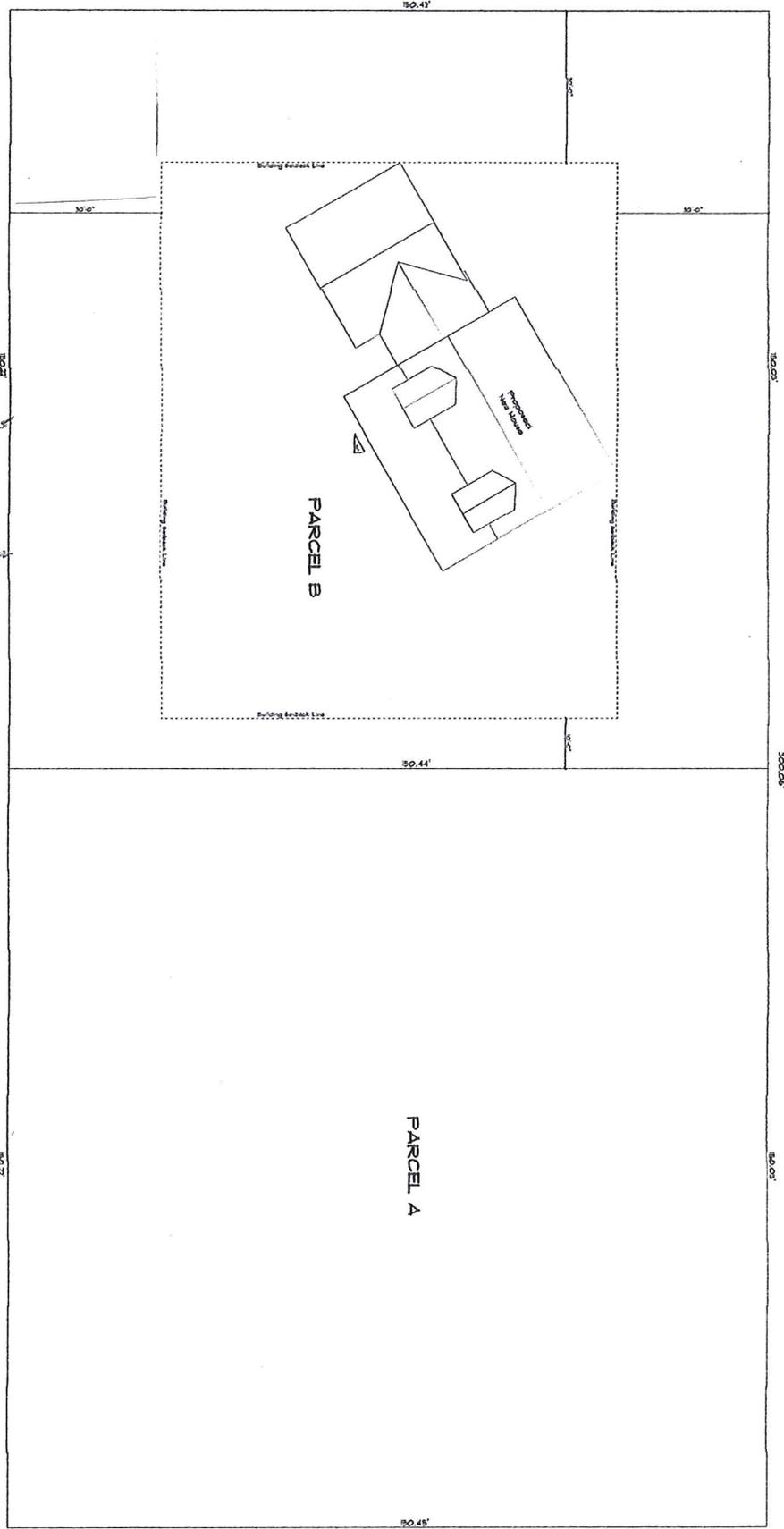
★★★★★ (118) [Write a Review](#) [Questions & Answers \(47\)](#)

- Decorative privacy screen for indoor and outdoor design use
- Warp resistant, easily cleaned, and waterproof
- Warp resistant, easily cleaned, and waterproof



KYLIE M. INTERIORS
E-DESIGN

DRILL
SINK
WELL
in
here



CITY OF AFTON

WASHINGTON COUNTY, MINNESOTA

**AN ORDINANCE AMENDING CHAPTER 14 OF THE CITY CODE TO ADD REGULATIONS
REGARDING VACANT BUILDINGS**

THE CITY COUNCIL OF THE CITY OF AFTON, MINNESOTA HEREBY ORDAINS:

The following sections of the Afton Code of Ordinances shall be amended by adding the bold and underlined language

Chapter 14

Offenses and Miscellaneous Provisions

Article III. - Vacant Buildings Registration**Sec. 14-11. - Declaration of policy.**

The purpose of this article is to protect the public health, safety and welfare by enactment of this ordinance which:

- (1) Establishes a program for identification and registration of vacant buildings.
- (2) Determines the responsibilities of owners of vacant buildings and structures.
- (3) Provides for administration, enforcement and penalties.

Sec. 14-12. - Definitions.

Unless otherwise expressly stated, the following terms shall, for the purpose of this chapter, have the meanings indicated in this section.

- (1) *Dangerous structure:* A structure which is potentially hazardous to persons or property, including, but not limited to:
 - a. A structure which is in danger of partial or complete collapse;
 - b. A structure with any exterior parts which are loose or in danger of falling; or
 - c. A structure with any parts, such as floors, porches, railings, stairs, ramps, balconies or roofs, which are accessible and which are either collapsed, in danger of collapsing or unable to support the weight of normally imposed loads.
- (2) *Enforcement officer:* The City Administrator or duly authorized representative.
- (3) *Owner.* Those shown to be the owner or owners on the records of the Washington County Department of Property Taxation, those identified as the owner or owners on a vacant building registration form, holder of an unrecorded contract for deed, a mortgagee or vendee in possession, a mortgagor or vendor in possession, assignee of rents, receiver, executor, trustee, lessee, other person, firm or corporation in control of the freehold of the premises or lesser state therein, mortgagee for the benefit of the owner or owners of the beneficial interests in possession, or its nominee. Any such

person shall have a joint and several obligation for compliance with the provisions of this chapter.

- (4) Secured by other than normal means: A building secured by means other than those used in the design of the building.
- (5) Unoccupied: A building which is not being used for a legal occupancy as defined in the Afton Zoning Code.
- (6) Unsecured: A building or portion of a building which is open to entry by unauthorized persons without the use of tools or ladders.
- (7) Vacant building; A building or portion of a building which is:
 - a. Unoccupied and unsecured for a period of time over three hundred sixty-five (365) days.
 - b. Unoccupied and secured by other than normal means for a period of time over three hundred sixty-five (365) days.
 - c. Unoccupied and a dangerous structure.
 - d. Unoccupied and condemned.
 - e. Unoccupied and has multiple housing or building code violations.
 - f. Condemned and illegally occupied.
 - g. Unoccupied for a period of time over three hundred sixty-five (365) days and during which time the enforcement officer has issued an order to correct nuisance conditions.
 - h. Unoccupied for a period of time over one thousand (1,000) days
- (8) Code violations: violations of any code adopted and/or enforced by the city, which may include but not be limited to the Afton City Code, codes covering plumbing, electrical, mechanical or building construction, installation or maintenance standards, zoning or fire codes.

Sec. 14-13. - Vacant building registration.

- (a) The owner shall register with the enforcement officer not later than thirty (30) days after any building in the city becomes a vacant building, as defined in section 14-12(7).
- (b) The registration shall be submitted on forms provided by the enforcement officer and shall include the following information supplied by the owner:
 - (1) A description of the premises;
 - (2) The names and addresses of the owner or owners;
 - (3) The names and addresses of all known lienholders and all other parties with an ownership interest in the building;
 - (4) The period of time the building is expected to remain vacant; and a plan and timetable for returning the building to appropriate occupancy or use and/or for demolition of the building.
- (c) The owner shall order and pay for a code compliance inspection within sixty (60) days after the designation of any building or portions thereof classified as a vacant building. The code compliance inspection is required regardless of the building's legal occupancy standard or intended use. Owners of vacant buildings on the effective date of this ordinance that have not ordered a code compliance inspection shall have sixty (60) days following the effective date of this ordinance to order and pay for a code compliance inspection.

- (d) In order to decrease the risk of fire, explosion or dangerous conditions, the owner shall install an excess flow automatic gas shut-off valve ("excess flow valve") on the building's gas piping immediately downstream of the gas meter outlet within sixty (60) days after the designation of any building or portions thereof classified as a category II or a category III vacant building. If the owner fails to install an excess flow valve, the enforcement officer, under the authority of Afton Code, may install the excess flow valve on the building and enter the building if necessary. The costs incurred by the city for installation of the excess flow valve shall be assessed against the property as a summary nuisance abatement under the provisions of the City Code. Owners of category II or III vacant buildings with active water and gas service on the effective date of this ordinance shall have sixty (60) days following the effective date of this ordinance to install an excess flow valve. Prior to installation of the excess flow valve, the owner, or another who can demonstrate a secured interest in the property must obtain the required permits from the Department of Safety and Inspections. Any excess flow valve model must be approved and installed as required by the Department of Safety and Inspections.
- (e) The procedures in paragraph (d) above may not be followed under the following conditions:
- (1) If the enforcement officer determines that failure to install an excess flow valve constitutes an immediate danger or hazard which if not immediately addressed will endanger the health or safety of the public, the city may proceed with an emergency abatement.
- (2) The owner or another who can demonstrate a secured interest in the property shall be exempt from the requirements of subdivision (d) above if the following conditions are met:
- (i) The owner or another who can demonstrate a secured interest in the property has registered the building as a vacant building with the enforcement officer; and
- (ii) After registration, the owner or another who can demonstrate a secured interest in the property has received or ordered a code compliance inspection and has shut off gas service and winterized the property.
- (f) For all vacant buildings that have code violations, the owner shall submit a plan to address the violations and a timetable which must meet the approval of the enforcement officer. The enforcement officer shall require completion of the plan within a reasonable period of time, up to three hundred sixty-five (365) days. Any repairs, improvements or alterations to the property must comply with any applicable housing or building codes.
- (g) All applicable laws and codes shall be complied with by the owner. The owner shall notify the enforcement officer of any changes in information supplied as part of the vacant building registration within thirty (30) days of the change. If the plan or timetable for the vacant building is revised in any way, the revisions must meet the approval of the enforcement officer.
- (h) The owner and the subsequent owners shall keep the building secured and safe and the building and ground properly maintained until the plan has been completed.
- (i) The new owner(s) shall register or re-register the vacant building with the enforcement officer within thirty (30) days of any transfer of an ownership interest in a vacant building. The new owner(s) shall comply with the approved plan and timetable submitted by the previous owner until any proposed changes are submitted and meet the approval of the enforcement officer.
- (k) Vacant building fees:
- (1) The owner of a vacant building shall pay an annual registration fee of five hundred dollars (\$500.00) each year the building remains a vacant building. The registration fee is intended to at least partially recoup, and shall be reasonably related to the administrative costs for registering and processing the vacant building owner registration form and for the costs of the city in monitoring the vacant building site.

- (2) The first annual fee shall be paid no later than thirty (30) days after the building becomes vacant. If the fee is not paid within thirty (30) days of being due, the owner shall be subject to prosecution as prescribed in section XX.05.
- (3) The fee shall be paid in full prior to the issuance of any building permits, with the exception of a demolition permit.
- (4) All delinquent fees shall be paid by the owner prior to any transfer of an ownership interest in any vacant building. If the fees are not paid prior to any transfer, the new owner shall pay the annual fee no later than thirty (30) days after the transfer of ownership and subsequent annual fees shall be due on the original anniversary date.
- (l) The enforcement officer shall include in the file any property-specific written statements from community organizations, other interested parties or citizens regarding the history, problems, status or blighting influence of a vacant building.
- (m) Any building or portion of a building classified as a vacant building under this section shall be posted with a placard by the enforcement officer, unless it is determined by the City that the placard would further detract from the character and attractiveness of the area.

Sec. 14-14. - Exemptions.

- (1) *Fire damaged structures fee exemption.* In order to encourage the prompt renovation of property, the owner of a fire damaged building may be exempt from paying vacant building fees required under the chapter; provided, that within thirty (30) days from the date of the fire, the owner at the time of the fire, submits a request for an exemption in writing to the enforcement officer. This request shall include the following information supplied by the owner:

 - (a) A description of the premises.
 - (b) The names and address of the owner or owners.
 - (c) A statement of intent to repair and reoccupy the building in an expedient manner.
 - (d) An exemption granted under this section shall be valid for no more than ninety (90) days. In the event that the owner of the property at the time of the fire who received an exemption under this section should, at any time after the fire, transfer to another person any ownership interest in the subject property, the exemption under this section is immediately void and any new owner(s) shall be responsible for paying any required vacant building fees.

Sec. 14-15. - Inspections.

The enforcement officer shall inspect any premises in the city for the purpose of enforcing and assuring compliance with the provisions of this chapter. Upon the request of the enforcement officer, an owner shall provide access to all interior portions of an unoccupied building in order to permit a complete inspection.

Sec. 14-16. - Penalties.

Any person violating any provision of this chapter or providing false information to the enforcement officer shall be guilty of a misdemeanor and upon conviction shall be punished in accordance with section 1-13 of the Afton City Code.

Sec. 14-17. - Collection of unpaid fees.

- (1) *Written notice.*

Ordinance 03-2019

- a. Written notice of fees. The enforcement officer shall, in addition to any other action the enforcement officer may undertake, serve written notice of the fees in conformance with the requirements set forth in this chapter.
- b. Notice for collection of fees shall include the amount of the vacant building fee that is the responsibility of the building owner and a statement that the fee shall be paid within the time period(s) identified in the notice.

(2) Fee and liability. The city shall be entitled to collect the costs of vacant building registration and monitoring. The fees associated with the vacant building program shall be a debt owed to the city and unpaid costs shall be collected by special assessment under the authority in Minnesota Statutes, Section 429.101. Action under this section does not preclude any other civil or criminal enforcement procedure.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 18TH DAY OF JUNE, 2019.

SIGNED:

Bill Palmquist, Mayor

ATTEST:

Ronald J. Moorse, City Administrator

Motion by:
Second by:
Perkins:
Wroblewski:
Ross:
Nelson:
Palmquist:

SUMMARY ORDINANCE 03-2019

**CITY OF AFTON, MINNESOTA
WASHINGTON COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 14 OF THE CITY CODE TO ADD REGULATIONS
REGARDING VACANT BUILDINGS**

NOTICE IS HEREBY GIVEN that on June 18, 2019, Ordinance 03-2019 was adopted by the City Council of the City of Afton, Minnesota.

NOTICE IS FURTHER GIVEN that, because of the lengthy nature of Ordinance 03-2019, the following summary of the ordinance has been prepared for publication.

NOTICE IS FURTHER GIVEN that the ordinance adopted by the City Council amends Chapter 14 of the City Code to add regulations regarding vacant buildings.

A printed copy of the entire ordinance is available for inspection by any person during the City's regular office hours, or on the City website.

The ordinance shall take effect upon publication of this summary ordinance.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF AFTON THIS 18TH DAY OF JUNE, 2019.

SIGNED:

Bill Palmquist, Mayor

ATTEST:

Ronald J. Moorse, City Administrator

Motion by:

Second by:

Perkins:

Wroblewski:

Ross:

Nelson:

Palmquist:

Heritage Preservation Commission

City of Afton

Annual Report: October 1, 2017—December 31, 2018



Afton Historical Museum, 3165 St. Croix Trail South, Afton, Minnesota 55001

City of Afton, Minnesota
Heritage Preservation Commission
3033 St. Croix Trail South
Afton, MN 55001
(651) 436-5090
www.ci.afton.mn.us

MISSION STATEMENT

The City Council hereby declares as a matter of public policy that the preservation, protection, perpetuation and use of areas, places, buildings, structures and other objects having special historical interest or value is a public necessity, and is required in the interest of the health, safety, welfare and prosperity of the people. Therefore, the Mission Statement of the Afton Design Review/Heritage Preservation Commission is to:

- A. Safeguard the rural landscape and heritage of the City by preserving sites and structures which reflect elements of the community's cultural, social, economic, political, visual, or architectural history.
- B. Protect and enhance the City's appeal to residents, visitors and tourists, and serve as a support and stimulus to business and commerce.
- C. Foster civic pride in the beauty and notable accomplishments of the past; and
- D. Promote the preservation and continued use of historic sites and structures for the education and general welfare of the people of the City.

GENERAL COMMENTS

In December 1994, Afton City Council established a Heritage Preservation Commission and designated the Old Village as a Village Historic Site to:

Assure that all uses, new development and construction, building and site rehabilitation, remodeling, property access, parking and pedestrian circulation are in conformity with the comprehensive plan.

Afton Heritage Preservation Commission

The Heritage Preservation Commission is responsible for the protection, enhancement, and promotion of the community's historical, architectural and cultural resources. The Commission conducts design reviews and offers technical support on public and private projects affecting historically and architecturally significant properties.

HISTORIC PRESERVATION PROGRAMS

1. Heritage Preservation Commission
2. Afton Historical Society - History Programs
3. Afton Historical Museum Annual Holiday Dinner with selected speakers and presentations related to the history of this region
4. Continued support of the annual Historic Fourth of July Parade

2018 HERITAGE PRESERVATION OBJECTIVES

Develop and maintain these districts as an economic, social, and physical asset to the entire city;

Recognize the unique and special problems of the old village not common to new commercial and residential areas;

Provide an opportunity for all landowners and tenants to be aware of and comment upon all significant activities and development which may affect the well-being of the area; and

Promote the preservation and protection of historic structures to enhance the environmental quality of neighborhoods and to establish and improve property values.

2018 Objectives Accomplished

1. Conducted design reviews:

- A. Design Review for exterior sign at Save A Tree, 12450 Hudson Rd.
The Commission reviewed the exterior sign proposed to be located near Hudson Road, 10 feet East of the entry driveway. The Commission approved the project
- B. Design Review for the installation of solar panels on the porch roof of the house at 15882 35th Street.
The Commission reviewed the request to install solar panels on the south facing roof carefully fitted onto the existing roof slope. The panels will be black, set in black frames. The project was approved.
- C. Design Review for new house at 3561 St. Croix Tr S.
The Commission reviewed a final packet of drawings presented for a Formal Design review. The packet included a historical compliance statement, site plan and time table. Suggestions were made by the Commission and the project was approved.
- D. Design Review for property at 3602 St. Croix Tr S.
The existing house was demolished and a new dwelling will be built that is designed to fit the site. The Commission provided information regarding the HPC and the City of Afton procedures.
- E. Design Review for exterior house remodel at 15945 35th St S
The Commission reviewed improvements including exterior paint, installation of a limestone wainscoting skirt, enlarged kitchen window and fencing for the yard. The commission made suggestions regarding the porch, columns, adding future window shutters, flower boxes, stone veneer, landscaping, a garage service door on the east side of the building and where the new fence could be located. The project was approved.

2. Vacant Commercial Properties
The Commission met with owners of vacant properties at 3235 St. Croix Tr. S and 3326 St. Croix Tr. S to discuss the future of the properties. The Commission encouraged the City Council to pursue an ordinance that would address vacant storefronts and properties, demolition by neglect in VHS-C and VHS-R.
3. Adding a Covered Entrance to City Hall
The Commission reviewed and presented a canvas awning that could be used at the City Hall Entrance to the City Council.
4. Other Accomplishments:
 - A. Commissioner Cox attended the Annual Statewide Historic Preservation Conference held in Winona and provided an update to the Commission.
 - B. On-going education programs.
 - C. Excellent attendance at meetings.
 - D. Good cohesiveness of Commission members exhibited.

2018 Historic Preservation – Issues

1. Review and planning for County Road 21 reconstruction of Main Street through the Historic Village. A member of the Commission is serving on the Design Review Committee for the preliminary design of the County Road 21 Project.
2. Follow-up regarding the University of Minnesota Design School design project for the Town Square Park and broader Old Village area, which will be considered in the County Road 21 preliminary design process.
3. Move forward with signage regulation updates focused on the Old Village area through the Planning Commission and City Council.
4. Seek out and apply for grants to further the Mission and Goals of the Afton Heritage Preservation Commission, including a grant to update the Historic Sites Map in the Afton Comprehensive Plan.

2019 Historic Preservation -- Goals

1. Address the long-term issues of Vacant Properties in the village including Fire Department inspections and property reviews.
2. Encourage and facilitate new uses of properties.
3. Find money to manufacture and install historic plaques for recently designated historic properties
4. Complete Archeological Studies of three (3) sites.

5. Identify areas of potential collaboration efforts with other cities regarding cultural movements.
6. Identify opportunities for future grants

ANNUAL CLG REVIEW REQUIREMENTS

1. Number of local designations made during the year: 12

Carnithan-Squires House	3390 St. Croix Trail S.
Citizen State Bank	3321 St. Croix Trail S.
Congregational Church – Afton Historic Museum	3165 St. Croix Trail S.
Mount Hope Cemetery	Upper 34 th Street S. PID# 22.028.20.13.0017
Reverend Simon Putnam House	3192 St. Croix Trail S.
Selma’s Ice Cream Parlor	3419 St. Croix Trail S.
Afton Public Square	St. Croix Trail and 34 th Street PID# 22.028.20.14.0041
Afton Township Hall	1675 Stagecoach Trail S.
Afton Village School	15888 34 th Street S.
Asa and Flora Tracy House	3632 St. Croix Trail S.
Emil Asp Blacksmith Shop	15880 36 th Street S.
The Erastus Bolles House	1741 Stagecoach Trail South

2. Number of permits reviewed during the year: 5

See above for descriptions of the design reviews.

3. The Heritage Preservation Commission meets at the Afton City Hall on an as needed basis the **Third Wednesday** of the month at 5:00 p.m. The HPC held 7 meetings during 2018.

HPC Commission Members:

Peter Vujovich, Co-Chair
 Jim Randers, Co-Chair
 Jim Cox, Commissioner/Secretary
 Kathy Bolton-Iverson, Commissioner
 Martin Stern, Commissioner

Primary Staff Support: Ron Moorse, City Administrator
 Other Staff Support: Julie Yoho, City Clerk

4. Number of National Register nominations commented on and/or submitted for nomination during the year: 0

There were no reviews of work done to properties on the National Register and the HPC did not identify any properties that should be nominated to the National Register.

5. Summary description of the local inventory:

Afton House Inn
Old School House

6. Did the commission conduct any projects under a CLG sub-grant during the year?

No

HERITAGE PRESERVATION COMMISSION

AFTON, MINNESOTA

NAME	POSITION / YRS OF SERVICE	PHONE / E-MAIL	OCCUPATION or QUALIFICATIONS
Kathy Bolton-Iverson 3632 St. Croix Tr. S. Afton, MN 55001	Commissioner / 8	651-285-2233 C. 651-436-1143 Fax itskbi@hotmail.com	25 yr resident RN MCAD graduate Art & Design / Artist
Jim Cox 12941 22 nd St. S. Afton, MN 55001	Secretary Commissioner / 18	612-414-0155 C. Jim.cox@msn.com	21 yr resident Architect / Planner
Randers, Jim 177 Croixview Dr. S. Afton, MN 55001	Co-Chair Commissioner / 9	612-240-8745 C. jimmiducati@me.com	12 yr resident Design / Displays / Exhibits
Stern, Martin 3390 St. Croix Tr. S. Afton, MN 55001	Commissioner / 14	651-436-8080 W. martin@squirehousegardens.com	29 yr resident Landscape Design Retail Home Goods
Vujovich, Peter 14888 50 th St. S. Afton, MN 55001	Co-Chair Commissioner / 12	651-998-0533 H. petervujovich@vujovich.com	16 yr resident Design / Builder

AFTON HISTORICAL SOCIETY

3165 St. Croix Trail South
Afton, MN 55001
(651) 436-3500

Annual HPC/CLG Report
Assurances

City of Afton HPC

2018-2019 Fiscal Year

1. I hereby certify that the **City of Afton** Heritage Preservation Commission has adhered to the public participation provisions as stipulated under Section D of the "Procedures For Applying For and Maintaining Certified Local Government Status" issued by the Minnesota State Historic Preservation Office.
2. I hereby certify that the **City of Afton** Heritage Preservation Commission has adhered to the "Procedures for the Proper Disposal of Government Records" pursuant to Minnesota Statutes 138.17 (see Appendix C of "Procedures For Applying For and Maintaining Certified Local Government Status").

Local Government Official

Afton Mayor
Position

April, 2019
Date

(This form may be used to certify compliance with requirement I.E.f. of the Annual Report required for all CLG's.)