



HERITAGE PRESERVATION COMMISSION DESIGN REVIEW MEETING AGENDA

Wednesday, November 16, 2016
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 November 16, 2016 meeting

4. **APPROVAL OF MINUTES**

A. Approval of the minutes of the October 19, 2016 meeting

5. **BUSINESS**

A. Local Designation of Historic Properties

B. Historic Plaques

C. Heritage Preservation Commission Training Program Manual

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
October 19, 2016**

- Item 1. CALL TO ORDER:** The meeting was called to order at 5:17 pm.
- Item 2. ROLL CALL:** Present: Commissioners Randers, Cox, Stern
City Officials: Ron Moorese, City Administrator

Absent: Commissioners Vujovich, Bolton-Iverson
- Item 3. APPROVAL OF AGENDA:** A motion was made by Cox to approve the October 19, 2016 Agenda.

Seconded by: Stern
Vote taken: Vote: Yes - 3, No - 0, Motion carried
- Item 4. APPROVAL OF MINUTES:** A motion was made by Randers to approve the September 21, 2016 Minutes.

Seconded by: Stern
Vote taken: Vote: Yes - 3, No - 0, Motion carried
- Item 5. BUSINESS:**
- A. Design Review - 3602 St. Croix Trail S., Afton:
1. Scott Swanson, Cretin Construction, LLC. who specialize in single family home building, has purchased the property noted above. His company was considering renovation or a tear down upon exploration of the existing conditions of the house including mold, deterioration and quality of space. He has concluded that the house be torn down and property cleaned up including outbuildings and an old wooden wall along the south edge of the property.
- Upon review, the Historic Preservation Commission concurred with these findings - complete teardown and clean up the site.
- A motion was made by Randers to tear down and clean up the site as well as submit plans for a new house.
- Seconded by: Cox
Vote taken: Vote: Yes - 3, No - 0, Motion carried

2. Scott Swanson handed out preliminary drawings by "R J Schwieters Home Design" located in Spring Lake Park, MN for a new 4BR home with detached 2-Car garage. Construction to begin in Spring of 2017.

Commissioner Cox handed out photos of two new houses built in downtown Afton in the past 10 years.

A motion was made by Randers to proceed with the design and add details/scale/proportion, etc. found on some of the historic homes in Afton. Use historic windows (ex: 4 over 4 double-hung type by Marvin, Andersen or other quality manufacturers). Swanson is to provide further defined plans along with material samples, color samples and blow-up details. A 2-Story house is appropriate.

Seconded by: Cox

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

B. Design Review - Town Square Park Bathroom:

1. The restroom facility plans and details were submitted for review.

A motion was made by Cox to approve the set of drawings dated 8/14/2016 and 8/24/2016 by James Mackey, Architect, and submit color samples for roof, siding, stone, etc. for approval

Seconded by: Stern

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

C. Local Designation of Historic Properties:

1. The Commission is waiting for final review and approval by the State Historic Preservation Office (SHPO). Ron Moorse will continue to contact Mike Koop at SHPO for their decision.

D. Historic Plaques:

1. In process. Final revisions are to be made after SHPO's approval of the 13 Properties.

E. Other:

1. While Commissioner Cox attended the 36th Annual Statewide Historic Preservation Conference, the Presenters released information regarding the recent publication for Historic Preservation Commissioner – HPC Training Manual and Presentation.

Each Commissioner is strongly urged to review the online HP Commission Training Manual and report at the next meeting at least one item that helps us understand how Commissions work best to guide our community's historic issues.

City of Stillwater's website states the following:

Commissioner Training and Education

In 2015 the City of Stillwater, in conjunction with the Cities of Eden Prairie and Mankato, received a Heritage Partnership Program grant from the Minnesota Historical Society to retain professional services and develop a training curriculum for statewide distribution. The focus of the grant was to develop training materials that would satisfy the educational needs of Heritage Preservation Commissions across the State of Minnesota. The primary goal of this program is to introduce participants to historic preservation related principles and terminology through an online program and accompanying manual. In addition to group learning opportunities, individuals can take the online course as a stand-alone endeavor at any time throughout the year, making educational opportunities available on an ongoing basis and accessible to other stakeholders such as elected officials, Main Street managers, municipal attorneys, etc.

Utilize the links below, to download the content for your use. Documents have been optimized for web browsing. Higher resolution program materials are available by contacting the City of Stillwater Community Development Department at 651-430-8820.

Link: www.ci.stillwater.mn.us/hpctraining

Click on: [Statewide Training Program Manual](#)

Click on: [Statewide Training Presentation](#)

Item 6. ADJOURNMENT:

A motion to adjourn was made by Cox.

Seconded by: Stern

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

The next DR/HPC meeting will be: Wednesday ~ November 16, 2016 @ 5:00pm