



## HERITAGE PRESERVATION COMMISSION DESIGN REVIEW MEETING AGENDA

---

Wednesday, May 15, 2019  
5:00 P.M.  
(Revised Agenda)

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 May 15, 2019 meeting

4. **APPROVAL OF MINUTES**

A. Approval of minutes of the April 17, 2019 meeting

5. **BUSINESS**

- A. Design Review - Replacement of the Afton Historical Museum Entrance Doors
- B. Discuss with potential buyer plans for doing repairs/improvements to the Dennis Amoth property at 3326 St. Croix Trail
- C. Meet with Dennis Amoth and Bonnie Lind regarding their vacant buildings
- D. Grant Update
- E. Vacant Property draft
- F. Annual Report draft
- G. 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  
April 17, 2019**

- Item 1. CALL TO ORDER:** The meeting was called to order at 5:03 pm.
- Item 2. ROLL CALL:** Present: Commissioners Vujovich (late), Randers, Cox,  
Bolton-Iverson  
City Official: Ron Moore, City Administrator  
City Official: Annie Perkins, Councilmember
- Absent: Commissioner Stern
- Item 3. APPROVAL OF AGENDA:** A motion was made by Bolton-Iverson to approve to the April 17, 2019 Agenda.
- Seconded by: Cox  
Vote taken: Vote: Yes - 3, No - 0, Motion carried
- Item 4. APPROVAL OF MINUTES:** A motion was made by Bolton-Iverson to approve the January 16, 2019 Minutes.
- Seconded by: Cox  
Vote taken: Vote: Yes 3, No - 0, Motion carried
- Late Arrival: Commissioner Vujovich
- Item 5. BUSINESS:**
- A. Vacant Properties:
- City Administrator, Ron Moore reported that the City Council discussed the HPC recommendations with a focus on "Vacant Commercial Storefronts" in the March meeting. Including fire inspections for vacant buildings and an ordinance to encourage or require property owners to facilitate new uses in vacant buildings.
- The City Attorney is preparing a "draft" ordinance regarding the above including licensing requirements.
- A potential buyer has contacted the City (Moore) regarding Amoth's property located at 3326 St. Croix Tr. S.
- A motion was made by Vujovich that the City invites Dennis Amoth and Bonnie Lind (Lerk's) to the next DR/HPC meeting to discuss the upcoming license and ordinance changes for Vacant Properties.
- Seconded by: Cox  
Vote taken: Vote: Yes - 4, No - 0, Motion carried

B. Grant for Archeological Studies:

1. Cox reported he spoke with Mike Koop, State Historic Preservation Office (SHPO), who stated the CLG Grant is in progress that he and the State Archeologist, David Mather, were very impressed with our submission including the information on Bissell Mound.
2. The matching Legacy Grant is also being processed.

C. Other:

1. Randers stated now that Afton has a new Main Street, landscaping, etc., the City should do more advertising of our local businesses. Randers will contact the Becky Nickerson, AABA (Afton Area Business Association).
2. Randers suggested the HPC should make a list of our accomplishments in the past 10 years. He will work on it.
3. The packet handed out at this meeting included a Draft of the Annual Report: October 1, 2017 - September 30, 2018. This will be reviewed and completed by the next meeting in May.
4. Cox met with Pete and Sally Harris at their farmstead located at 421 Stagecoach Trail South. They are in the process of repairing the foundation of their potentially historical barn and many need help with the solution.
5. Bolton-Iverson has received approval by the City to split her existing lot. She intends to build a new house on the lot and will be submitting drawings showing the style of the dwelling to the DR/HPC for review and approval. Upon completion of the new house, she intends to restore the foundation of the existing house which is a Locally Designated Historic Property.

**Item 6 ADJOURNMENT:**

A motion to adjourn was made by Cox

Seconded by: Vujovich

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

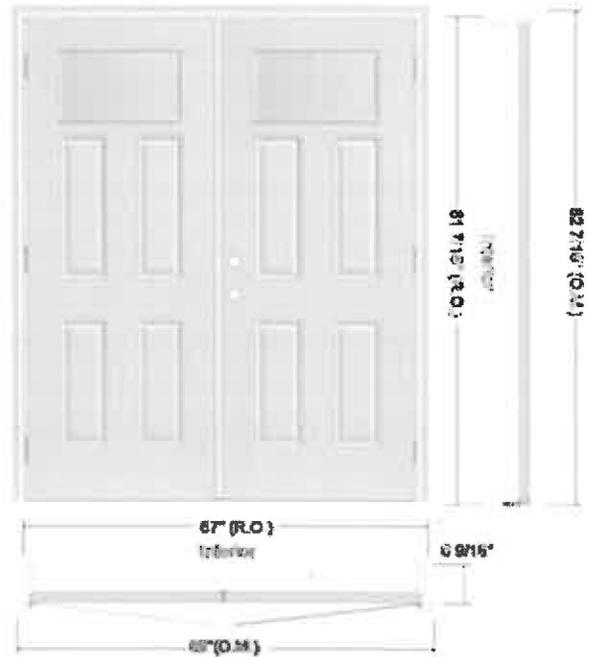
**The next DR/HPC meeting will be: **Wednesday ~ May 15, 2019 @ 5:00pm****



AFTON HISTORICAL  
MUSEUM  
ORIGINALLY BUILT AS A  
CONGREGATIONAL CHURCH  
IN 1868  
OPEN SUNDAY 1-4 PM  
MID MAY - MID OCTOBER  
OPEN WEDNESDAYS  
YEAR ROUND 1-8 PM  
PHONE 651-436-3500



**Quality Millwork**  
**Unbelievable Service**



**Specifications**

U.D. = 66" x 80 15/16"; R.O. = 67" x 81 7/16"

O.M. of Brick Mould = 69" x 82 7/16"

Lead Time: 1 Working Day (Call to verify)

*Image is viewed from Exterior!*

Item Description	Qty
5' 4" x 6' 8" HDD-228-010 Select Steel Double Door w/White Aluminum Ultimate Astragal w/Clear Glass - Left Hand Outswing	1
2 3/8" Backset - Double Bore (2 1/8" Dia. Bore) w/160 (1" x 2-1/4") Mortise Latch Preps w/Full Lip (Standard) Strike Prep w/Deadbolt ANS 9206 (1" x 2-1/4" - Standard) Strike Prep	1
Set of Ball Bearing - US15A Antique Nickel Outswing Hinges	1
Primed Frame Saver Frame - 6 9/16" Jamb w/Brick Mould Exterior Trim (Applied)	1
Compression - Bronze Weatherstrip	1
Fixed Bumper Walnut Mill Finish Sill	1
<b>Item Total</b>	

# 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](http://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 35<sup>th</sup> 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 UPDATE**

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: 0

There were no new designations because the HPC did not identify any historical structures to be added that aren't already on the local register.

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
<b>Kathy Bolton-Iverson</b> 3632 St. Croix Tr. S. Afton, MN 55001	Commissioner / 8	651-436-1143 H. <a href="mailto:itskbi@aol.com">itskbi@aol.com</a>	25 yr resident RN MCAD graduate Art & Design / Artist
<b>Jim Cox</b> 12941 22 <sup>nd</sup> St. S. Afton, MN 55001	Secretary Commissioner / 16	651-436-3699 H. 612-414-0155 C. <a href="mailto:aftonarchitects@msn.com">aftonarchitects@msn.com</a>	18 yr resident Architect / Planner
<b>Randers, Jim</b> 177 Croixview Dr. S. Afton, MN 55001	Co-Chair Commissioner / 8	651-436-7367 H. 612-240-8745 C. <a href="mailto:jimmiducati@me.com">jimmiducati@me.com</a>	17 yr resident Design / Displays / Signs / Exhibits
<b>Stern, Martin</b> 3390 St. Croix Tr. S. Afton, MN 55001	Commissioner / 12	651-436-8080 W. <a href="mailto:martin@squirehousegardens.com">martin@squirehousegardens.com</a>	12 yr resident Landscape Design Retail Home Goods
<b>Vujovich, Peter</b> 14888 50 <sup>th</sup> St. S. Afton, MN 55001	Co-Chair Commissioner / 12	651-998-0533 H. <a href="mailto:petervujovich@vujovich.com">petervujovich@vujovich.com</a>	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

**2017-2018** 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.)