

**HPC Meeting
Monday, June 28, 2010**

Commission Members:

Mary Flicek-Chair	Linda Mann
Jolene Greenheck	Dan Miller
Monica Walters	Melody Gibson
Victoria Moore	

City Representatives:

Molly Patterson-Lundgren, City Planner

PROCEEDINGS OF THE HERITAGE PRESERVATION COMMISSION

The regular meeting of the Heritage Preservation Commission was held on Monday, June 28, 2010 at City Hall and was called to order at 9:01 am by Chair Mary Flicek.

Roll found all members present except Melody Gibson

Changes/Additions to the Agenda –

Add Old Jail re-uses and SHPO conference under other business

Commissioners Linda Mann and Dan Miller moved to approve the minutes of the May 10 meeting as presented. The minutes were adopted unanimously.

Design Review- 107 Pembroke-Proud Antiques, sign application. The applicant was in the audience.

Motion to approve sign application, Linda Mann, Second Monica Walters. Adopted unanimously

WHEREAS, Proud Antiques submitted information on all of their signage as requested in the letter dated May 21st, and

WHEREAS, the sidewalk sign is under 9 square feet, which meets the requirement of a yard sign where no permit is required, and

WHEREAS, the existing window signs were installed prior to November 17th 2009 and were not regulated at that time, and

WHEREAS, the proposed signage meets the design requirements for the downtown historic district for color, font size & style, and sign clarity, and

WHEREAS, the proposed signage meets or is below the maximum signage allowed for this property and each sign proposed meets the maximum size or area coverage allowed in this district,

NOW THEREFORE, the signage proposed in the application submitted the week of May 24th 2010 is hereby approved, including the wall sign, the sidewalk/yard sign, and all signs on the interior of the windows (as existing).

Design Review of 171 Pembroke-Dennis Carr, sign application-Victoria had a question regarding the signs in the windows, if they are grandfathered in or not. The conclusion was that the window signs are grandfathered in, but they will be counted as part of total signage allowed.

Motion to approve sign application, Linda, second by Monica. Adopted unanimously.

WHEREAS, Dennis Carr submitted information on all of the signage located at 170 Pembroke Avenue as requested in the letter dated May 21st, and

WHEREAS, the sidewalk sign is under 9 square feet, which meets the requirement of a yard sign where no permit is required, and

WHEREAS, the existing window signs were installed prior to November 17th 2009 and were not regulated at that time, and

WHEREAS, all the proposed signage meets the design requirements for the downtown historic district for color, font size & style, and sign clarity, and

WHEREAS, the proposed signage meets or is below the maximum signage allowed for this property and each sign proposed meets the maximum size or area coverage allowed in this district,

NOW THEREFORE, the signage proposed in the application submitted on May 26th 2010 is hereby approved, including the projecting sign, the sidewalk/yard sign, and all signs on the interior of the windows (as existing).

Design Review of 161 Pembroke- Book Cliffs- Motion to approve by Linda second by Monica and adopted unanimously

WHEREAS, the projecting “The Book Cliffs” sign has a permit previously issued, and

WHEREAS, All wall signs cover less than 10% of the façade on any wall they are placed, and

WHEREAS, the flag sign is under the 30 square feet maximum size allowed, and

WHEREAS, the existing window signs were installed prior to November 17th 2009 and were not regulated at that time, and

WHEREAS, the all proposed signage meets the design requirements for the downtown historic district for color, font size & style, and sign clarity, and

WHEREAS, the proposed signage meets or is below the maximum signage allowed for this property and each sign proposed meets the maximum size or area coverage allowed in this district,

NOW THEREFORE, the signage proposed in the application submitted June 2nd 2010 is hereby approved, including the wall sign, the flag sign, and all signs on the interior of the windows (as existing).

Design Review of 162 Main Street Solem-Kreye Realty. Motion to approve the sign application. Linda second by Jolene. Adopted unanimously.

WHEREAS, Solem-Kreye Realty submitted information on all of the signage located at 162 Main Street as requested in the letter dated May 21st, and

WHEREAS, the projecting sign is painted wood and meets the size requirements for a projecting sign, and

WHEREAS, the proposed signage meets the design requirements for the downtown historic district for color, font size, & style, and sign clarity, and

WHEREAS, the proposed signage meets or is below the maximum signage allowed for this property,

NOW THEREFORE, the signage proposed in the application submitted on June 1st 2010 is hereby approved, including the projecting sign and all signs on the interior of the windows (as existing).

Design Review of 254 Fresh Wok- Molly discussed with the owner some options for the poster sign and he decided to move the sign inside. The application was approved, Motion made by Mann seconded by _____, approved unanimously.

WHEREAS, Fresh Wok submitted information on all of the signage located at 254 Main Street as requested in the letter dated May 21st, and

WHEREAS, the poster sign is not permanently adhered to the window glass by means of decals, glue, or other adhesives permanently and therefore is not regulated as a window sign, and

WHEREAS, all the proposed signage meets the design requirements for the downtown historic district for color, font size & style, and sign clarity, and

WHEREAS, the proposed signage (alley wall sign and Main Street window sign) meets or is below the maximum signage allowed for this property and each sign proposed meets the maximum size or area coverage allowed in this district,

Now Therefore, the signage proposed in the application submitted on May 28th 2010 is hereby approved, including the projecting sign, the sidewalk/yard sign, and all signs on the interior of the windows (as existing).

Old Business

Downtown sign enforcement process- The Commission reviewed the list of remaining signs without permits. One additional application has been received and will be on the agenda for next month. Molly suggested letting a month go by before addressing the remaining signs where no permit application has been received (including the plastic signs).

Anderson House for sale sign- Mary asked about the 60 days to approve or deny applications and how that pertained to this issue. Molly reminded the group that the application has been denied. The applicant could apply for a variance by has not done so yet. Molly suggested sending a letter giving 2 weeks to remove the sign or file for a variance. Linda motioned it and Victoria seconded it.

Fuller window issue- Molly provided the commission with a copy of a note from Mr. Fuller's contractor that had been forwarded by the City Attorney. A suggestion was made to contact the attorney and have the City Attorney contact Mr. Fuller regarding the requirement to have HPC approval prior to any further work being done.

Historic walking tour update Molly reported that the printer been given the project and that the design needs to be finalized. Printing of 12,000 downtown route brochures and 10,000, for the other three routes will be done. The cost is \$9,700 for printing. Several brochure racks at a total of \$463 have been ordered.

Anderson House re-use study- Two proposals were received. One of these indicated a team with 20 plus years of experience, including an economic development person and a Kitchen specialist. They propose to hold one or two public meetings. A second proposal was received by a smaller team which seemed to offer less in terms of market expertise. The team of John Lauber & Bob Claybaugh was chosen. They plan to begin on Thursday.

New Business- Main Street Program-National Trust. Molly provided background of the National Main Street program. The new Minnesota statewide program offers two options:

1. Designated main street program with a fee of \$2000.
2. Associate membership with a fee of \$200

Molly indicated that the commission could choose to spend \$200 of their \$1,500 budgeted for commission use, but that the \$1,500 is not in this years budget. Motion to except staffs recommendation to become Associate member by Monica and second by Victoria. Adopted unanimously

Other Business- Old Jail re-use. Mary asked about potential re-use options for the old jail. Molly informed the group that information regarding a demolition permit had been requested from the City. The commission determined to request access to the interior before demolition to take some photos of the jail and to potentially have an article regarding the history about the jail in the paper. Molly will contact the County about getting inside; Monica, Mary and Victoria indicated they would be interested in doing this.

The SHPO conference was mentioned; the date being September 16 thru the 17, Thursday or Friday. Commission members should be ready to indicate at the next meeting if they are interested in attending.

Next Meeting July 26th

Adjourn 10:50 Motion to approve Jolene, second Dan.