

Florence Township Heritage Commission

Tuesday, September 18, 2007 meeting minutes (pending final HPC Board approval)

Call to order:

Chair B. Flies called the meeting to order at 7:00 PM. Chairman Flies announced the appointment of Cory Koplin to the HPC. Cory, having previously served as a HPC board member will add to the experience base of the board. Members present: Clay Ruggles, Char Henn, Joyce Engstrom, Andrea Hamilton, Cory Koplin and Dan Staker.

In the call to order Joyce Engstrom offered “a point of order” that there should have been no minutes posted for the August meeting since a quorum had been lacking. There was however a **Design Review Application** was presented to the board by a resident regarding landscape/security lighting. It should be noted for the record that the **Design Review Application** was submitted but since the town board does not require any action on landscape requests and all the lighting involved was “low impact” chairman Flies would communicate the go-ahead directly to the Juneks and we will retain the application for future discussion. Aside from that discussion and the lacking of a quorum no other board business was covered. It was decided that since it was lacking a quorum it was not an official meeting no minutes other than a call to order and adjournment should be posted on our website. Chairman Flies directed the secretary to do so.

Secretary Report: The minutes of the July 17 meeting were approved as posted. It was discussed with the members that in order to post the HPC’s meeting minutes in a timely fashion to the website they would be posted with the stipulation: “minutes posted pending final HPC approval.” If approved at the following meeting it would be so noted in the next month’s posted minutes, if any changes to the minutes were necessary they too would be included at that posting.

Treasurer’s Report: Bill reported that the HPC’s checking account had a \$560.49 balance and the September 1st, 2007 Park’s balance was \$8,881.79 with a pending net accounts receivable \$5,403.88 making a projected balance of \$14,285.67. The Treasurer’s reports were approved as presented.

Town Board Meeting: Clay Ruggles, Township Supervisor, reported that the Chateau Frontenac permits were filed after receiving town board approval.

Permits: Permits request presented:

Kirby Rigelman presented a permit on behalf of residents, Jan Armstrong and Alfred Woltz on their residence located at 34832 County 2 Blvd. The work primarily involves constructing a new roof. The existing multiple roof planes will be replaced by a new roof of a single continuous plane from the current ridgeline down through the overhang. There are no changes to the structure’s existing footprint with the exception of incorporating a patio deck underneath a small portion of the roof at the backside of the house.

It was moved, seconded and passed by the board that the permit be approved as presented. The town board will be presented with two sets of the plans; one for inclusion

in their archives and the other to be forwarded to Goodhue county.

Bill Flies revealed to the other HPC members his next step in the Chateau Frontenac Planned Unit Development (PUD) design originally presented at the July HPC meeting. If approved by the town board, the county planning commission and the county board will review PUD design separately. Once approved by all agencies, the site's residential lots can be recorded, taxed, and sold as separate parcels. The completion of this process will allow Chateau Frontenac to complete its Homeowner Association bylaws and covenants that will be presented to the HPC when done. It will also allow for the future presentation of Design Review Applications for the properties on which construction will occur. Since his presentation at the July meeting he has conferred with the surveyors and concluded that a re-platting of the area might better serve the future owners of the properties by giving more definition to their boundaries and also benefit the community by increasing the area on what is known as **Frontenac** point for public use. He asked the HPC that certain boundaries are relocated which would involve incorporating **0.20 (one-fifth)** acres of township land into the Chateau Frontenac Planned Unit Development (PUD) area. In exchange Chateau Frontenac would deed over to the township a like amount of **0.20 (one-fifth)** acres to be included with the public point property. In the discussion the commission requested that the area should remain natural and no man made structures including picnic tables and benches be placed on this property. Chateau Frontenac has agreed that it will continue to maintain **Frontenac** Point as it has done in the past (mow, wall repair, brush trimming.) This maintenance obligation will be part of the Chateau Frontenac Homes Association documents so that the maintenance remains perpetual.

The HPC board approved the plat changes as requested.

Completed Projects:

Since the July meeting our new website:
<http://www.florencetwp.org/heritagecommission.html>

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Active Projects:

- Clay - Filling open HPC board positions: the appointment of Cory Koplin. There remain two open seats on the board. Cory mentioned another possible member and he would approach that person about joining the board.
- Andrea - Book Distribution: none
- Andrea - Bench sponsorships
There are now only two available benches remaining and with increased interest in sponsorship the question of placing additional benches was discussed. Currently there are two people requesting a bench but want to wait for a “better” location. It was decided that no more benches would be placed until all benches had sponsors.
It was discussed to have better-looking, higher quality plaques placed on the sponsored benches. Bill was going to look into what might be available and the costs.

- Park management:
The subject of finishing of the tree harvest cleanup was discussed and it was agreed that this would have to wait until fall/winter to resume.
- Park shelter upgrade: Nothing to report.
- Interpretative Center: Time is of the essence if we have any hope of obtaining CLG grants. The drafts of the applications are due by January 11th. Joyce said that she would again talk to the person who has expressed an interest in designing such.
- Park & Cemetery Survey and placing of markers - This project is postponed until this winter when the surveyors are less busy and may offer a more affordable rate.
- Park Management area groups - Buckthorn removal within the parks was discussed. The idea of “park buckthorn removal sponsorships” was suggested. Bill Flies, Dan Staker and Clay Ruggles have agreed that we would take responsibility for buckthorn eradication in Valhalla Park along Lake Ave (Clay and Dan) and along Lake Ave Way (Bill.) It is our hope that we would be able to elicit help from friends and neighbors whose property abuts Valhalla Park.
- Valhalla Vistas - The vistas will obviously require the removal of some of the mature trees. A person who is knowledgeable in forestry issues will be consulted and manage the creation of the vistas. The public will be invited to participate in the vistas marking.
- Walking Tour Brochure: Postponed until winter.
- Heritage Assets Management: The project to inventory and catalog the historic properties in our district as required by SHPO will be postponed until winter.
- Communication: Dan made an appeal to the board members to provide him with the email and street addresses of their network so that they could be included in a database. Once he has his Dell system up and running he will begin compiling a database of community addresses and emails

New Business:

- Historic District Guidelines and HPC's Charter:
Much of the meeting was spent in discussing among the board members our individual goals and priorities regarding maintaining historic integrity within the district while recognizing the rights of various property holders. There appears to be need for an in-depth review of our HPC guidelines relative to current SHPO documentation, National Park Board documentation, our ordinances, the county's

ordinances and the guidelines of neighboring historic districts (e.g. Red Wing, Lake City, Wabasha). It would be desirable for our residents to have a complete, accurate, and easy to understand set of guidelines as they attempt to sell, purchase and modify their properties within the defined historic district. This effort could be an ongoing annual project as we attempt to work through these issues and attempt to arrive at a consensus.

- HPC members' priorities: Time constraints will mean that this will have to be held for a future meeting.

Planned Absences: None mentioned among those persons attending.

Adjournment: Meeting was adjourned at 9:25 PM.

Next HPC Meeting: October 16, 2007

Respectfully submitted,

Secretary, Dan Staker

Corrections Addendum: Chairman Flies submitted these minutes' corrections:

- The point is officially "Frontenac Point"; not "Methodist Point". Please change the minutes so we do not propagate the erroneous name.
- Also, the actual exchanged land totals 0.20 acres since the surveyor made a wrong calculation. Therefore, it might be best to state "approximately 1/5 acre will be exchanged".
- Regarding the Junek matter, it should be stated that a "Design Review Application" was submitted for landscaping; not a permit.

These changes have been made to previously posted minutes. The "corrected" minutes have been resubmitted within the corrections addendum and so noted in the minutes by bold italics and underlined. Please inform me of any other corrections or additions.
Secretary, Dan Staker