

**CITY OF SAINT PETER
HERITAGE PRESERVATION COMMISSION
Regular Meeting Minutes – Tuesday, July 26, 2022
Community Center – St. Peter Room**

A regular meeting of the Heritage Preservation Commission (HPC) meeting was called to order by Chairperson Larry Potts at 5:31 pm. Commissioners Potts, Remo Alexandri, Colleen Jacks and Brian Oviatt were in attendance. Commissioner Joe Metzen was absent. City staff present was City Administrator Todd Prafke.

Approval of Agenda

A motion was made by Sharstrom, seconded by Oviatt to approve the agenda as presented. With all in favor, the agenda was approved.

Approval of Minutes

The minutes of the June 28, 2022 regular meeting were presented. Oviatt requested the minutes be amended by replacing open fence with “open gate” under “Privacy Fence – 214 South Minnesota Avenue” and the addition of the following statement, “Prafke stated that no action has been taken to secure the roof at this time” -101 South Minnesota Avenue.

A motion was made by Oviatt, seconded by Alexandri to approve the minutes of the June 28, 2022 regular meeting as amended. All members voting aye, the minutes were approved as amended.

Sandwich Board Sign Guidelines

With the transition of a new Community Development Director, City Administrator Todd Prafke asked the Commission to review the sandwich board sign regulations that were approved at the January 25, 2022 HPC meeting. Upon review, Commission members requested deletion of the specific fee listed in Section 10 as the fee is subject to change by the City Council.

Prafke also confirmed that the Commission approved administrative approval of sandwich board sign applications.

A motion was made by Sharstrom, seconded by Oviatt to approve the Sandwich Board Sign regulations with the removal of the specific fee. All members voting aye, the motion carried.

The Arts Center of St. Peter – Sign Design Review

Prafke stated that The Arts Center of St. Peter had submitted a sign design review to allow for the removal of the existing natural bronze finished panels located at 315 South Minnesota and to replace them with white panels. Prafke further noted that the existing panels have become weathered and blend in with the color of the brick façade. Replacing the panels with white will draw attention to their location. He added that The Art Center plans to reinstall the existing letters.

A motion was made by Oviatt, seconded by Sharstrom to approve the sign design review as submitted. All members voting aye, the motion carried.

Preserve MN Conference – City Administrator Prafke reported on the Preserve MN Conference which is being held in Duluth on September 14 – 16, 2022 and noted scholarships are available to pay for conference fees if Commission members are interested in attending.

4 Seasons Mall – Prafke reported, letters were mailed to Karl Olson, owner of 212 South Minnesota Avenue, regarding the condition of the south wall of the building. Prafke indicated that deterioration of the south wall had created both health and safety issues that need to be addressed and the City feels it is imperative that a timeline be established for repair of the wall. Prafke reported on what would be the process for the City’s Building Official to take action which required for three subsequent notices to be sent before action is taken.

101 South Minnesota Avenue – Prafke reported that although an insurance settlement had been reached between the property owner and their insurance company, the City has not yet received a timeline for repair or demolition of the structure which was damaged by fire in January, 2022. Prafke also indicated the property owners had yet to seal the roof to protect the structure from the elements.

Adjourn

There being no further business, a motion was made Oviatt, seconded by Sharstrom to adjourn. With all members voting aye, the meeting adjourned at 6:18 pm.

Larry Potts
Chair

ATTEST:

Ben Baker
Director of Community Development