



AGENDA
CHASKA HERITAGE PRESERVATION COMMISSION
CHASKA CITY HALL - COUNCIL CHAMBERS & ZOOM
Tuesday, January 3, 2023
7:00 PM

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Visitor Presentation
5. Approve Previous Meeting Minutes
 - 5.A. Approve the May 3, 2022 HPC Meeting Minutes
6. Consent Items
7. Action Items
 - 7.A. POSTPONED: Approve the Site Alteration Permit (SAP) for Chaska Yards at 211 & 217 Walnut Street (Ernst Home & Ess Lot)/Carver County CDA/HPC #2023-01
8. Discussion Items
 - 8.A. Discuss Downtown Business Rear Entrance Design Guidelines
9. Other Business
10. Adjourn



Minutes
CHASKA HERITAGE PRESERVATION
COMMISSION
Tuesday May 3, 2022
7:00 PM

1. Call to Order

The meeting was called to order at 7:00 pm.

HPC members present: Chair Person Kohman, Gregg Davies Steve Mueller, Scott Welvaert, Tom Racijs

HPC members absent: James Pleis, Anne Bohnen

Staff present: Elizabeth Hanson – City Planner

2. Roll Call

Roll call was taken.

3. Adopt the Agenda

Motion made by Commissioner Mueller, second by Commissioner Welvaert, to adopt the agenda. Motion carried.

4. Visitor Presentation

There was no one under visitor presentation.

5. Approve Previous Meeting Minutes

5A. Approve the January 4, 2022 HPC Meeting Minutes

Motion made by Commissioner Davies, second by Commissioner Mueller, to approve the January 4, 2022 HPC Meeting Minutes. Motion carried.

6. Consent Agenda

There were no consent agenda items.

7. Action Items

7A. PUBLIC HEARING: Approve the Site Alteration Permit (SAP) to Construct a Pergola at 500 Chestnut Street North/Superior Lawn & Landscape/HPC #2022-02

City Planner Hanson presented this item. Hanson stated this historic property was renovated in 2018 and included a site alteration permit. The applicant and developer are present to answer questions.

Commissioner Welvaert wondered about the dimensions. Craig Frick, Superior Lawn and Landscaping stated it is roughly 18 feet x 22 feet. Commissioner Mueller inquired about the stability. Mr. Frick stated it will be done in 2x2 in order to keep things square.

Chair Kohman opened the public hearing at 7:11 p.m.

Chair Kohman closed the public hearing at 7:11 p.m.

Motion made by Commissioner Welvaert, second by Commissioner Racius to approve Site Alteration Permit (SAP) to Construct a Pergola at 500 Chestnut Street North/Superior Lawn & Landscape/HPC #2022-02. Motion carries.

7B. PUBLIC HEARING: Approve the Site Alteration Permit (SAP) to Construct a New Fence at 202 Walnut Street North/Beyond New Beginnings/HPC #2022-03

City Planner Hanson presented this item. This property is a corner site in the heart of downtown Chaska. The applicant is looking to install fencing in the rear portion of the lot. Black steel fencing would run along the property line and would be 4 feet high meeting the zoning requirement.

Applicant, Russ St. John, co-founder of Beyond New Beginnings provided a brief overview of the program. Molly Koivumaki, director of Beyond New Beginnings provided interior details regarding each apartment.

Mr. St. John stated there is a need for a fence, containing 3 access gates. Commissioner Davies wanted clarification if the free-standing dumpster would have a fence around it. Mr. St. John stated the dumpster would be outside the fence area but does require an enclosure and would have to be screened in. Mr. St. John stated they are working with zoning staff to figure out a solution to the dumpster issue.

Mr. St. John also clarified that an estimated \$5,000 was donated and is able to get materials at cost. Mr. St. John recommended steel fencing because of its durability and only one gate will need to be modified cutting down on labor costs.

Chair Kohman opened the public hearing at 7:32 p.m.

Chair Kohman closed the public hearing at 7:33 pm.

Motion made by Commissioner Davies, second by Commissioner Welvaert to approve the Site Alteration Permit (SAP) to Construct a New Fence at 202 Walnut Street North/Beyond New Beginnings/HPC #2022-03 based on the findings found in the report. Motion carries.

8. Discussion Items

8A. Eitel House – Preliminary Plat

City Planner Hanson presented this item and provided a brief overview to get initial feedback from Commission. Property is historically designated and is going through a preliminary plat process. Presently, the property is all one lot, including a park and the Eitel house. The owner is looking to sell the house and split the property. There are several trails in between the park and home that would subsequently be removed and eventually renovated for a single-family residence. City Planner Hanson believes building a detached garage on the site would interest any potential buyers.

City Planner Hanson stated the potential relocation of the windmill is the biggest concern and wants feedback from this Commission. Commissioners Mueller and Davies both wondered if the windmill is permanent. The Nomination form stated it is not a significant piece of history but is part of the landscape. Hanson stated the safety of the windmill would have to be assessed and if it was structurally sound.

Chair Kohman wondered if the house is in upscale condition. Hanson stated it is still structurally sound but some maintenance and cosmetic work is necessary. Commissioner Mueller noted it does not meet new codes and stated the garage is in the right location but size may be a factor. City Planner Hanson noted the size of the proposed garage compared to the size of the Eitel house is an aesthetic concern.

City Planner Hanson summarized she is requesting feedback on the windmill. Commissioner Mueller wondered if a new owner would want it moved. Commissioner Racijs added reverting it to private property allows the property owner to make that decision.

Jeremy Ely, president of the Jonathan Board, provided his insight into wanting to get the Eitel Home sold off.

8B. Guardians Angels School – Block 42 – Concept Plan

City Planner Hanson presented this item and indicated various the applicant for the concept plan has letters of support, purchase agreement and agree with the redevelopment of the block plan.

The concept plan states redeveloping the building into 22 rental apartments. The building will maintain the exterior and could include a community green space. Hanson also noted the southeast block would be redeveloped to include a 3-4 story 44-unit apartment building with underground parking and an additional section designated as 7 town home units. The current play area would be converted to a parking lot.

Chair Kohman wondered if there is a public hearing on this. City Planner Hanson stated the concept plan will go to the Planning Commission on May 11th and Friday, May 6th the developer will meet with affected property owners.

Dave Pokorney, Community Asset Development Group, stated the goal is to preserve the buildings by working with Chaska Development Authority on a plan to preserve and potentially enhance the building. Mr. Pokorney emphasized only

small changes will be made to the interior because of its structure. Mr. Pokorney noted he wants the whole block to have an upscale feel and the need for enough parking and will bring that to the developer. Mr. Pokorney would like to acquire the property this year and start as soon as possible.

Commissioner Welvaert wondered is the basement of the school conducive for parking. Mr. Pokorney clarified there will not be parking below the school but will be parking below the new apartment building. Commissioner Welvaert wondered if it is similar in size to other buildings in the area. Hanson stated it is within height of some downtown Chaska structures. Hanson stated it does become a question of compatibility but it comes out to be about the same height as the school with the 44-unit apartment building.

9. Other Business

There is no other business.

10. Adjourn

Motion made by Commissioner Mueller, second by Commissioner Welvaert to adjourn the meeting at 8:23 p.m. Motion carried.

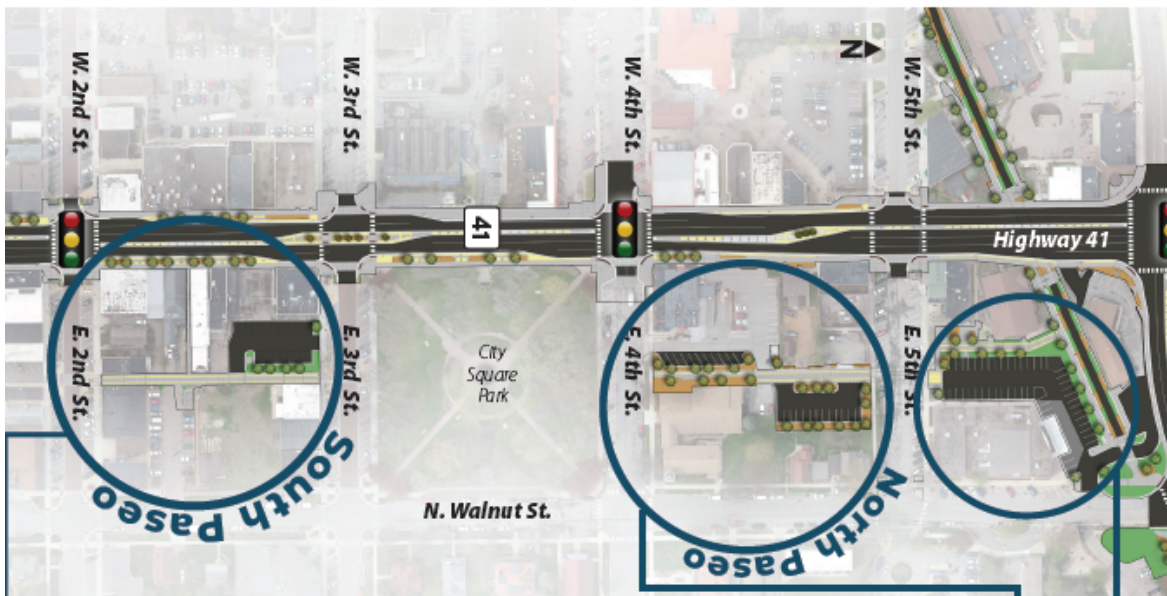


City of Chaska Memorandum

To: Heritage Preservation Commission
From: Elise Durbin, Assistant City Administrator
Subject: 1/3/2023 HPC Meeting –Downtown Chaska Business Rear Entrances Design Guidelines

Background

Beginning this past fall, and into 2023, Highway 41 and Highway 61 in Downtown Chaska are being reconstructed (details on the project can be found at www.downtownhwy41.com). As part of that project, on-street parking on Highway 41 is being removed, and new public parking lots and paseos are being created on the east side of Highway 41 behind the existing buildings—in particular between 2nd and 3rd, 4th and 5th, and between 5th and Highway 61.



Today, most customers accessing businesses (especially on the east side of Highway 41) enter from the front, along Highway 41. With the improvements that are coming this summer, customers (especially those arriving by car) will likely find it more convenient to enter the rear entrances of the buildings.

Given this upcoming change, it prompted the City to look at ideas of how property/building/business owners can enhance their rear entrances to make it more convenient and inviting for their customers, and for visitors to downtown. HKGi, a local planning and design consulting firm, was hired to develop a design manual that can then be used by business and property owners interested in enhancing their rear entrances.

As a part of the process, HKGi spent time reviewing previous documents, including the Downtown Master Plan, Downtown Chaska Signage Design Guidelines, Chaska Wayfinding Signage Master Plan, and the Downtown Preservation Design Manual. Additionally, one-on-one meetings were held on July 27 and August 4, 2022, with business and property owners to understand issues, opportunities and ideas.

Downtown Chaska Business Rear Entrance Design Guidelines

Based on the review of previous documents and the interviews with business and property owners, a draft of the Downtown Chaska Business Rear Entrance Design Guidelines has been put together and is included as an attachment.

The design guidelines focus on several areas, including:

- Doors and windows
- Exterior materials, awnings and canopies
- Lighting
- Signage and wayfinding
- Plants and planters
- Private outdoor spaces

In each of these areas, guidelines are provided to give business and property owners ideas on how to improve the rears of their buildings—including any entrances that may already be there or may be added in the future. In certain cases, such as lighting and signage, references to the Zoning Code and Downtown Chaska Signage Design Guidelines are made so that any improvements meet already established regulations. Also included are numerous graphics and photos to give visual examples of what is intended.

This first draft focuses on the specific areas for enhancement. As the final draft is developed additional areas will be added, including:

- Purpose and background/objectives/applicability
- Permits/applications for making improvements, including building permits, sign permits, site alteration permits (historic buildings), storefront/sign improvement program, etc.
- Additional photos of examples of desirable improvements, e.g. rear doors, screening of trash receptacles, awnings

HPC Action

At this time, staff is not requesting the HPC take action on these design guidelines, but rather provide feedback. This feedback will be used to make updates to the draft, and the final version will be brought back to the HPC at a future meeting for formal action.

Specifically, staff is looking for feedback on the following items:

- Are there other areas (beyond the six noted above) that should be addressed?
- Do the specific design guidelines in each area that have been developed make sense? Is there anything that is missing or should be taken out?
- Do the graphics convey what the city should be looking for? Are there examples in other cities you are aware of that would be good to include?



DRAFT

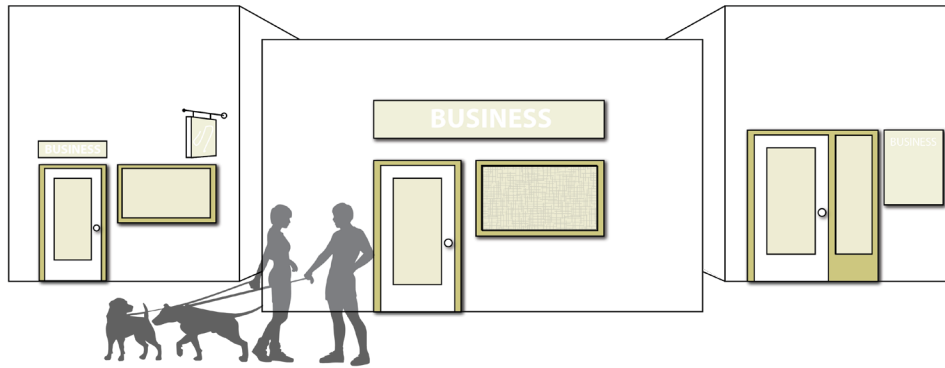
DOWNTOWN CHASKA BUSINESS REAR ENTRANCES DESIGN GUIDELINES

DRAFT DECEMBER 27, 2022



CITY OF
Chaska
MINNESOTA





DOORS AND WINDOWS

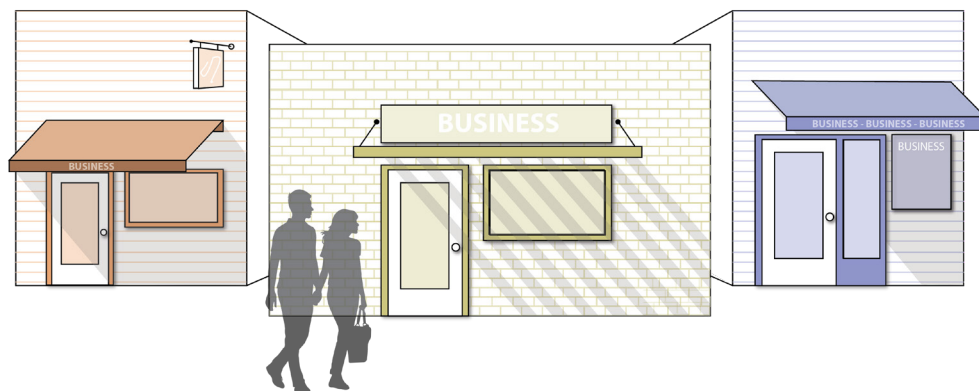
1. Rear doors and windows are encouraged in order to provide “eyes on the alley/paseo”.
2. Install commercial-style doors (avoid residential-style) that have full or half-lights (full or half windows within the doors) to provide transparency and light to and from the building.
3. Rear door and window frame colors should contrast with and complement the exterior wall color. Consider using a brighter, more visible color for door and window frames.
4. Add commercial-grade windows to the rear of the building façade where appropriate to create more welcoming or transparent outward appearance. Consider how the window style maintains the architectural character of the building (avoid residential-style double or single-hung windows).
5. Consider energy efficiency (lower U value for glazing, insulation in wall cavity surrounding door jamb, etc.) in window and door selection and assembly.
6. Rear garage/loading area doors should be decorative, complement other rear doors and windows, and provide some transparency where possible.
7. Often the interior spaces accessed from the rear of the building are used for storage, utility, or restrooms. These areas require privacy or security. Windows into these spaces could be installed higher (clerestory) with a header height aligned with adjacent door heights. Alternatively, existing windows with lower sill heights could have a frosted or etched texture applied to provide privacy into the interior spaces. Avoid storage of materials or equipment directly in front of windows.



Commercial-grade windows and doors at business rear entrances in Rock Springs, WY. Windows and doors were retrofitted to complement the architecture of the historic building.



Windows and doors in this example demonstrate how contrasting colors and architectural elements can make the entrance visible and inviting. (Photo: John Lum Architecture)



EXTERIOR MATERIALS, AWNINGS & CANOPIES

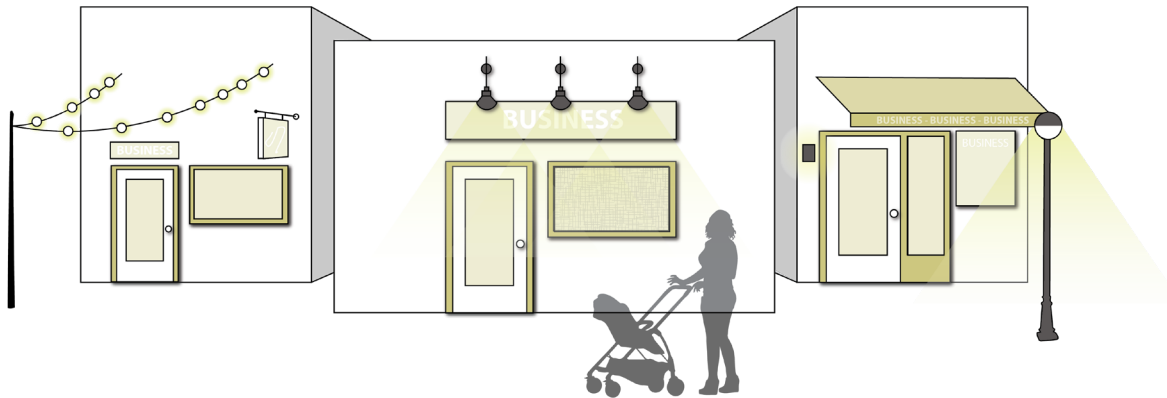
1. Consider how materials and texture delineate the character of the building and reinforce the architectural style and era of the building. Brick or wood (or wood composite) siding wall materials are preferable for exterior walls, as they are tied to the historic era of Downtown Chaska and are typically found in 1-2 story commercial buildings from this era. Vinyl siding, EIFS (Exterior Insulation and Finish System) or synthetic stucco are less desirable as they are more typically used in residential or large-scale commercial settings.
2. Work with an architect or contractor who has experience working on similar building types (commercial, historic) to develop a design for the rear façade that is structurally sound and maintains the architectural integrity of the building.
3. Many of the rear building facades are one-story. Some architectural elements such as canopies and projecting signs are not appropriate for one-story facades, as there is not enough room to properly install and maintain a scale appropriate to the architecture.
4. Canopies, trellises, or awnings over doorways can signal a welcoming public entrance. These structures should be engineered and/or installed by professionals and be built using commercial-grade materials (avoid vinyl or residential-scaled items).
5. Consider how to contrast exterior colors with adjacent buildings to delineate different businesses.
6. Consider working with local artists to create colorful murals on larger exposed exterior walls to add vibrancy and character.



The side facade of this commercial building was retrofitted with an attractive trellis structure to call attention to the business entrance. An outdoor patio and landscaping was also integrated into the design. (Photos: Arcollab)



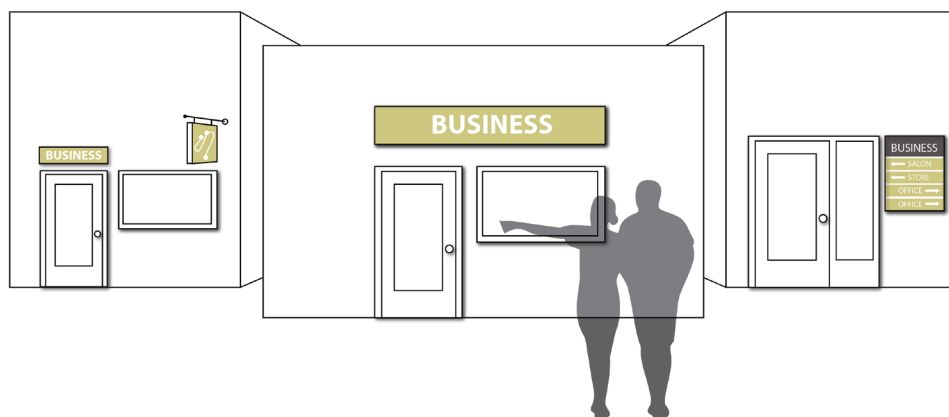
Facades in downtown Fargo, ND are painted in contrasting colors within a coordinating color palette. The contrasting colors help to clearly delineate each business and entrance. (Photo: Kevin Giunta)



Example of gooseneck fixtures illuminating an entrance sign at the rear of a building, along with string lights. (Collingswood, NJ)

LIGHTING

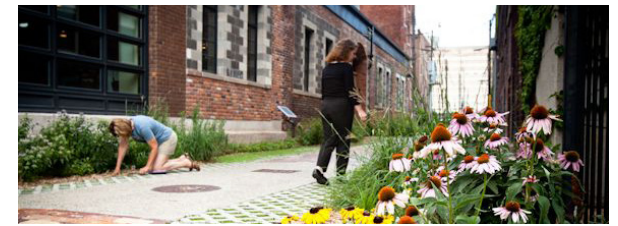
1. Lighting is regulated by Section 15.28.250 of the City's Zoning Ordinance
2. Wall-mounted lights at entrances can provide light without taking up space within drives or walkways.
 - Wall-mounted downlights projecting onto a building sign are preferable.
 - Wall-mounted sconces alongside entrance doors are also preferable.
 - Fixtures should be designed so that the light source is not directly visible by pedestrians.
3. Pedestrian-scaled pole fixtures can also be employed if there is enough room, or as part of a small seating/gathering area.
4. Sign lighting should be provided by an external light source that is directed at the sign. The light source should be shielded from pedestrian view. Reverse illuminated or halo effect channel letters are also appropriate for sign lighting. See pages 13-14 of the Downtown Chaska Signage Design Guidelines for sign lighting guidelines.
5. Dark sky fixtures are preferable to avoid light pollution.
6. Overhead string lights convey a welcoming or gathering atmosphere. Consider how they are installed (require two vertical surfaces) and always use exterior-rated lights for all fixtures.
7. Materials that correspond to the paseo design (wrought iron, dark-bronze metal finishes) are preferred for light fixtures.
8. Avoid flood lighting or lights that project upward. Focus on lighting walls, doors, or vertical surfaces. Pedestrian-scaled area lights are generally provided near public parking lots and along the paseo areas.



Example of signage that fits within the architectural elements of the building and references an historic style.

SIGNAGE + WAYFINDING

1. Signs are regulated by Section 15.32 of the City's Zoning Ordinance – Sign Regulations.
2. Wall-mounted signs are likely the most feasible and simple way to identify a business and rear entry to visitors from the alleys. See Downtown Chaska Signage Design Guidelines (pages 19-20) for wall sign design guidelines.
3. Professionally-installed lettering or arrows painted directly on to the exterior surface of the building can also work for rear signage. This should only be considered if the exterior surface is already painted. Avoid painting brick if it has not already been painted in the past.
4. The scale of signage should be appropriate for pedestrians.
5. Sign shapes should be relatively simple and compliment the architecture.
6. Preferable materials for signs include wood (stained or painted) or metal, and installed/assembled to be durable and easy to maintain.
7. Small projecting signs can be appropriate, if there is room to install them, and if they can be visible to visitors from the rear entrance. See Downtown Chaska Signage Design Guidelines (pages 17-18) for projecting sign design guidelines.
8. Where there is not enough room to install a visible wall-mounted or small projecting sign, consider how window signs could be utilized to communicate the entrance or business name.
9. Multi-tenant buildings or wayfinding signs with directional arrows for individual businesses may be a good way to direct visitors from shared parking areas to business rear entrances. See pages 26-28 of Downtown Chaska Signage Design Guidelines for multi-tenant directory and wayfinding sign design guidelines.
10. Clearly delineate garage or delivery doors, parking areas, with visible signage that is also friendly. Avoid off-the-shelf 'no trespassing' or 'no parking' signs and instead integrate the message as professional hand-lettered painted signage that blends into the architectural style of the building.



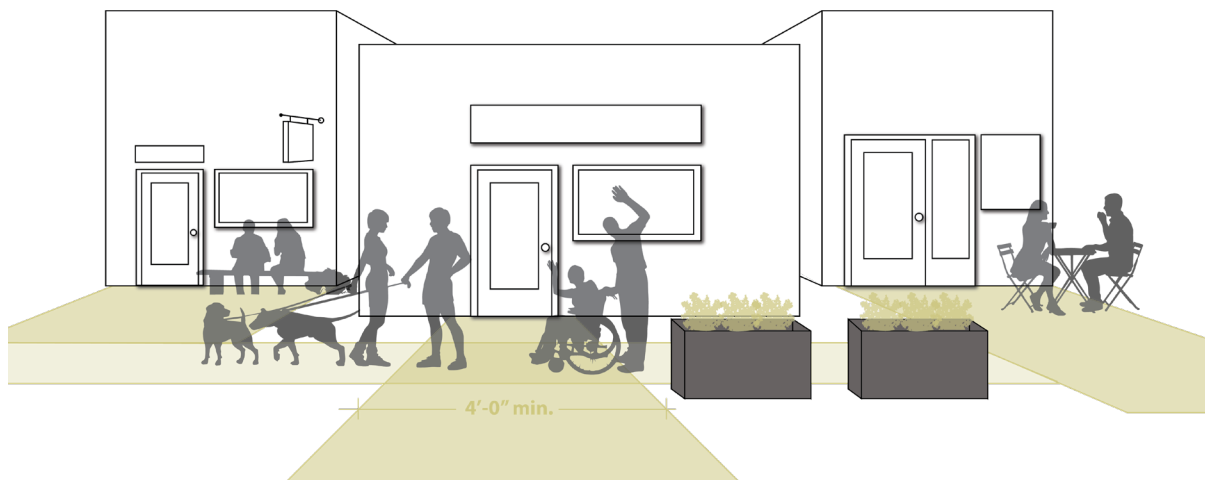
Perennial, native planting with permeable paving add color, texture, and delineate pedestrian walkways in this alley example.



Example of raised planters that separate parking areas from a pedestrian walkway.

PLANTS + PLANTERS

1. Plants in exterior planters or integrated into the landscape can help to soften the hardscape of an alley or parking area. They can also provide shade, habitat for urban wildlife, and serve to filter or absorb stormwater.
2. Parking lots can be very harsh locations for plants. Choose native perennials or native-cultivars that are hardy to Minnesota's climate (zone 4), salt-tolerant, and can withstand high temperatures during the summer. Low shrubs and hardy native grasses are generally better if seeking a low-maintenance landscape.
3. When selecting plants, consider how much sun is available for the planted area throughout the year or the day. Rear entrances on the north side of a building will likely be in the shade most of the time.
4. Edible garden plants can double as ornamental plants or signal to visitors that the business is food-oriented. Consider hardy, cold-tolerant plants (like kale) that can provide winter interest too. Avoid placement of edible plants directly adjacent to parked vehicles.
5. Window box planters are an option if there is limited space available. Consider how the design of the window box is integrated into the architecture of the building. Avoid vinyl, plastic, or residential-style (off-the shelf) window boxes.
6. Consider using raised planters for annuals and seasonal arrangements that can be moved inside during the winter.
7. Consider long-term maintenance of installed plants in the alley or near rear entrances. Is there a designated steward who is committed to maintaining the plants (watering, weeding, pruning)? If this is not possible, avoid fixed or permanent planters and start with smaller, movable planters.
8. Consider installing raised planter beds, seat walls, or other vertical elements that can delineate the pedestrian pathway while also providing a physical barrier between vehicles and pedestrians. Appropriate materials for fixed raised planters are brick, ceramic, wood, wood-composite, stone, metal or concrete. Avoid plastic, vinyl or residential-styled planters.

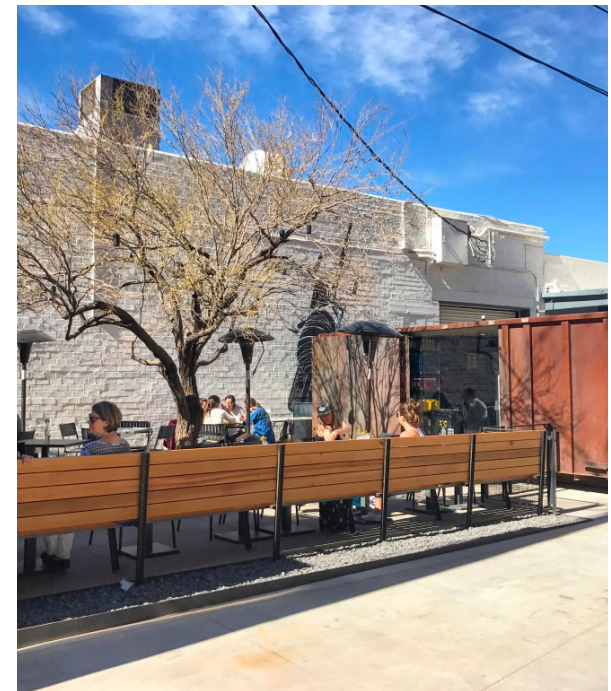


PRIVATE OUTDOOR SPACES

1. Maintain a clearly delineated 4'-0" wide pathway for pedestrians to reach the doorway from the rear of the building to the designated parking areas. If possible, provide a continuous concrete sidewalk connecting to other adjacent buildings, with consideration for ADA accessibility regarding slopes, clear areas, and surface finishes.
2. Pavers, imprinted concrete, or professionally applied paint on ground surfaces (concrete or asphalt) can also delineate a pedestrian entrance pathway.
3. If there is enough room at the rear of the building to provide a seating or gathering area, provide furnishings such as benches, tables and chairs, complement the building's architectural style, and do not encroach upon the pedestrian pathway. Site furniture should convey durability; materials such as wood, stone, and metal are good choices. Avoid plastic or residential-style outdoor furniture.
4. Outdoor trash/recycling receptacles should be stored behind screened areas. Stand alone or surface-mounted screening made of wood, wood-composite, stone, metal, or brick are appropriate materials for screening. Shared trash facilities are encouraged to reduce the amount of space and impact of trash/recycling receptacles on the private and public outdoor spaces.
5. Shade structures, such as canopies and umbrellas, cannot be affixed to public facilities, e.g. light poles.



Cafe and bench seating at the rear entrance to a bakery in downtown Neenah, WI.



Outdoor seating with screening element at the rear entrance to The Dressing Room, a restaurant in downtown Phoenix, AZ. (Photo: Lauren Potter)