

City of Litchfield – Heritage Preservation Commission

AGENDA PACKET

Monday, January 22, 2018 – 6:30 P.M.

AGENDA

Monday, January 22, 2018 - 6:30 P.M.

I. CALL TO ORDER

- A. ROLL CALL/DETERMINATION OF QUORUM
- B. ANNOUNCEMENT OF ADDITIONAL ITEMS

II. MINUTES

- A. Historic Preservation Meeting - November 27, 2017 & December 18, 2017

III. PUBLIC HEARING:

IV. OLD BUSINESS

- A. Goal Update
- B. Recognition Program
- C. Cemetery Tours, 2018 and 2019
- D. Extensions – 130 N Sibley Ave

V. NEW BUSINESS

- A. Annual Synopsis - Commissioner Flaata
- B. Annual Calendar for HPC - Attached
- C. Request for Budget and Goals - Line items for budget, goals up to 10 year
- D. Request for monthly newspaper column
- E. Certified Local Government Grant - Convert photos displays to electronic

VI. REPORTS

- A. MEEKER COUNTY HISTORICAL SOCIETY
- B. MN HISTORICAL SOCIETY

VII. ANNOUNCEMENTS

- A. Next meeting will be Monday February 26, 2018 at 6:30 in City Hall

VIII. AJOURNMENT

MINUTES

I. CALL TO ORDER –

A regular meeting of the Historic Preservation Commission was held in the City Council Chambers at the City Hall on Monday, November 27, 2017, commencing at 6:30 p.m. Chair Kotelnicki called the meeting to order.

A. ROLL CALL:

Commissioner (Chair)	Darlene Kotelnicki	Present
Commissioner	Frank Koch	Present
Commissioner (Plan. Comm. Rep)	Mike Flaata	Present
Commissioner	Robyn Richardson	Present
Commissioner	Kateri Kormann	Present
Commissioner	Kevin Hovey	Absent

B. ANNOUNCEMENTS OF ADDITIONAL ITEMS:

Old Business: B. Goal Update Historic Home Property Owners Class
New Business: C. St. Cloud State University Tourism Development Class

II. MINUTES TO APPROVE –

A. Historic Preservation Meeting - October 23, 2017

Amended minutes: New Business Resignation: Arlene Howanski submitted her resignation. We thank her for her service to the HPC. We will ask the City to advertise for an appointment.

III. PUBLIC HEARING – NONE

IV. OLD BUSINESS –

A. MN DOT PRESENTATION - Sue Grangier presented a review of possible historic issues related to the 4th Street project. She will continue to research and report back. She reviewed the Holcombe and Hwy 12 project. The Washington School, currently Family Services Building, will be reviewed as possibly eligible for National Register status. The commissioners reviewed plans provided. Concerns were:

1) Commissioner Kotelnicki expressed concerns about the trees on the north and south sides of the railroad tracks due to visibility and safety. Commissioner Flaata expressed concerns about the same trees and the ones in front of FDA related to the trucks entering and exiting there and sight lines interrupted by the trees.

2) General discussion about using buildings for hanging Christmas lights on the buildings. Members felt that poles specific for light use would be better. Questions about placement of these poles; this was referred to MN DOT. Also, suggestion that the poles could include a T for possible use for flowerpots and/or flags.

3) Sidewalk scoring ok if not too expensive by consensus.

4) Commissioner Korman expressed concern over the Highway 12 and Holcombe intersection stating it is very difficult to cross with a bike. Bike riding is prohibited on two

blocks of Sibley. People use the Holcombe crossing. She suggested using the RRFB there rather than Highway 12 and 3rd St.

5) Discussion about no trees in the CHD due to not there historically and property owners voting no trees. This has been voted on previously by the HPC and communicated to the Council. No additional vote was taken. This vote stands.

Darlene reported that a property owner is very interested in paying for and installing a historic, four-sided clock on Sibley Avenue. This would be on the west side of the 100 block. This will be referred to Bolton and Menk and Sue Grainger will research possible options. More information to come and the Litchfield City Council will review and act on this request.

B. GOAL UPDATE –

1. By the end of the second quarter, the HPC will explore non-local grant sources.

No additional information.

2. By the end of the second quarter, the HPC will provide classes for property owners at various downtown locations.

Darlene reported she could not find a speaker for historic tax credits. A property owner suggested doing something about interiors. MOTION: Approve schedule as below (Robyn/Kateri/Passed unanimously)

January 8, 2018 | 5:30 PM | Parkview Grille | 311 North Sibley Ave.

"Indoor Air Quality and a Pint" with speaker Bill Hicks

Learn about asbestos, ventilation, and mold! Bring your questions!

February 12, 2018 | 5:30 PM | Tavern on Main | 226 North Sibley Ave.

"Masonry Issues and a Pint" with speaker John Koch

Learn about masonry issues and repair! Feel free to bring a photo of your building.

March 12, 2018 | 5:30 PM | The Fridge | 129 North Sibley Ave.

"Interior Renovation and Materials and a Pint" with speaker Bill Hicks

Bill will review various interior improvements. Questions about your building?

Get a photo to Darlene at least 2 weeks before and Bill will review it as part of the talk.

April 9, 2018 | 5:30 PM | Mimi's | 215 North Sibley Ave.

"Historic Window Repair and a Pint" with speaker John Braun

Let John show us how he repaired all the second story windows at 202 North Sibley!

3. Darlene reported that Litchfield realtor, Tim Cook, is has his Old Home Certification from the Preservation Alliance of MN. He would be interested in offering a class about historic homes. Discussion about doing the class the second Monday in May. MOTION: To do a Historic Homeowners Class on Monday, May 14 at 6:30. Will ask the Litchfield Opera House to co-sponsor this. (Robyn/Frank/ Passed unanimously).

V. NEW BUSINESS –

- A. CLG GRANT – The city voted not to do a CLG grant in 2018.
- B. DECEMBER MEETING ONLY IF THERE IS A COA - There are no COAs coming so as of now there will be no meeting in December.
- C. ELECTRONIC OR PAPER AGENDAS IN 2018 - The HPC requests electronic agendas in 2018.
- D. ST. CLOUD STATE UNIVERSITY STUDENTS - Colleen Schimmich represented the students from SCSU's Tourism Development Class. They are focusing on heritage tourism. They have an essay, a promotional video that could be used for a Convention Visitors Bureau, and a walking tour. She showed the promotional video. They will submit the walking tour when completed. The video is available in you-tube under Litchfield... live like a local.
- E. Brooks Holmgren, who purchased 225 North Sibley this afternoon, was present and asked to address the Commissioners about some questions he has about his building. Brooks would like to put on a new roof, secure the windows, and remove both back buildings. He was given a copy of a blank COA. He expressed a need to get this done and not wait for the December or January meeting. Commissioners respected his wishes and based on public notification a special meeting was set for Monday, December 18 at noon at City Hall (MOTION: Robyn/ Frank/ Passed unanimously). Commissioner Koch discussed tax credits and Brooks is very interested. Information was discussed and all commissioners agreed we need to be a resource for property owners who are interested.

VI. REPORTS –

- A. MEEKER COUNTY HISTORICAL SOCIETY –
Robyn reported there will be a Christmas open house December 9 in the afternoon. The Heritage Tourism Grant reports by Dan Hoisington will be Tuesday, December 5 at 2 PM in Litchfield and 7 Pm in Dassel.
- B. MN HISTORICAL SOCIETY - Nothing to report

VII. ANNOUNCEMENTS –

- A. Next meeting will be Monday, January 22, 2018 at 6:30 p.m .in City Hall

VIII. ADJOURNMENT – MOTION by Kateri at 8:10 p.m.

DARLENE KOTELNICKI
CHAIRPERSON

I. CALL TO ORDER –

A special meeting of the Historic Preservation Commission was held in the City Council Chambers at the City Hall on Monday, December 18, 2017, commencing at 12:10 pm. Chair Kotelnicki called the meeting to order.

ROLL CALL:

Commissioner (Chair)	Darlene Kotelnicki	Present
Commissioner	Frank Koch	Present (12:14)
Commissioner (Plan. Comm. Rep)	Mike Flaata	Present
Commissioner	Kevin Hovey	Present
Commissioner	Kateri Kormann	Present

II. PUBLIC HEARING – 225 N Sibley

- A. Open public hearing at 12:12
- B. Declaration of Conflict of Interest: None Ex-parte: Darlene states she assisted the applicant in filling out the application
- C. Review of Proper Notification - Published in the Independent Review
- D. Introduction of Completed Application by Commission
- E. Presentation by Applicant or Designee: Brooks Holmgren
- F. Comments from Other Interested Parties: Tim Cook requested the HPC be clear about the demolition of the two rear buildings since their presence actually hinders the improvements needed to the main building.
- G. Closure of Public Hearing, with option to question applicant or parties at 12:28
- H. Action on due process: MOTION that due process was followed (Kateri/Frank/ Passed unanimously)
- I. Checklist: Yes 6 No 1 N/A 3
- J. Findings of Fact: See attached
- K. Action on the application by the Commission: MOTION Approved as submitted (Mike/Kevin/ Passed unanimously)
- L. Request for demolition of middle and back buildings: The applicant completed information required by Ordinance 735 as part of his application. The HPC Reviewed all four statements.

1. Architectural and historic merit of the building. From application: The building is a contributing property. The building was constructed in 1886 as part of a double building, with 223 North Sibley Avenue by Alex Carincross and John Palm for \$14,000. A fire broke out in an upstairs apartment in February 2005 caused by an overheated circuit. No additional comments from commissioners.

2. The effect on surrounding buildings. From application: There are common walls with buildings north and south." No additional comments from commissioners.

3. The effect on any new proposed construction on the remainder of the building (in case of partial demolition) and on surrounding buildings. From application:
Remove middle building: unacceptable condition, no historic value, a historic structures report is not recommended prior to demolition (Collaborative Designs Report, page 83).
Back Building: Extremely poor condition with uncertain structural integrity. It is deemed appropriate to demolish the building. A historic structures report is not recommended prior to demolition (Collaborative Designs Report, page 85).

Additional comments: A property owner expressed concern that as these two buildings stand, they actually hinder the improvements to the main building. With these structures standing, interior roof structures and roof repair are very difficult to do.
Commissioners expressed concern about the stability of the building. The Collaborative Designs Report stated the north and west facades of the middle building were unacceptable (pages 76 and 78, photos 42, 44, 45 on pages 27 and 30)). The back building, north wall, was evaluated as extremely poor (page 31, photo 46) and the west wall partially collapsed (page 33, photo 50). There was no historic value found in either of the back buildings. (page 83).

4. The economic value or usefulness of the building as it now exists, or if altered or modified, in comparison with the value or usefulness of any proposed structures designated to replace the present building or buildings. From application: Now: No use due to structural issues and/or poses a hazard, can't be fixed.
Alter/modified: Available for parking and/or deliveries after demo. Applicant stated he plans to put in new roof trusses and supports. This would be difficult to do with the back buildings there.

Commissioners requested the property owner take photos of both buildings, all facades, inside and out prior to demolition. He stated he was planning to document the whole process and will do so.

MOTION: To allow demolition of the two back buildings, called middle building and back building, at 225 North Sibley Ave. (Mike/Frank. Passed unanimously)

III. ANNOUNCEMENTS –

A. Next meeting will be Monday, January 22, 2018 at 6:30 p.m .in City Hall

VI. ADJOURNMENT – Kateri moved we adjourn at 12:46 pm.

DARLENE KOTELNICKI
CHAIRPERSON

Information on Agenda Items

Goal Update

Protection:

By the end of the second quarter, the HPC will explore non-local grant sources.

STATUS:

By the end of the fourth quarter, the HPC will have twelve applications for the City's Exterior Facade Improvement Grant.

STATUS:

Promotion:

By the end of the fourth quarter, the HPC will work with the local newspaper to do two articles about the downtown improvements and HPC.

STATUS:

During the 2018 year, the HPC will network with existing social media to inform and educate the community about historic resources and events.

STATUS:

Education:

By the end of the second quarter, the HPC will provide classes for property owners at various downtown locations. Topics include window repair (John Braun), masonry (John Koch), and indoor air quality/environmental issues (possibly Butch Schulte).

STATUS:

"Indoor Air Quality and a Pint" was held at Parkview Grille with 13 people attending.

Cemetery Tours, 2018 and 2019

Watercade and Lake Ripley Cemetery Citizens Committee have both expressed interest. The 2019 should be planned to identify citizens that have made significant contributions to Litchfield's history. Then decide the 2018 citizens. Plan is to do the front two divisions in 2018 and then "hop around" for 2019 (suggestions from cemetery committee).

Request for Budget and Goals

"What does the HPC plan to do in the next 5 to 10 years and how much money will it take?" This should be ready for action at the April meeting and given to city staff for review and input. Will go to the Council as part of the budget in the fall of 2018.

Request for monthly newspaper column

Independent Review is interested in a monthly column by the HPC. The Meeker County Historical Society staff are willing to network with the HPC. They would do February and use information from one of their newsletters about Albert Van Spence. February is Black History Month and KTCA will feature a program about the GAR Hall and Albert Van Spence. If interested, we could determine the topics for the rest of 2018.

Certified Local Government Grant

The Litchfield City Council approved up to \$5,700 for a CLG Grant contingent on HPC approval. This would be a public education grant that would take Tammy Lindberg's 2011 photo displays and convert them to an electronic format using QR codes to obtain the information. This would be an updated walking tour and would include up to 28 videos that are two to four minutes in length. The grant would include a DVD also.

Historic Preservation Commission
December 2017
City of Litchfield
126 N Marshall Ave
Litchfield, MN 55355

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Dear Commission members,

I received an approved Certificate of Appropriateness (COA) dated 7 August 2017 to repair deteriorating tuck point on my building at 130 N Sibley Ave in Litchfield.

I request an extension for my COA due to the fact that I was unable to complete the work in the fall of 2017 and due to weather limitations will not be able to complete this work until sometime in the spring of 2018.

If you have any questions or concerns, please contact me.

Thank you for consideration of this request.

Michael Malinski
12490 County Rd 16
Crosslake, MN 56442

Cell: 651-230-6453
e-mail: mmalinski@comcast.net

Litchfield Heritage Preservation Commission

2018 Calendar

Application Due	HPC Meeting	Work Start Date (after Council approval)
1/2/18	1/22/18	2/5/18
2/5/18	2/26/18	3/5/18
3/5/18	3/26/18	4/2/18
4/2/18	4/23/18	5/7/18
5/1/18	5/29/18*	6/4/18
6/4/18	6/25/18	7/2/18
7/2/18	7/23/18	8/6/18
8/6/18	8/27/18	9/4/18
9/4/18	9/24/18	10/1/18
10/1/18	10/22/18	11/5/18
11/5/18	11/26/18	12/3/18
12/3/18	12/26/18*	1/7/19

* Note day change due to holiday

Meetings at Litchfield City Hall, 126 North Marshall Ave., Litchfield, MN

HPC meetings are at 6:30 pm. City Council meetings are at 5:30 pm.