

City of Litchfield – Heritage Preservation Commission

AGENDA PACKET

Monday, January 23, 2023 - 6:30 P.M.

AGENDA

Monday, January 23, 2023 - 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 28, 2022

III. **PUBLIC HEARING: None.**

IV. **OLD BUSINESS:**

- A. GIS – Chuck DeWolf

V. **NEW BUSINESS: None.**

VI. **REPORTS: None.**

VII. **ANNOUNCEMENTS**

- A. Next meeting will be Monday, February 27, 2023 at 6:30 in City Hall

VIII. **ADJOURNMENT**

CALL TO ORDER

MINUTES

I. CALL TO ORDER –

A regular meeting of the Historic Preservation Commission on Monday, November 28, 2022, commencing at 6:30 p.m. was called to order by Chair Kotelnicki. A quorum was established.

A. ROLL CALL:

Commissioner (Chair)	Darlene Kotelnicki	Present
Commissioner	Sid Willson	Present
Commissioner	Rick Beecroft	Present
Commissioner (Plan. Comm. Rep)	Mike Flaata	Present
Commissioner	Kevin Hovey	Present
Commissioner	Dave Welker	Absent
Commissioner	Holly Flemming	Present
Ex-officio	Bill Hicks	Absent

II. MINUTES TO APPROVE – September 22, 2022 **MOTION: To approve as submitted (Rick/ Holly/Passed unanimously by a voice vote).**

III. PUBLIC HEARING

237 Sibley Avenue North

- A. Open public hearing at 6:31 p.m.
- B. Declaration of Conflict of Interest: None Ex-parte: None
- C. Review of Proper Notification - Per City
- D. Introduction of Completed Application by Commission: Darlene reviewed the COA for masonry work on the west facade.
- E. Presentation by the property owner: Charles Burdick presented his request for masonry work on the west facade. He told the Commissioners that when he did the masonry work on two other building, he also did 237. He realized his previously approved COA for 237 did not have masonry work included. He appears before the HPC to request approval at this time.
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 6:34 p.m. with option to recall applicant.
- H. **MOTION:** Due process was followed (Rick/Holly/Passed unanimously by a voice vote).
- I. Checklist: Completed 7 Yes 0 No 3 NA
- J. Findings of Fact: completed
- K. **MOTION:** To approve as submitted (Kevin/Mike/Passed unanimously by a voice vote).

IV. OLD BUSINESS - CLG Grant for 2023 Darlene reported she had talked to City Administrator Dave Cziok about the possibility of GIS mapping the CHD. He seemed favorable.

She also talked to City Engineer Chuck Dewolf. There was discussion about what to put in these "layers." Kevin Hovey, who attended the GIS session at the MN Historical Society Conference, suggested we contact the group which presented. We discussed putting the National Register information, the inventory information, and the QR code videos on the GIS system. These are all done professionally. Darlene will check with Michael Koop about all of this. Darlene pointed out that we generally do not meet in December and our January meeting is after the date the pre-grant application is due. Sid suggested a motion for this. **MOTION:** To direct Darlene to apply for the 2023 CLG Grant for a GIS map of the CHD (Rick/Sid/Passed unanimously by a voice vote). Mike questioned if we need more direction if this is not a viable grant. The commission reviewed what the grant funds could be used for. We discussed other National Register properties. Sid did not think there was anything at the GAR Hall. He said he was impressed with the space in the basement of the opera house. Could we look at getting a professional opinion about the possible use of the space and code issues? The commission felt that was a good alternative. **MOTION:** To direct Darlene to do the 2023 CLG Grant for a pre-assessment of the basement of the Litchfield Opera House (Rick/Sid/Passed unanimously by a voice vote).

V. NEW BUSINESS – NONE

VI. REPORTS - None

VII. ANNOUNCEMENTS -

- A. The next meeting will be Tuesday, December 27, 2022 at 6:30 pm in City Hall.

VIII. ADJOURNMENT – 7:15 p.m.

DARLENE KOTELNICKI
CHAIRPERSON

PUBLIC HEARING

OLD BUSINESS

A.

NEW BUSINESS

REPORTS

ANNOUNCEMENTS

ADJOURNMENT