

City of Litchfield – Heritage Preservation Commission

AGENDA PACKET

Monday, March 25, 2019 – 6:30 P.M.

AGENDA

Monday, March 25, 2019 - 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 - February 25, 2019 & March 14, 2019

III. PUBLIC HEARING: None.

IV. OLD BUSINESS

- A. PINT SERIES - Date Change
- B. PARADE OF COA'S - May 28 from 5-7 p.m.
- C. CLG GRANT

V. NEW BUSINESS - None.

VI. REPORTS

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

VII. ANNOUNCEMENTS

- A. Next meeting will be Monday, June 24, 2019 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, February 25, 2019 commencing at 6:30 p.m. Chair Kotelnicki called the meeting to order.

A. ROLL CALL:

Commissioner (Chair)	Darlene Kotelnicki	Present
Commissioner	Sid Willson	Present
Commissioner	Frank Koch	Present
Commissioner (Plan. Comm. Rep)	Mike Flaata	Present
Commissioner	Dave Welker	Present
Commissioner	Kateri Kormann	Present 6:35
Commissioner	Kevin Hovey	Present
Commissioner, non-voting	Bill Hicks	Present

B. ANNOUNCEMENTS OF ADDITIONAL ITEMS: Darlene requested adding driving tour to old business and Sibley Ave. clock to new business

II. MINUTES TO APPROVE –

A. Historic Preservation Meeting - January 28, 2019 Motion to approve as submitted (MOTION: Frank/Sid/Passed unanimously).

III. PUBLIC HEARING – 225 N Sibley

- A. Open public hearing at 6:32 p.m.
- B. Declaration of Conflict of Interest or ex-parte - Darlene stated she helped complete the application.
- C. Review of Proper Notification - Published in the Independent Review
- D. Introduction of Completed Application by Commission: No changes from 2018 application which expired.
- E. Presentation by Applicant: Brooks Holmgren, owner Brooks stated he has decided not to use tax credits and will proceed with the items on the COA. He is working with an architect and building staff to do plans. When it gets warm, he will start interior demo. His timeframe is related to the weather conditions but he wants it fixed up and cleaned up. Brooks is concerned about adjacent properties and known or possible shared structures. He plans to make his own stairway when planning the upstairs. He also plans his own sewer line. Recent sewer issues resulted in some dissention so Brooks want to separate and have his own.
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing, with option to question applicant or parties: 6:45 p.m.
- H. Action on due process: Followed (MOTION: Mike/Sid/ Passed unanimously)
- I. Checklist: Yes: 9 No: 0 N/A:1

- J. Findings of Fact: See attached
- K. 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. 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: The middle and rear buildings have no historic value and the report done in 2016 recommended demolition.
 - 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. No use due to structural issues and/or poses a hazard, can't be fixed.
- .L. Action on the application by the Commission to approve as submitted including demolition of the back and middle building (MOTION: Frank/Kevin/Passed unanimously)

IV. OLD BUSINESS –

- A. PINT SERIES – Darlene reported that the meeting on Feb. 11 was also a meeting for the downtown group. Commissioners wanted this separate and decided the Pint Series talk would be March 18, 2019 at Frank's building. He will contact Jim Tews and Rod Van Ort. Darlene will [pass out information. This would again be only for property owners and not the public.
- B. PARADE OF COAS – The HPC decided the date would be Tuesday, May 28 from 5:30 to 7 PM. The HPC would meet at 7 PM that night. We will ask The Tavern on Main, Larry's Barber Shop, Mimi's Cafe, Kevin Hovey, Frank Kock, ReMax, Carl St. Pierre, and Brook Holmgren to be on the tour with the Hollywood theater as an alternate.
- C. CLG GRANT - Darlene reported that Dan Hoisington was scheduled to come and he cancelled. Discussion about the timeline and the RFP was reviewed. Darlene read the following information:

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October 2018 to January 2019: consultant will create videos and brochure, scanning materials, recording narratives, editing and mixing sound and images

February 2019: Consultant and HPC review final drafts of videos and brochure

March April 2019: Final printing, editing and copying of videos, posting of QR codes

May 2019: Release of walking tour brochure and QR code walking tour and distribution of the DVD in National Historic Preservation Month and available in time for Litchfield's 150th Anniversary in July 2019. Consultant duties will end by May 6, 2019 to allow time for the final report. All expenses need to be turned in by May 6, 2019 to be included in the final report.

It was decided that Darlene Should send an email to Dan with this information and ask him for a revised timeline. The email should include that it is imperative to meet this timeline and request feedback pn where you are in this., We are requesting he come to the March 25, 2019 meeting.

- D. DRIVING TOUR FOR 150th - Darlene handed out the tour. The HPC requested that the introduction have a statement about not going on to private property and that this is a driving tour only. It was also suggested that we notify property owners that the home is on a driving tour. Bill Hicks offered to do a map with the umbers of the homes.

V. NEW BUSINESS –

- A. 2019 CLG Grant – Darlene reported she is locked out of the grant portal at present, It has changed since the SHPO moved to the administration building. She reviewed that the Council approved up to \$3,600 which is 40% of a \$9,000 grant. She called to 5 businesses to get estimated. Only two responded. Frank suggested contacting Carl St. Pierre. We can include him on the invitation to bid. Grant is due March 9 and Bill offered to have someone review the grant for appropriate technology before submission.

- B. CLOCK REQUEST - Darlene states she had a request for a clock on Sibley Avenue. This would be a two sided jewelry clock and not a four-sided ornate clock that Kevin looked into, People are willing to fundraise and the Litchfield Downtown Council, Inc. would be willing to take this on. Darlene talked to Sue Graninger and she thought this was possible. Clock would need to resemble any of the three two-sided clocks that were on Sibley Ave. Actual placement would be decided related to the acorn lights and be in close proximity to one of the original. Discussion by the commission resulted in the following conditions:

- Clock(s) need to be privately financed

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- Clock needs to tell the right time and maintained
- Wiring, conduit, and cement should be provided by the city, if willing, to ensure meeting codes/standards
- Clock would need to follow SHPO and MN DOT processes similar to other amenities and get the same approval

A motion was made to recommend a clock on Sibley and to forward this recommendation on the council for action with the above conditions (MOTION: Frank/Kateri/ Passed with Frank, Darlene, Kateri, Dave, and Sid voting for the motion and Mike voting nay).

VI. REPORTS –

- A. MEEKER COUNTY HISTORICAL SOCIETY – Frank reported that Bayley Schlueter has now been hired full time as director.
- B. MN HISTORICAL SOCIETY - Nothing

VII. ANNOUNCEMENTS –

- A. Next meeting will be Monday, March 25,2019 at 6:30 p.m .in City Hall

VIII. ADJOURNMENT – 7:45 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 Thursday, Marc 14, 2019 commencing at 5:00 p.m. Chair Kotelnicki called the meeting to order.

A. ROLL CALL:

Commissioner (Chair)	Darlene Kotelnicki	Present
Commissioner	Sid Willson	Absent
Commissioner	Frank Koch	Absent
Commissioner (Plan. Comm. Rep)	Mike Flaata	Present
Commissioner	Dave Welker	Present
Commissioner	Kateri Kormann	Present
Commissioner	Kevin Hovey	Present
Commissioner, non-voting	Bill Hicks	Present

II. BUSINESS FOR SPECIALMEETING - Possible Clock for Sibley Avenue

A. Discussion on placement of up to four possible clocks - The clocks in downtown Litchfield were all located on the west side of Sibley Avenue. One was in front of 115 North Sibley Avenue; one was in front of 215 North Sibley Avenue; one was in front of 227 North Sibley Avenue; and one was in front of 301 North Sibley Avenue. The HPC can suggest a property but the final placement of the clock(s) will be up to MN DOT and related to several requirements. Pros and cons of the various sites were discussed. Any clocks would need to be on the west side as they were originally otherwise a new location could create a false sense of history. Bill Hicks pointed out that historically, clocks were often in front of jewelry stores. Darlene commented that 215 and 227 were both jewelry stores. Dave suggested we avoid stoplight areas due to possible interference with people looking at the clock. Kevin and Mike preferred one clock. Kevin suggested that two clocks may be too crowded. Kateri commented that a clock on the 300 block would not be complimented by the courthouse facade. All agreed by consensus that we should avoid intersections. Darlene explained that our role was to select two possible sites for clocks, not to select a clock or exact location. The City is requesting this information to determine the cost of the infrastructure needed for the clock. There was significant discussion about the role of the HPC, where the request came from, and who would fundraise. These questions will be answered in the future after the council makes a decision about the infrastructure. Mayor Johnson was present and suggested the HPC just select possible sites; other matters can be decided in the future.

MOTION: To request the City of Litchfield place infrastructure at 215 North Sibley Avenue and 227 North Sibley Avenue (Kateri/Mike/Roll call vote Kateri, Mike, and Darlene Yes and Dave and Kevin No. Motion passed).

B. Discussion on the style of Clock - The information sent to Sue Granger is included in the packet. If approved by the Council, she will review this and be working with the HPC and MN DOT. The process would be similar as to the one used for street lights and other amenities.

III. ADJOURNMENT – 5:45 p.m.

DARLENE KOTELNICKI
CHAIRPERSON

OLD BUSINESS