

*City of Litchfield – Heritage Preservation Commission*

# AGENDA PACKET

*Monday, March 27, 2017 – 6:30 P.M.*

**AGENDA**

Monday, March 27, 2017 - 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 27, 2017

**III. PUBLIC HEARING: None.**

**IV. OLD BUSINESS**

- A. LOCAL DESIGNATION
- B. RECOGNITION PROGRAM
- C. 225 N SIBLEY AVE

**V. NEW BUSINESS**

- A. ELECTION OF OFFICERS
- B. PROCEDURES FOR HPC/CLG
  - 1. MN Historical Society Manual (attached)
  - 2. [www.mnhs.org/shpo/local/clgprocedures.pdf](http://www.mnhs.org/shpo/local/clgprocedures.pdf)
- C. PROCEDURES FOR HPC TO CITY OF LITCHFIELD

**VI. REPORTS**

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

**VII. ANNOUNCEMENTS**

- A. Next meeting will be Monday, April 24, 2017 at 6:30 in City Hall

**VIII. AJOURNMENT**

# MINUTES

## **Litchfield Heritage Preservation Commission Feb. 27, 2017 Meeting Minutes:**

Minutes submitted by HPC Commissioner Robyn Richardson.

Meeting was called to order by Commissioner Darlene Kotelnicki at 6:30 p.m. Roll call was taken to determine quorum.

### **Commissioners Present:**

Mike Flaata, Arlene Howanski, Keith Johnson, Frank Koch, Kateri Kormann, Darlene Kotelnicki, Robyn Richardson. Quorum was established. All Commissioners were in attendance at meeting.

City administrator Dave Cziok was also in attendance. Audience: City Council Member Betty Allen, Chamber Executive Director, Judy Hulterstrom, and Mayor Keith Johnson.

### **Approval of Minutes from the January 23, 2017 HPC meeting:**

**\*Motion:** Commissioner Flaata made a motion to approve minutes of the January 23, 2017 HPC meeting. Motion was seconded by Commissioner Howanski. The motion was approved by the Commission unanimously.

### **Chairperson Kotelnicki opened the Public Hearing on 202 N. Sibley:**

- There was agreement that proper notification of the meeting was completed.
- Owner was absent during the public hearing.
- Findings of Fact Score: Yes: 7 N/A: 3

**\*Motion:** Commissioner Flaata made a motion that the City of Litchfield has followed due process for public hearing and to approve COA as submitted. Recommendation was made to pass on to the City Council for approval in their next meeting. Motion was seconded by Commissioner Koch. The motion was approved by the Commission unanimously.

Public meeting was closed by Commissioner Kotelnicki at 6:35 p.m.

### **New Business:**

- **Bolton & Menk and MnDOT Presenters Lowell Flaten and Eric Leagjeld discussed:**
  - Project (full reconstruct) will go from 4<sup>th</sup> Street to Commercial Street with curbs, gutters, and sidewalks replaced.
  - City will be able to come in and address utility issues.
  - The project will be completed in phases so that main street will not be torn up all at once. Tentative start date: April 15, 2017 – Tentative completion: end of September 2017
  - To the best of their knowledge, MnDOT has never lost a building.
  - MnDOT will work with the City to minimize impact to July's Watercade event.

- Back entrance lighting was questioned. MnDOT will look into the matter.
- Correspondence will be sent to all building owners in the next week asking for written permission to enter their buildings for inspection. Goal is to inspect buildings the last week of March into the first week of April.
- MnDOT will identify things extending beyond right of way. Looking for utilities (existing and abandoned), condition of floors, and general overall condition of buildings. Determination(s) will be made as to what may be susceptible to vibration. MnDOT will determine what, if any, special action needs to be taken.
- If a building has structural deficiencies, MnDOT will take precautions. Findings will be shared with building owners.
- Contractor will be responsible for damage to a building if it's a result of contractor action, i.e., if they know a building has limitations.
- MnDOT will be holding routine meetings with the City as well as public information meetings where property owners will be invited.
- Moving forward MnDOT updates will be provided to the HPC by City Administrator, Dave Cziok who is meeting with MnDOT on a regular basis.

#### **Old Business**

- **Joint HPC and City Council Moderated Meeting, February 21, 2017**
  - General consensus was the meeting was long but effective.
  - Cost of moderator: \$1900.00 (included travel time, phone calls to City Council and HPC members, actual moderated meeting, follow-up email to Dave Cziok with recommendations, etc.)
- **Local Designation**
  - **Historic Name of Property: Christmas Decorations**
    - Purpose of Local Designation is to preserve where, when, and what decorations are made of as well the "eyeglasses" shape.
    - Input from the audience, Mayor Johnson, recommended changing the Historic Name of the Property from "Christmas Decorations" to "Holiday Decorations".
    - Commissioner Koch questioned why Local Designation was on the agenda. Commissioner Kormann explained this is a function of the HPC and has been discussed for five years, but has never been done. Any Local Designations made would be included in the HPC Annual Report.
    - Once the decorations have been locally designated with approval by the City Council, it would take a public meeting to change it.

**\*Motion:** Motion was made by Commissioner Flaata to change the Historic Name of Property from "Christmas Decorations" to "Holiday Decorations" and that the Legal Description as currently outlined will be preserved/protected and forwarded on to City Council for approval. Motion was seconded by Commissioner Kormann. The motion was approved by the Commission unanimously.

- **Historic Name of Property: Litchfield Central Park**
  - Purpose of Local Designation is to protect the park by not adding items to it such as concrete restrooms, playground equipment, statues, etc.
  - Commissioner Kormann brought up the question of what would happen if trees are damaged by storms or diseased.

**\*Motion:** Motion was made by Commissioner Kormann to protect Litchfield Central Park to keep in its current state with the exception of adding verbiage regarding trees that are diseased or damaged be replaced by the City. Motion was seconded by Commissioner Richardson. Motion opposed by Commissioner Flaata. Motion passed.

**New Business:**

- **Recognition Program for person, property, or event Per Ordinance 735.**
  - Recognition could be as simple as giving out a certificate.

**\*Motion:** Commissioner Kormann made the motion to table the idea until HPC meeting in May and seconded by Commissioner Flaata. The motion was approved by the Commission unanimously.

- **Process for Enforcement of Ordinance 735 as outlined in Definitions: Item 10, Page 9.**
  - City Inspector, Jim Tewes, has moved to another position. Dave Cziok stated the City is not actively enforcing Ordinance 735, but issues brought to the City's attention are researched.
- **Election of Officers, March 2017**
  - The Commission has one position open that ends January 2018.
  - Commissioner Kormann nominated Commissioner Koch to be Chair.
  - Commissioner Koch will consider the position.

**Reports**

- **Meeker County Historical Society**
  - Partnership Grant: final grant has been submitted.
- **Certified Local Grant (CLG)**
  - Final grant paperwork was not submitted due to City Council action.

**Next Meeting:** Monday, March 27, 2017 at 6:30 p.m., City Hall

**Adjournment:** Meeting was adjourned by Commissioner Kotelnicki at 8:10 p.m.

*NEW BUSINESS*

*1.*

**MINNESOTA  
CERTIFIED LOCAL  
GOVERNMENT  
PROCEDURES  
MANUAL**

**STATE HISTORIC PRESERVATION OFFICE 345 KELLOGG BOULEVARD  
WEST SAINT PAUL, MINNESOTA 55102-1906 651/296-5451 [www.mnhs.org](http://www.mnhs.org)**

**SEPTEMBER 2002**

**I. PURPOSE OF THE CLG PROGRAM**

The CLG program seeks to encourage and expand local involvement in preservation issues through a partnership between the CLG and the SHPO. To strengthen existing local preservation programs and to promote the development of new ones, CLGs are eligible to apply annually for grants administered by the SHPO from a designated federal CLG pass-through allocation (see Section VI. Process for Allocating CLG Grant Pass-Through Funds to CLGs). CLGs assume a leadership role by identifying, evaluating and protecting historic resources within their communities; receiving technical advisory services from the SHPO; and having a formal role in the National Register process.

CLGs can choose to assume other responsibilities such as participating in the review of federal projects, reviewing state tax credit projects and administering covenants.

The primary goal of participating in the CLG program is to strengthen the historic preservation program at the local level. The CLG program ensures that historic preservation issues are understood and addressed at the local level and are integrated into the local planning and decision-making process at the earliest possible opportunity. Historic preservation should be considered equally with other planning issues in a CLG and not be viewed as superfluous to decision-making. CLG status can bring pride and official recognition to a community that is committed to historic preservation.

**II. ELIGIBILITY**

Any general purpose subdivision of the state, such as a city, town or county, which meets the criteria set forth in this document is eligible to apply for certification.

**III. REQUIREMENTS FOR CERTIFICATION OF LOCAL GOVERNMENTS**

Five broad federal standards, all of which must be met by a local government seeking certification, are amplified by the specific Minnesota CLG requirements.

- A. The local government must enforce appropriate state or local legislation for the designation and protection of historic properties.
- B. The local government must establish an adequate and qualified historic preservation commission by State or local legislation.
  
- C. The local government must maintain a system for the survey and inventory of historic properties.
  
- D. The local government shall provide for adequate public participation in local historic preservation programs, including the process of recommending properties for nomination to the National Register.
  
- E. The local government shall satisfactorily perform the responsibilities listed in points A-D above and those specifically delegated to it under the Act by the Minnesota SHPO.

#### **IV. PROCESS FOR CERTIFICATION OF LOCAL GOVERNMENTS**

- A. The chief elected official of the local government shall request certification from the Minnesota SHPO. The request for certification shall include the following:
  - B. SHPO and National Park Service Review

#### **V. PROCESS FOR MONITORING AND DECERTIFYING CLGS**

#### **VI. PROCESS FOR ALLOCATING CLG GRANT PASS-THROUGH FUNDS TO CLGs**

### **APENDIX**

- APPENDIX A PROFESSIONAL QUALIFICATIONS STANDARDS
- APPENDIX B 471.193 MUNICIPAL HERITAGE PRESERVATION.
- APPENDIX C SECRETARY OF THE INTERIOR'S STANDARDS FOR TREATMENT OF HISTORIC PROPERTIES
- APPENDIX D MODEL LOCAL GOVERNMENT CERTIFICATION AGREEMENT