

City of Litchfield – Heritage Preservation Commission

AGENDA PACKET

Monday, April 23, 2018 – 6:30 P.M.

AGENDA

Monday, April 23, 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 - March 26, 2018

III. PUBLIC HEARING:

IV. OLD BUSINESS

- A. CLASS FOR THE PUBLIC ON HISTORIC HOMES - May 14, 2018 6:30 PM
Litchfield Opera House Newsmaker?
- B. GOAL UPDATE - By the end of the fourth quarter, the HPC will have twelve applications for the City's Exterior Facade Improvement Grant.
STATUS:
- C. GOALS AND BUDGET - Attached, please review prior to meeting
- D. NEWSPAPER ARTICLES - Nine months have been submitted. First article will be this week
- E. REPORT FROM SIGN COMMITTEE - Frank Koch

V. NEW BUSINESS

- A. HIGHWAY 12 UPDATE Gemini Research, Sue Grainger
- B. PRESERVATION 101 - Attached

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

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, March 26, 2018, commencing at 6:30 p.m. Chair Kotelnicki called the meeting to order.

A. ROLL CALL:

Commissioner (Chair)	Darlene Kotelnicki	Present
Commissioner	Sid Wilson	Present
Commissioner	Frank Koch	Present
Commissioner (Plan. Comm. Rep)	Mike Flaata	Present
Commissioner	Dave Welker	Absent
Commissioner	Kateri Kormann	Present gone 7:20 to 8
Commissioner	Kevin Hovey	Present

B. ANNOUNCEMENTS OF ADDITIONAL ITEMS: None.

II. MINUTES TO APPROVE –

A. Historic Preservation Meeting - February 26, 2018 MOTION: To approve as submitted (Kateri/Sid/Passed unanimously)

III. PUBLIC HEARING – 112 N Sibley

- A. Open public hearing at 6:35 p.m.
- B. Declaration of Conflict of Interest: None or ex-parte: Darlene reported assisting the applicant with the application
- C. Review of Proper Notification - Published in the Independent Review
- D. Introduction of Completed Application by Commission
- E. Presentation by Applicant: Ron Brown
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing, with option to question applicant or parties, at 6:39 pm
- H. Action on due process MOTION: Due process was followed (Mike/Frank/Passed unanimously)
- I. Checklist: Yes: 8 No: 0 N/A: 2
- J. Findings of Fact: See attached
- K. Action on the application by the Commission: Approved as submitted (MOTION: Kateri/Frank/Passed unanimously)

PUBLIC HEARING - 311 North Sibley

- A. Open public hearing at 7:50 pm
- B. Declaration of Conflict of Interest: or ex-parte: None
- C. Review of Proper Notification - Published in the Independent Review
- D. Introduction of Completed Application by Commission
- E. Presentation by Applicant: Garmon Tipka
- F. Comments from Other Interested Parties: None

- G. Closure of Public Hearing, with option to question applicant or parties, at 8:05 pm
- H. Action on due process MOTION: Due process was followed (Mike/Frank/Passed unanimously)
- I. Checklist: Yes: 7 No: 0 N/A: 3
- J. Findings of Fact: See attached
- K. Action on the application by the Commission: Approved with notation that the LED lights are not historic but needed for safety reasons, avoidance of a large transformer, and energy efficiency over the historic neon lights. (MOTION: Mike/Kevin/Passed unanimously)

IV. OLD BUSINESS –

- A. GOAL UPDATE, RECAP OF MARCH PINT SERIES – Kevin reported about the March pint series. There were 112 people and Bill Hicks, licensed architect, spoke about building codes, fire codes, and accessibility issues. The next class is April 9 at 215 North Sibley Ave. John Braun will speak about historic windows.
- B. BUDGET AND GOALS – The commissioners discussed various goals and the format of such. It was decided to do a goal for protection, promotion, and education which are all in Ordinance 735. Then there will be objectives under each goal. One example would be a protection goal of "Provide for building stabilization with objectives relating to possible future financing options, the \$5000 facade grant and rural vitality issues/funding. It was also suggested that per our CLG agreement that the city signed and includes local designation, we would have an objective about locally designating at least one property per year. This summer, a we can discuss this and open the local designation to anyone who would like to voluntarily designate their property. Budget items include commissioner time, education, grants for commissioners (required), facade grants, miscellaneous which could be printing of educational brochures. Darlene will prepare a document for review at our April meeting.
- C. NEWSPAPER ARTICLES -

The article will be titled "Litchfield History....all around you." The end of the article will have "*Past, and present, members of the Litchfield Heritage Preservation Commission have contributed to this article. Thank you to the staff of the Meeker County Historical Society for their assistance.*" The Independent Review will do a monthly article and would like to do a special article in National Preservation Month which is May, about the HPC's recognition recipients. One of our goals for 2018 was to do two newspaper articles.
MOTION: To approve title, ending, and topics and submit to the Independent Review ((Mike/Frank/Passed unanimously)
- D. LITCHFIELD 2019 150TH ANNIVERSARY REPORT - Information was reviewed and no questions. No action was taken.

- E. SECTION 106 CONFERENCE CALL - The conference call detailed the process of communication between agencies involved with the 2019/2020 highway project. There will be parallel approval processes for water issues and historic issues. In most cases, the historic process is complete but in order to complete land acquisition for the water issues there will be parallel processes. There is another conference call about vibration monitoring scheduled early April.

V. NEW BUSINESS –

- A. LOCAL RECOGNITION PROGRAM – The HPC discussed the annual recognition program. It was decided to recognize Larry Ackerman of Larry's Barber Shop as a person. Larry improved the front of his building. He has been at 213 North Sibley since 1969. It was decided to recognize the Independent Review as a place. This business has been at 217 North Sibley since 1909. It was decided to recognize Watercade as an event since the early 1950s; specific dates will be clarified. MOTION: To designate as listed (Frank/Sid/Passed unanimously).

- B. SIGNS - Judy Hultstrom and Anne Springer talked about the "Make it Litchfield, Beautify Litchfield group." This group would like to work on ways improve first impressions of people driving through or visiting Litchfield. We have pride in some areas but not as much pride in others. Currently, the Chamber pays MN DOT for the sign entering Litchfield from the east and Center National Bank keeps the weeds down. They have a sign on the Litchfield sign. The sign on the north side is quite old and is partially obstructed by the growth of the bushes. The sign on the south needs to be looked at also. Anne Springer reported she is interested in flowers and plants. The flowers were done by one lady. Now she does not seem to be doing the job and the flowers do not look as nice. There may be some expenses; volunteers could be used, and the flowers could improve people's impressions of our community. Litchfield is a "Preserve America" community and we could place those signs coming into town. Signs on buildings can qualify for the city's exterior facade grant. Signs entering the CHD and/or way finding signs could be future projects. The HPC and people in attendance decided to focus on the signs coming into town. It was decided to form a committee to look into this. Frank Koch will represent the HPC. The Litchfield Downtown Council, Inc. will ask Fred Rau (who had offered to help). The Make it Litchfield group will decide on a representative. Judy Hultstrom offered to meet with the committee. They will report back in July with their findings. There was discussion about a request from the Natural Foods Co-op and an alley clean-up on Earth Day, April 22. This was outside of the scope of the HPC and private property owners would have to decide.

- C. CLASS FOR THE PUBLIC ON HISTORIC HOMES -

The class will be May 14, 2018 at 6:30 pm at the Litchfield Opera House. The speaker will be Tim Cook, who is a certified historic home real estate agent. The

opera house is partnering with the HPC and supplying the location. They will serve refreshments.

- D. LITCHFIELD DOWNTOWN COUNCIL, INC. - John Braun and Bob Greenhow represented the group. They are a non-profit formed under the State of Minnesota to represent the property and business owners in Litchfield's historic district. Their first concern is the selection of cobra lights for Sibley Avenue street lighting for the Highway 12 project in 2020. The downtown property owners would like the HPC to readdress this issue in light of the decision of the Litchfield City Council decision. They have concerns about the "look" of cobra lights on the historic district and also about property values. Chair Darlene Kotelnicki requested we open this topic for discussion with the purpose of public engagement in civic decisions and spending. We want an environment of positive and public comments and no comments that are negative about paid, appointed, or elected people connected with the City of Litchfield. We have several groups represented and want to ensure that the involved groups keep each other informed to share a common effort and decrease duplications. The March 2, 2018 memo from Dave Cziok was given to the members of HPC and copies available for the public.

John Braun: John commented that the downtown group aesthetically prefers the 5 globe lights. They understand the acorn lights would be consistent with city hall and Central Park and would be adequate. There is strong feeling that both sides of the 100, 200, and 300 block should have the decorative lights. If the city truly has "empty pockets" the acorn lights would suffice. The 5 globe lights send a message to travelers and potential "businesses." It says there is something special in Litchfield. The balance of cobra lights amounts to about \$10 a person as a one time expense.

Connie Lies: There is always money. The city has a two year cushion. End of the year money goes into a community reinvestment fund and can be used at the Council's discretion. This will be bonded over 20 years, not just one year. We need to remember the people overwhelmingly wanted decorative lighting when surveyed by MN DOT. Acorn could be a theme but I prefer the 5 globe. Flags are like \$1000 of an ongoing expense. Message back to Council: a prospective employer sends a representative to the community. Nice town, good school, amenities will make the business move elsewhere. Improvements will bring money from taxes of businesses moving here.

Bill Hicks: Some things you can update down the road sometime and some things you can't. Proper lighting illumines, decorates, and does not obscure. It would be a travesty to not do this right regardless of cost right now.

Garmon Tipka: Downtown does not "belong" to the business owners but to the community. Lighting is not the last thing we hope the city will support. The acorn lights will ad history to Litchfield and ties into our city.

No one else wished to comment so the public input was closed and the commissioners discussed the information presented. Comments from the

commissioners included that the HPC had voted no cobra lights previously. Then the vote for the 5 globe over the acorn was 3 to 2. The members of the HPC felt they gave their recommendations. What sense of community and co-operation do we have if the City does not approve our recommendations? The HPC voted on this the fall of 2017 and nothing was heard back from the Council until the decision about cobra lights. The street lights would enhance the CHD and make downtown more attractive. The cost was discussed including the \$64,000 amenity fee that could be applied to street lights.

MOTION: To readdress the street lighting for the Highway 12 project (Kateri/Sid/ Passed unanimously).

The process and decision about street lighting was discussed. Several commissioners expressed disappointment over both. The commissioners felt the Council could have sent a recommendation about lighting back to the HPC several months ago. The previous decisions, as printed in the minutes, were approved by the council. The recent Council vote and resulting community feedback was a surprise. The commissioners were reluctant to change their previous vote which supported 5 globe but recognized that the community survey supported "decorative" lighting by about 75%. MOTION: The HPC continues to support 5 globe lights as their first choice but is willing to also support acorn lights which are also decorative. (Frank/Mike) Chair Kotelnicki called for a roll vote: Kateri K. Yes, Mike F. Yes, Sid W. Yes, Kevin H. Yes, Frank K. Yes, Darlene K. Yes. Motion Passed Unanimously.

VI. REPORTS –

A. MEEKER COUNTY HISTORICAL SOCIETY –

B. MN HISTORICAL SOCIETY - Darlene responded the MN HS that the Litchfield HPC will submit a proposal for the fall conference. She checked what day we would be speaking and that has not been determined yet.

VII. ANNOUNCEMENTS –

A. Next meeting will be Monday, April 23, 2018 at 6:30 p.m. in City Hall

VIII. ADJOURNMENT – 9:10 p.m.

DARLENE KOTELNICKI
CHAIRPERSON

OLD BUSINESS

GOALS AND BUDGET

City of Litchfield
Heritage Preservation Commission
Goals and Budget
DRAFT 1

BUDGET LINE ITEMS

Advertising and legal notices (include events and/or classes)
Contractual Services
Education, commissioners (conference, lodging, meals, travel)
Education, public (programs and/or support)
General supplies (including printing of brochures)
Grants, city (asking for \$6000 annually and might not be used annually)
Grants, property owners
IT support (items like walking tours on website so people may print their own)
Miscellaneous and/or items added by city staff

GOALS AND OBJECTIVES RELATED TO ORDINANCE 735

I. Protection Goal: The Litchfield HPC will continue to support Ordinance 735
and uphold the Secretary of Interior Standards for the
Treatment of Historic Properties.

Objectives

A. The HPC will continue the Certificate Of Appropriateness process for city properties or districts listed on the National Register of Historic places.

B. The HPC will explore funding options for building stabilization and report to the Litchfield City Council for buildings or properties in the Commercial Historic District.

C. The HPC will continue to be involved in the current, and any future, Section 106 review process

D. The HPC will be involved in any future partial demolition or demolition as a whole for properties or districts on the National Register of Historic Places.

E. The HPC will complete, and submit, one property annually for local designation as required in CLG agreement.

II. Promotion Goal: The HPC will continue to promote Litchfield's historic resources in a variety of mediums and in an appropriate manner.

Objectives

A. The HPC will promote Litchfield's historic resources using social media within the parameters established by the City.

B. The HPC will continue to promote Litchfield's historic resources using the City of Litchfield website, appropriate links, and/or press releases.

C. The HPC will advocate rural vitality through Make it Litchfield, Meeker County Economic Development Commission Heritage Tourism, and other appropriate groups.

D. The HPC will support non-local promotion of Litchfield's historic resources by partnering with public and private groups involved in community promotions.

III. Education Goal: The Litchfield HPC will provide on-going education about the City's historic resources.

Objectives

A. Annually, the HPC will provide for public education by participating in or providing community events about Litchfield's historic resources including but not limited to living history characters, classes, displays.

B. The HPC will provide for public education at regular intervals using various forms of media such as newspaper articles, radio talks, social media information, and website resources. These may be revised as opportunities present themselves and/or public requests.

C. The HPC will provide periodic public education in partnership with other community groups and organizations including but not limited to Litchfield Community Education, Chamber of Commerce, Meeker County Economic Development, Litchfield Opera House, GAR Hall/Meeker County Historical Society, and other future groups with a common purpose.

D. The HPC will provide non-public education to identified groups that have an interest in Litchfield's historic resources such as property owners, contractors, real estate agents, and others group with a common purpose and/or interest.

E. The HPC will apply for Certified Local Government grants for education as decided by the commissioners using matching city funds available for such purposes.

NEW BUSINESS

PRESERVATION 101

Preservation 101

	Public, Regulatory Legal Framework	Private, Non-profit Education, Advocacy
FEDERAL	National Park Service under Sec. of Interior	National Trust of Historic Places
STATE	State Historic Preservation Office	Preservation Alliance Of Minnesota
LOCAL	Litchfield Heritage Preservation Commission	Meeker County Historical Society, Greater Litchfield Opera House Association

The regulatory, fiduciary, and legal framework of a public agency/commission does not "cross over" to a non-profit. They are meant to compliment each other not substitute or replace one another. The advocacy and to some degree education that a non-profit can do is not so readily done, or impossible/illegal for a public entity.