

*City of Litchfield – Heritage Preservation Commission*

# AGENDA PACKET

*Monday, May 22, 2023 - 6:30 P.M.*

**AGENDA**

Monday, May 22, 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 – April 24, 2023

**III. PUBLIC HEARING:**

**100 North Sibley Avenue**

- A. Open public hearing
- B. Declaration of conflict of interest or ex-parte
- C. Review of proper notification
- D. Introduction of completed application by Commission
- E. Presentation by applicant or designee
- F. Comments from other interested parties
- G. Closure of public hearing, with option to question applicant or parties
- H. Action on due process
- I. Checklist
- J. Findings of Fact
- K. Action on the application by the Commission
  - Approved (as submitted, as amended, with conditions, in concept)
  - Defer (more information needed by the Applicant or Commission)
  - Deny

**115 North Sibley Avenue**

- A. Open public hearing
- B. Declaration of conflict of interest or ex-parte
- C. Review of proper notification
- D. Introduction of completed application by Commission
- E. Presentation by applicant or designee
- F. Comments from other interested parties
- G. Closure of public hearing, with option to question applicant or parties
- H. Action on due process
- I. Checklist
- J. Findings of Fact
- K. Action on the application by the Commission
  - Approved (as submitted, as amended, with conditions, in concept)
  - Defer (more information needed by the Applicant or Commission)
  - Deny

**230 North Sibley Avenue**

- A. Open public hearing

- B. Declaration of conflict of interest or ex-parte
- C. Review of proper notification
- D. Introduction of completed application by Commission
- E. Presentation by applicant or designee
- F. Comments from other interested parties
- G. Closure of public hearing, with option to question applicant or parties
- H. Action on due process
- I. Checklist
- J. Findings of Fact
- K. Action on the application by the Commission
  - Approved (as submitted, as amended, with conditions, in concept)
  - Defer (more information needed by the Applicant or Commission)
  - Deny

IV. **OLD BUSINESS: None.**

V. **NEW BUSINESS:**

- A. *Administratively Approved COA's*

- 1. *219 N. Sibley Ave*

VI. **REPORTS: None.**

VII. **ANNOUNCEMENTS**

- A. Next meeting will be Monday, June 26, 2023 at 6:30pm in City Hall

VIII. **ADJOURNMENT**

CALL TO ORDER

# MINUTES

## **I. CALL TO ORDER –**

A regular meeting of the Historic Preservation Commission on Monday, April 24, 2023, 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	Connie Lies	Present
Commissioner	Rick Beecroft	Present
Commissioner (Plan. Comm. Rep)	Gary Barnes	Present
Commissioner	Kevin Hovey	Absent
Commissioner	Dave Welker	Present
Commissioner	Holly Flemming	Present
Ex-officio	Bill Hicks	Present

B. Memo from City Administrator Cziok - Discussion about newspaper notices. Comments included property owners not being aware of deadlines, recent changes in the newspaper deadlines not known by staff, and the city's legal obligations to post for 10 days prior. It was decided we would ask the city to send a letter to all property owners with the following dates for 2023: date COA is due to the city, date of newspaper publication, date of HPC meeting, and date of council action. **MOTION:** To review applications as submitted due to changes in the Independent Review printing schedule (Dave/Rick/ Passed by a roll vote with Holly, Dave, Rick, Gary, Darlene voting yes and Connie voting no).

**II. MINUTES TO APPROVE – March 27, 2023 **MOTION:** To approve as submitted (Dave/ Holly/Passed unanimously by a voice vote).**

## **III. PUBLIC HEARING**

### **109 Sibley Ave North**

- A. Open public hearing at 6:51 p.m.
- B. Declaration of Conflict of Interest: None Ex-parte: None
- C. Review of Proper Notification - Per City via letters and radio
- D. Introduction of Completed Application by Commission: Darlene reviewed the COA and corrected the PIN.
- E. Presentation by the designee: Bill Hicks reviewed the application per the request of the property owner.
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 7:05 p.m. with option to recall applicant. The members of the HPC had a discussion about the retuckpointing term. It was clarified. We are repointing, not tuckpointing. There was a question about the mortar and it will need to be

matched for color and type. The last question was the cleaning of the brick and a non-abrasive chemical. These will be amended as conditions.

- H. **MOTION:** Due process was followed (Holly/Dave/Passed unanimously by voice vote).
- I. Checklist: Completed: Yes 7, No 0, N/A 3
- J. Findings of Fact: completed
- K. **MOTION:** To approve with the following conditions:
  - 1. Clarification: brick needs to be repointed, not tuckpointed.
  - 2. Mortar needs to be matched for color and type.
  - 3. Acid wash will need to be done according to the Secretary of Interior Standards and Guidelines.(Gary/Holly/Passed unanimously by a voice vote)

### **113 Sibley Avenue North**

- A. Open public hearing at 7:22 p.m.
- B. Declaration of Conflict of Interest: None Ex-parte: None
- C. Review of Proper Notification - Per City via letters and radio
- D. Introduction of Completed Application by Commission: Darlene reviewed the COA and corrected the PIN.
- E. Presentation by the designee: Bill Hicks reviewed the application per the request of the property owner.
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 7:25.m. with option to recall applicant. The members of the HPC had a discussion about the retuckpointing term. It was clarified. We are repointing, not tuckpointing. There was a question about the mortar and it will need to be matched for color and type. The last question was the cleaning of the brick and a non-abrasive chemical. These will be amended as conditions.

- H. **MOTION:** Due process was followed (Rick/Dave/Passed unanimously by voice vote).
- I. Checklist: Completed: Yes 7, No 0, N/A 3
- J. Findings of Fact: completed
- K. **MOTION:** To approve with the following conditions:
  - 1. Clarification: brick needs to be repointed, not tuckpointed.
  - 2. Mortar needs to be matched for color and type.
  - 3. Acid wash will to be done according to the Secretary of Interior Standards and Guidelines.(Rick/Holly/Passed unanimously by a voice vote)

### **222 Sibley Avenue North**

- A. Open public hearing at 7:27 pm
- B. Declaration of Conflict of Interest: None Ex-parte: None
- C. Review of Proper Notification - Per Independent Review

COA D. Introduction of Completed Application by Commission: Darlene reviewed the

E. Presentation by the property owner: None

F. Comments from Other Interested Parties: None

G. Closure of Public Hearing at 7:37 pm with option to recall applicant. The members of the HPC had a discussion about the two types of bricks on the west facade. The second story is original and the storefront is newer, date unknown. There will need to be mortar testing on both levels to match the mortar.

H. **MOTION:** Due process was followed (Holly/Dave/Passed unanimously by voice vote).

I. Checklist: Completed: Yes 5, No 0, NA 5

J. Findings of Fact: completed

K. **MOTION:** To approve with the following condition:  
1. Mortar will need top be tested for color and type on both the storefront and the second story  
(Connie/Dave/ Passed unanimously by a voice vote)

#### IV. **OLD BUSINESS**

Bench Update - Darlene reported the benches should be on the street in May. The benches will be dropped off by the city and then we will do the map.

V. **NEW BUSINESS** – Gary asked to discuss designating some local homes for education and promotion of our community. We discussed options. Darlene will have information in the packet next month and put it on the agenda.

VI. **REPORTS** - None

VII. **ANNOUNCEMENTS** -

A. The next meeting will be Monday, May 22, 2023 at 6:30 pm in City Hall.

VIII. **ADJOURNMENT** – 8:00 pm

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DARLENE KOTELNICKI  
CHAIRPERSON



PUBLIC HEARING

100 N. Sibley Ave.