

City of Litchfield – Heritage Preservation Commission

AGENDA PACKET

Monday, June 27, 2022 - 6:30 P.M.

AGENDA

Monday, June 27, 2022 - 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 – May 23, 2022

III. PUBLIC HEARING:

226 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

Sidewalk in front of 227 North Sibley Avenue

- A. Open public hearing
- B. Declaration of conflict of interest or ex-parte
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- D. Introduction of completed application by Commission
- E. Presentation by applicant or designee
- F. Comments from other interested parties
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- 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

229 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
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 - Approved (as submitted, as amended, with conditions, in concept)
 - Defer (more information needed by the Applicant or Commission)
 - Deny

IV. OLD BUSINESS: HPC FAQ

V. NEW BUSINESS: Bolton & Menk Report

VI. REPORTS: None.

VII. ANNOUNCEMENTS

- A. Next meeting will be Monday, July 25, 2022 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, May 23, 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	Absent
Commissioner	Kevin Hovey	Present
Commissioner	Dave Welker	Present
Commissioner	Holly Flemming	Present
Ex-officio	Bill Hicks	Present

II. MINUTES TO APPROVE – April 25, 2022 **MOTION: To approve as submitted (Sid/Rick/Passed unanimously by a voice vote).**

III. PUBLIC HEARINGS

129 Sibley Avenue North

- A. Open public hearing at 6:34 p.m.
- B. Declaration of Conflict of Interest: None Ex-parte: Darlene assisted the property owner with the application.
- C. Review of Proper Notification - Per City
- D. Introduction of Completed Application by Commission: Darlene reviewed the COA with work mostly in the rear of the building. The August 11, 2021 report from Bolton & Menk listed issues on the east facade that require maintenance. West facade has cracking on the north wall and south wall. COA will address this.
- E. Presentation by Designee (signed letter from property owner included in the packet): Ben Miller explained the COA. There are at least 3 types of brick, concrete block, and stucco on the rear addition, west facade.
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 6:40 p.m. with option to recall applicant.
- H. **MOTION:** Due process was followed (Dave/Holly/Passed unanimously by a voice vote).
- I. Checklist: Completed 8 Yes 0 No 2 NA
- J. Findings of Fact: completed and submitted to the city with the checklist.
- K. **MOTION:** To approve as submitted (Rick/Holly/Passed unanimously by a voice vote).

213 Sibley Avenue North

- A. Open public hearing at 6:45 p.m.

May 23, 2022

- B. Declaration of Conflict of Interest: None Ex-parte: Darlene assisted the property owner with the application.
- C. Review of Proper Notification - Per City
- D. Introduction of Completed Application by Commission: Darlene reviewed the COA with the commission. The August 11, 2021 report from Bolton & Menk stated "no observed concerns." This property is the only building in the CHD with excellent historic integrity.
- E. Presentation by Applicant: The property owner stated he would keep the A/C unit in the transom if replacement glass can not be found.
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 6:59 p.m. with option to recall applicant.

- H. **MOTION:** Due process was followed (Rick/Holly/Passed unanimously by a voice vote).
- I. Checklist: Completed 6 Yes 0 No 4 NA
- J. Findings of Fact: completed and submitted to the city with the checklist.

- K. **MOTION:** To approve as submitted (Kevin/Sid/Passed unanimously by a voice vote).

214 Sibley Avenue North

- A. Open public hearing at 7:07 p.m.
- B. Declaration of Conflict of Interest: None Ex-parte: Darlene assisted the property owner with the application.
- C. Review of Proper Notification - Per City
- D. Introduction of Completed Application by Commission: Darlene reviewed the COA. The August 11, 2021 report from Bolton & Menk listed issues on the east facade that require maintenance..
- E. Presentation by the property owner. Tim Cook stated something he heard at the MN Main Street Conference. He likened improving main street is like redoing your living room. You do not paint one wall one color and another wall a different color. As more property owners come on board, the improvements will continue. Tim stated he would wash the exterior brick before deciding final colors. Bill Hicks checked the applicable Preservation Briefs and the pressure washing is less than 100 psi.
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 7:18 p.m. with option to recall applicant.

- H. **MOTION:** Due process was followed (Dave/Sid/Passed unanimously by a voice vote).
- I. Checklist: Completed 8 Yes 0 No 2 NA
- J. Findings of Fact: completed and submitted to the city with the checklist.

- K. **MOTION:** To approve as submitted with window frame change (Rick/Kevin/Passed unanimously by a voice vote).

217 Sibley Avenue North

- A. Open public hearing at 7:26 p.m.
- B. Declaration of Conflict of Interest: None Ex-parte: Darlene assisted the property owner with the application.
- C. Review of Proper Notification - Per City
- D. Introduction of Completed Application by Commission: Darlene reviewed the COA. The property owners plan to open up second story windows to provide apartments.
- E. Presentation by Property Owners- Both property owners ,Tim Cook and Charles Burdick, were present. They plan to use as many existing second story windows as possible. They will have replacement windows for others. They plan to use "Peel Away" to attempt to remove the paint. If unable, they will be back for paint colors.
- F. Comments from Other Interested Parties: Ben Miller questioned the substance used to remove paint.
- G. Closure of Public Hearing at 7:34 p.m. with option to recall applicant.
- H. **MOTION:** Due process was followed (Kevin/Holly/Passed unanimously by a voice vote).
- I. Checklist: Completed 8 Yes 0 No 2 NA
- J. Findings of Fact: completed and submitted to the city with the checklist.
- K. **MOTION:** To approve as amended to use as many existing second story windows as possible and attempt to remove exterior paint with approved, non-chemical gel. (Sid/Holly/Passed unanimously by a voice vote).

225 Sibley Avenue North

- A. Open public hearing at 7:42 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. There are four colors requested for the windows based on the color of brick. The Bolton & Menk report from August 11, 2021 stated several areas of concern.
- E. Presentation by Property Owner: A test removal of the stucco went well and the property owner plans to remove stucco. The cornice metal will be restored and paint/exterior colors TBD.
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 7:48 p.m. with option to recall applicant.
- H. **MOTION:** Due process was followed (Rick/Sid/Passed unanimously by a voice vote).
- I. Checklist: Completed 8 Yes 0 No 2 NA
- J. Findings of Fact: completed and submitted to the city with the checklist.
- K. **MOTION:** To approve as submitted (Dave/Holly/Passed unanimously by a voice vote).

229 Sibley Avenue North

- A. Open public hearing at 7:57 p.m.
- B. Declaration of Conflict of Interest: None Ex-parte: Darlene assisted the property owner with the application.
- C. Review of Proper Notification - Per City
- D. Introduction of Completed Application by Commission: Darlene reviewed the COA. The property owner is still in the planning stage of opening his business. Bolton & Menk report from August 11, 2021 stated "no observed concerns."
- E. Presentation by Property Owner: Not present
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 8:08 p.m. with option to recall applicant. Members of the HPC questioned the lack of examples of the sign and "candy cane lights."
- 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 and submitted to the city with the checklist.
- K. **MOTION:** To approve as submitted if the sign is identical to the sign posted in the window (corporate sign) and ask applicant to resubmit candy cane lights (item #4) (Rick/Holly/Passed unanimously by a voice vote).

231 Sibley Avenue North

- A. Open public hearing at 8:12 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. There are four colors requested for the windows based on the color of brick. The Bolton & Menk report from August 11, 2021 stated "no observed concerns."
- E. Presentation by Property Owner: A test removal of the stucco went well and the property owner plans to remove stucco. The cornice metal will be restored and paint/exterior colors TBD along with the final window color.
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 8:14 p.m. with option to recall applicant.
- H. **MOTION:** Due process was followed (Rick/Sid/Passed unanimously by a voice vote).
- I. Checklist: Completed 8 Yes 0 No 2 NA
- J. Findings of Fact: completed and submitted to the city with the checklist.
- K. **MOTION:** To approve as submitted (Dave/Holly/Passed unanimously by a voice vote).

237 Sibley Avenue North

- A. Open public hearing at 8:18 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 There are four colors requested for the windows based on the color of brick. The Bolton & Menk report from August 11, 2021 stated "east wall top of parapet shows signs of mortar loss and minor stair stepping, maintenance recommended."
- E. Presentation by Property Owner: The property owner would like to improve the sign on the east facade and replace the roof.
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 8:20 p.m. with option to recall applicant. Several commissioners expressed concerns over the sign, ie: colors, size, and design. The color of blue was also questioned. Earth tones were suggested. It was suggested that the SF of the sign exceeds the SF of the sign ordinance. Darlene stated we can not act on a non-conforming sign. The property owner would like something that could accommodate a future business; he is agreeable to review the size with city staff and return with a modified COA. He would like to keep the window replacement in item #1.

- H. **MOTION:** Due process was followed (Holly/Dave/Passed unanimously by a voice vote).
- I. Checklist: Completed 7 Yes 0 No 3 NA
- J. Findings of Fact: completed and submitted to the city with the checklist

- K. **MOTION:** To approve with the removal of the sign issue in #1. (Dave/Holly/Passed unanimously by a voice vote).

240 Sibley Avenue North

- A. Open public hearing at 8:37 p.m.
- B. Declaration of Conflict of Interest: None Ex-parte: Darlene stated she helped with the application
- C. Review of Proper Notification - Per City
- D. Introduction of Completed Application by Commission: Darlene reviewed the COA for new windows and to remove the pent eave. The August 11, 2021 report from Bolton & Menk states "no observed concerns."
- E. Presentation by the Designee (a signed letter from the property owner is included in the packet): Ben Miller stated they would like to replace the storefront windows and door and remove the pent eave.
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 8:39 p.m. with option to recall applicant.

- H. **MOTION:** Due process was followed (Rick/Sid/Passed unanimously by a voice vote).
- I. Checklist: Completed 6 Yes 0 No 4 NA
- J. Findings of Fact: completed and submitted to the city with the checklist

- K. **MOTION:** To approve as submitted (Kevin/Rick/Passed unanimously by a voice vote).

311 Sibley Avenue North

- A. Open public hearing at 8:44 p.m.
- B. Declaration of Conflict of Interest: None Ex-parte: Darlene stated she assisted with writing the application.
- C. Review of Proper Notification - Per City
- D. Introduction of Completed Application by Commission: Darlene reviewed the COA The property owner is requesting to replace the roof and back door. The August 11, 2021 Bolton & Menk report states "no observed concerns."
- E. Presentation by Property Owner: Not present
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 8:45 p.m. with option to recall applicant.
- H. **MOTION:** Due process was followed (Holly/Kevin/Passed unanimously by a voice vote).
- I. Checklist: Completed 7 Yes 0 No 3 NA
- J. Findings of Fact: completed and submitted to the city with the checklist
- K. **MOTION:** To approve as submitted (Rick/Holly/Passed unanimously by a voice vote).

IV. OLD BUSINESS - None

V. NEW BUSINESS – Dave Welker requesting discussing item #6 on the signature page of the COA. He felt with the shortage of building supplies and labor, projects may not be completed in the 12 months (two 6 month timeframes). Sid Willson agreed. Rick Beecroft suggested requesting a change for up to 2 years when there are extenuating circumstances like weather, material, or labor issues. He stated that as long as progress is being made, this should be allowed. Darlene stated we could make a motion and forward this to the city council. **MOTION:** to change item #6 on the signature page of the COA to say "The COA is valid in 6 month increments up to two years from date of issue when there are extenuating circumstances like labor, materials, or weather issues and progress is being made. This extension is granted by administration when a written request is received before the expiration date." (Rick/Holly/Passed unanimously by a voice vote).

VI. REPORTS - None

VII. ANNOUNCEMENTS -

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

VIII. ADJOURNMENT – 9:00 p.m.

DARLENE KOTELNICKI
CHAIRPERSON

PUBLIC HEARING

