

City of Litchfield – Heritage Preservation Commission

AGENDA PACKET

Monday, August 28, 2023 - 6:30 P.M.

AGENDA

Monday, August 28, 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 – July 24, 2023

III. PUBLIC HEARING:

208 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
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 - Deny

IV. OLD BUSINESS:

A. National Register Nomination

1. *GAR Hall National Landmark Status*

B. State Historic Conference

V. NEW BUSINESS:

A. Grant - Dean Urdahl

VI. REPORTS: None.

VII. ANNOUNCEMENTS

A. Next meeting will be Monday, September 25, 2023 at 6:30 P.M. in City Hall

VIII. ADJOURNMENT

CALL TO ORDER

MINUTES

I. CALL TO ORDER –

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

II. MINUTES TO APPROVE – **MOTION: To approve as submitted (Connie/Dave/Passed unanimously by a voice vote)**

III. PUBLIC HEARING:

100 Sibley Avenue North

- A. Open public hearing at 6:55 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 application.
- E. Presentation by the property owner: Mr. Corcoran explained his wish to cut 6 windows in the east façade of the building, all second story windows. He presented a diagram.
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 7:25 p.m. with option to recall applicant.
- H. **MOTION:** Due process was followed (Holly/Dave/Passed unanimously by a voice vote). The HPC Commissioners agreed that the application offered minimal information. The applicant gave the dimensions of the windows and door. He called them egress windows. Commissioners Welker and Lies cautioned him to review this with the Building Inspector first.
- I. Checklist: Completed 7 Yes 0 No 3 NA
- J. Findings of Fact: completed
- K. **MOTION:** To approve as submitted (Connie/Gary/Passed unanimously by a voice vote).

Chair Kotelnicki then reviewed all previous COAs submitted since it was unclear just what was being done and what was not being done. For the 1/31/2023 COA, the applicant would like a 6 month extension on items 1, 2, 3, and 5 only. He was reminded that his approval was contingent on following local, state, and federal ordinances and laws and he needed to review this with the building inspector. With any change, he needs to come back to the HPC and the staircase is not covered. The applicant does not wish an extension on any other COA and he understands they expire in 6 months. He is not doing 1 or 2 on the 3/3/2023 COA or 1 on the 5/4/2023 COA.

208 Sibley Avenue North

- A. Open public hearing at 7:45 p.m.
- B. Declaration of Conflict of Interest: None Ex-parte: Darlene helped the applicant complete the COA
- C. Review of Proper Notification - Per City
- D. Introduction of Completed Application by Commission: Darlene reviewed the COA for the concrete work in the rear (east part) of the property.
- E. Presentation by the property owner: Not present and no designee
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 7:47 p.m. with option to recall applicant.
- H. **MOTION:** Due process was followed (Connie/Holly/Passed unanimously by a voice vote). Darlene reported that the applicant wanted a roof and rear door as part of this COA but is not present. She got an email from the applicant's son requesting a Vietnamese translator for his mother. This was forwarded to the city.
- I. Checklist: Completed 5 Yes 0 No 5 NA
- J. Findings of Fact: completed
- K. **MOTION:** To approve as submitted (Connie/Holly/Passed unanimously by a voice vote).

230 Sibley Avenue North

- A. Open public hearing at 6:35 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 for the west façade awning.
- E. Presentation by the designees as identified by the property owner. Sarah Doering and Anna Froemming: They are asking for approval of the awning design only. The current awning is heavy and no one makes parts. They have asked three companies. The recently remodeled floor retains the heat more than the old floor. Their business products have been damaged by the heat resulting in product loss.
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 6:45 p.m. with option to recall applicant.
- H. **MOTION:** Due process was followed (Dave/Holly/Passed unanimously by a voice vote).
- I. Checklist: Completed 6 Yes 1 No 3 NA
- J. Findings of Fact: completed
- K. **MOTION:** To approve design only as submitted (Holly/Kevin/Passed unanimously by a voice vote). The applicant was reminded to check with the city staff about the sign ordinance before ordering anything. The HPC had an email from Assistant City Administrator who contacted MN DOT. The email had been given to the applicant and they are aware they will need to contact the person listed for a permit.

IV. OLD BUSINESS - None

V. NEW BUSINESS – Administratively approved COA for 308 North Marshall Ave.

Darlene reviewed the MN Historical Society Conference in Mankato September 27 to 29. Darlene, Connie, Kevin, and Dave are interested in going. The city pays the registration, hotel, and mileage as part of a CLG grant.

VI. REPORTS - None

VII. ANNOUNCEMENTS -

A. The next meeting will be Monday, August 28, 2023 at 6:30 pm in City Hall.

VIII. ADJOURNMENT – 7:55 p.m.

DARLENE KOTELNICKI
CHAIRPERSON

PUBLIC HEARING

208 N. Sibley Ave.