

*City of Litchfield – Heritage Preservation Commission*

# AGENDA PACKET

*Monday, September 28, 2020– 6:30 P.M.*

**AGENDA**

Monday, September 28, 2020 - 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 26, 2020

**III. PUBLIC HEARING: None.**

**IV. OLD BUSINESS**

- A. *Highway Project Update*
- B. *Annual Goals 2020*

**V. NEW BUSINESS:**

- A. *Hoisington RFP*

**VI. REPORTS**

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

**VII. ANNOUNCEMENTS**

- A. Next meeting will be Monday, October 26, 2020 at 6:30 in City Hall

**VIII. AJOURNMENT**

# MINUTES

**I. CALL TO ORDER –**

A regular meeting of the Historic Preservation Commission was held electronically via zoom on Tuesday, May 26, 2020, commencing at 6:30 p.m. Chair Kotelnicki called the meeting to order. A quorum was established. Due to COVID-19 restrictions, this meeting was held using video conferencing.

**A. ROLL CALL:**

Commissioner	Darlene Kotelnicki	Present by videoconferencing
Commissioner	Sid Willson	Present (late) by videoconferencing
Commissioner	Rick Beecroft	Present by videoconferencing
Commissioner (Plan. Comm. Rep)	Mike Flaata	Present by videoconferencing
Commissioner	Kevin Hovey	Present by videoconferencing
Commissioner	Dave Welker	Absent
Ex-officio	Bill Hicks	Present by videoconferencing
City Administrator	Dave Cziok	Present by videoconferencing
City Planner	Hannah Rybak	Present by videoconferencing

**B. ANNOUNCEMENTS OF ADDITIONAL ITEMS: - None**

**II. MINUTES TO APPROVE –**

A. Historic Preservation Meeting - April 27, 2020 MOTION: To approve as submitted (Mike/Kevin/Passed unanimously by a roll vote with Kevin H., Mike F., Rick B., and Darlene K. voicing Yes).

**III. PUBLIC HEARING –**

Prior to the start of the public hearings, Darlene reported that both property owners have windows on their COAs. Both properties have good historic integrity. In the past we have approved wood or powder-coated aluminum. Vinyl windows have been approved on a non-contributing building on a non-public facade.

**1. CERTIFICATE OF APPROPRIATENESS - by Charles Burdick at 231 Sibley Ave N**

- A. Open public hearing at 6:33 p.m.
- B. Declaration of Conflict of Interest and ex-parte: Darlene declared she had talked to the applicant and answered questions about historic photos.
- C. Review of Proper Notification - Independent Review notification only allowed 6 days' notice instead of 10. Mailed notifications with appropriate notice.
- D. Introduction of Completed Application by Commission: The property owner is doing historic tax credits and has included the whole scope of work. We will only act on items 1, 2, and 6 which deal with the exterior.
- E. Presentation by Applicant or Designee: The property owner, Charles Burdick, was present to explain his COA. On the east facade, Charles plans to remove the

old windows and replace them with Marvin Magnum pre-painted Bahama Brown or equivalent. The pent eave over the transom area will be removed and covered with synthetic painted wood panels. The roof will be replaced. Brick will be repointed and repaired following Preservation Brief 2. The west facade will have the ground level siding removed and replaced with lap siding in PPG Biscayne Blue with white door trim. Windows will be the same as east facade. The south facade windows are square or rectangle with one matching the east and west facade windows. Discussion and questions from the commissioners about size and material for windows. Bill Hicks commented about these windows needing to be fire rated. The commission felt that the material of the window for a non-public facade is not as important as the color. The commissioners asked what would be used to remove the paint from the columns on the east facade. Kevin commented that he used Brick Peel Away and Charles responded that was what his architect suggested.

- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 6:55 p.m.
- H. MOTION: Due process was followed ( Mike/Kevin/Passed unanimously by a roll voice vote with Kevin H., Sid W., Mike F., Rick B., and Darlene K. voicing Yes).
- I. Checklist: 9 - Yes, 0 - No, 1 - N/A
- J. Findings of Fact: Completed and with application
- K. MOTION: To approve the application with the condition that the windows on the south facade are code-compliant and match the other windows in color. (Rick/Kevin/Passed Unanimously by a roll voice vote with Kevin H., Sid W., Mike F., Rick B., and Darlene K. voicing Yes).

**2. CERTIFICATE OF APPROPRIATENESS - by Charles Guetti at 225 Sibley Ave N**

- A. Open public hearing at 7:13 p.m.
- B. Declaration of Conflict of Interest and ex-parte: Darlene stated she had talked to the applicant about windows and the historic color palette.
- C. Review of Proper Notification - Independent Review notification only allowed 6 days' notice instead of 10. Mailed notifications with appropriate notice.
- D. Introduction of Completed Application by Commission Chair Darlene Kotelnicki explained the applicant wanted to replace windows on the east, north, and west facades and a door on the west facade.
- E. Presentation by Applicant or Designee: Chuck Guetti, the property owner, was present and reviewed his application. He wants vinyl windows and has a photo. The windows will return to their original openings. The color is sand beige. He needs four 8' arched windows for the east, four 8' arched windows for the west second story, one 8' arched windows for the first floor west facade, and six 6' square widows for the north facade. This is a total of 14 windows. Commissioners discussed the time and cost of repainting wooden windows and the improved energy efficiency of vinyl windows. For the appearance, all felt it is more important to return to the original opening then the actual material of the

window. The windows are character defining aspects of the east facade of the building. A question was asked about the color and fire rating for the south, non-public, facade. It was discussed that these could also be code-complaint windows painted the same color. A question was asked about the arch and fitting into the existing opening. Chuck replied that the height of the window can be only a certain height. The arch will have a Chuck a mullion about 4 to 6 inches down from the top. Bill Hicks suggested putting the top mullion even with the running course of brick. The commissioners and Chuck all liked the idea and felt the mullion would accent, and not detract, from the brick detail. The rear door will be wood and painted to match. Bill Hicks pointed out that the rear facade would have a ground level wood door and vinyl windows. The commissioners discussed this and felt on a non-public facade it would not affect the historic integrity.

- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 7:38 p.m.
- H. MOTION: Due process was followed ( Kevin/Mike/Passed unanimously by a roll voice vote Kevin H., Sid W., Mike F., Rick B., and Darlene K. voicing Yes).
- I. Checklist: 8 - Yes, 0 - No , 2 - N/A
- J. Findings of Fact: On file with application
- K. MOTION: To approve the application with the condition the north facade have code-compliant windows that match in color with the rest of the windows. (Kevin/Rick/Passed Unanimously by a roll voice vote with Kevin H., Dave W., Mike F., Rick B., and Darlene K. voicing Yes).

#### IV. OLD BUSINESS –

- A. WEBSITE GRANT – Dan Hoisington has submitted links to the tours and has added photos. Please review. There are a few items needed before the website goes live.
- B. GRANT FOR UPDATING THE G.A.R. HALL NOMINATION – The G.A.R. Hall remains closed.

#### V. NEW BUSINESS -

- A. VIBRATION MONITORING - The updated Vibration Monitoring Plan was reviewed. Darlene discussed the five tiers of response to an alarm. Kevin pointed out the Area of Potential Effect was expanded. Bill pointed out there has been some changes in the exterior of the Mason's Building. MOTION: To approve the Vibration Monitoring Plan with no changes (Kevin/Sid/ Passed by a roll voice vote with Kevin H., Sid W., Mike F., Darlene K., and Rick B., voicing Yes).

May 26, 2020

- B. UPDATED CALENDAR - The updated calendar was discussed. The newspaper has changed their deadlines which required the city to update information for publication deadlines. This was informational only and no action needed.

**VI. REPORTS –**

- A. MEEKER COUNTY HISTORICAL SOCIETY - Sid had nothing to report.
- B. MN HISTORICAL SOCIETY - Darlene reported a save-the-date for the MN Historical Society Annual Conference. It is in Stillwater this year. We usually leave about Wednesday at noon and return late Friday afternoon. More information closer to the date.

**VII. ANNOUNCEMENTS –**

- A. Next meeting will be Monday, June 22, 2020 at 6:30 pm at City Hall.

**VIII. ADJOURNMENT – 8:07 pm**

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DARLENE KOTELNICKI  
CHAIRPERSON

OLD BUSINESS



HIGHWAY PROJECT UPDATE

ANNUAL GOALS 2020

*NEW BUSINESS*

HOISINGTON RFP

## Daniel J. Hoisington

P. O. Box 13585  
Roseville, Minnesota 55113  
Phone (651) 415-1034  
E-Mail: djh@hoisingtonpreservation.com

## Experience

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### Hoisington Preservation Consultants

*President and Principal Owner, 1992-present*

Principal in firm offering local history and historic preservation consulting services. Responsibilities include project management, historical research and writing, preparation of interpretive plans and programs, and nominations of properties under the provisions of the National Historic Preservation Act.

### Ramsey County Historical Society, Saint Paul, Minnesota

*Executive Director, 1989-1992*

Responsibilities included management of Gibbs Farm Museum, supervision of publications including books and a quarterly magazine, and development of programs and exhibits at Landmark Center.

### Beverly Historical Society, Beverly, Massachusetts

*Director, 1984-1989*

Responsibilities included management of three historic properties, curatorial care of extensive collections, education programs, publications and research library. President, Bay State Historical League, statewide organization for historical museums and societies, 1987-1989.

### Constitution Hall Park, Huntsville, Alabama

*Director, 1981-1983*

Responsibilities included management of historic recreation of 1819 Huntsville, Alabama. Tasks included the development of an interpretive plan, property management plan, and acquisition of furnishings for sixteen buildings.

### Historic Castle Hill, Charlottesville, Virginia

*Director, 1976-1981*

Responsibilities at this historic site included program management, promotion, curatorial care and site interpretation.

## Education

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### Greenville College, Greenville, Illinois

*B. A., History and Philosophy, 1971*

- Enoch A. Holtwick Literary Award
- Departmental Honors
- Alpha Kappa Sigma Honor Society

Gordon-Conwell Theological Seminary  
*Theological Studies, Church History*  
• Byington Fellowship, 1971-1973

University Of Virginia, Charlottesville Virginia  
*M. A., American History, 1977*  
• Instructor in American History, 1977  
• M. A. Thesis: "From Whig to Union: The Collapse of the Whig Party in Georgia"  
• Completed all course work for the Ph.D. degree.

## Preservation Projects and Publications

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### *Professional Reports (Selected)*

- Historic context report, historic properties surveys, local historic designations, and nomination of National Register Commercial Center Historic District in New Ulm, Minn., under contract with the New Ulm Heritage Preservation Commission.
- National Historic Landmark nomination for the United States Air Force Academy, Cadet Area, under contract with the Organization of American Historians, 2003.
- National Register of Historic Places nomination, Way of the Cross, New Ulm, Minn., 2019.
- National Register of Historic Places nomination, Faribault Furniture Company, Faribault, Minn., 2019.
- National Register of Historic Places nomination, District #50 School, Milford Township, Minn., 2016.
- National Register of Historic Places nomination, New Ulm Public High School, New Ulm, Minn., 2015.
- National Register of Historic Places nomination, Glenwood Public School, Glenwood, Minn., 2012.
- National Register of Historic Places nomination, City Waterworks, Red Wing, Minn., 2012.
- National Register of Historic Places nomination, Gaylord City Park, Gaylord, Minn., 2011.
- National Register of Historic Places nomination, C. Berg's Hotel, Sleepy Eye, Minn., 2011.
- National Register of Historic Places nomination, Hamline Methodist Episcopal Church, St. Paul, Minn., 2011.
- National Register of Historic Places nomination, Oakwood Cemetery, Red Wing, Minn., 2011.
- National Register of Historic Places nomination, Harry Merrill House, Hutchinson, Minn., 2011.
- National Register of Historic Places nomination, Minnesota State School for Neglected and Dependent Children Historic District, Owatonna, Minn., 2010.
- National Register of Historic Places nomination, Komensky Public School, Hutchinson, Minn., under contract with the Minnesota Historical Society, 2009.
- National Register of Historic Places nomination, Fairmont Post Office, Fairmont, Minn., 2008.
- National Register of Historic Places nomination, Kasson Public School, Kasson, Minn., 2007.
- National Register of Historic Places nominations for the Dr. George Christie House in Long Prairie and the Hewitt Public School under contract with the Minnesota Historical Society, 2006.
- National Register of Historic Places nomination. Baker/Backus School, International Falls, Minn. under contract with the Minnesota Historical Society, 2003.

- National Register of Historic Places nomination. Church of St. Joseph, Elmer Township, Minn. under contract with the Minnesota Historical Society, 2001.
- National Register of Historic Places nomination. Cathedral of the Immaculate Conception, Crookston, Minn., under contract with the Minnesota Historical Society, 1998.
- HAER recordation, Strategic Air Command Headquarters, Offutt AFB, Neb. under contract with the National Park Service, 2000.
- HAER recordation, Nike Missile Site, Farmington, Minn., 2000.
- Historic recordation, Titan I missile system, under contract with the Organization of American Historians and the National Park Service, 2007.
- Historic structures report, New Ulm Turner Hall, in partnership with Claybaugh Associates, under a grant from the Minnesota Historical Society, 2008.
- Historic structures report, John Hale House, Beverly, Mass., in partnership with Robert Neiley Associates, under a grant from the Massachusetts Historical Commission, 1989.
- Historic structures report, John Cabot House, Beverly, Mass., in partnership with Robert Neiley Associates, under a grant from the Massachusetts Historical Commission, 1986.
- Historic properties survey of residential areas of Lake City, Minn., and local designation, under contract with the Lake City Heritage Preservation Commission, 2006, 2007.
- Historic properties survey of Old Frontenac, Minn., under contract with the Minnesota Historical Society, 2004.
- Historic context report, historic properties survey, and local designation for Kenyon, Minn., under contract with the Kenyon Heritage Preservation Commission, 2005, 2006.
- Historic properties survey of residential area of Red Wing, Minn., under contract with the Red Wing Heritage Preservation Commission, 2009.
- Historic properties survey, local historic designations, and design guidelines in Henderson, Minn., under contract with the Henderson Heritage Preservation Commission, 2001, 2007.
- Local historic designations and design guidelines for Winona Heritage Preservation Commission, 2002, 2007, 2008.
- Cultural resource survey of Cold War Properties and Management Plan. Offutt AFB, Neb. Contract with Department of Defense, 1995, 1997.
- Historic recordation, Baukol-Noonan Lignite Mine, North Dakota Public Service Commission, 1995.

*Books (Selected)*

- *Becoming Eagan: The Making of a Community, 1972-2010*. Eagan, Minn.: City of Eagan, 2018.
- *Meet Us at the Fair: A History of the Brown County Fair*. New Ulm: 2017.
- *The New Ulm Battery: A History*. New Ulm: 2015.
- *This Cap of White: The Story of the Mounds-Midway School of Nursing*. Saint Paul: Mounds-Midway Alumni Association, 2007.
- *A German Town: A History of New Ulm, Minnesota*. New Ulm: City of New Ulm, 2004. American Association for State and Local History, Certificate of Commendation, 2005.
- *The Parish of St. John the Baptist of Excelsior*. Excelsior, Minn.: 2003.
- *Hallowed Grounds*. Cedar Lake, Ind.: 2002.
- *Gettysburg and the Christian Commission*. St. Paul, Minn.: Edinborough Press, 2002.
- *The Cold War at Offutt Air Force Base*. Denver: National Park Service, 2002.
- *The Brooklynns: A History of Brooklyn Township* (ed.). Brooklyn Historical Society, 2001.
- *A True Nurse: The Story of the Swedish Hospital School of Nursing*. Minneapolis: Swedish Hospital

- Alumni Association, 1999.
- *Chanhassen: A Centennial History*. Chanhassen: City of Chanhassen, 1996.
  - *Roseville, Minnesota: The Story of Its Growth* (ed.). Roseville: Roseville Historical Society, 1998.
  - *Heritage: Preserving Eden Prairie's Past*. Eden Prairie: Eden Prairie HPC, 1995. David Gebhard Award, Minnesota Society of Architectural Historians.
  - *A Splendid Little Town: A History of Faribault, Minnesota*. Faribault: Faribault HPC, 1994.
  - *Made in Beverly: A History of Beverly Industry*. Beverly: Beverly Historic District Commission, 1989.

#### *Interpretive Programs (Selected)*

- Exhibit planning, research, and design, "The Birthplace of Alabama," Constitution Hall Park, Huntsville, Ala., under a grant from the Alabama Humanities Council, 1981.
- Exhibit planning, research, and design, "The Summer Estates," Beverly Historical Society under a grant from the Massachusetts Arts & Humanities Council, 1988.
- Historic walking tour brochure, New Ulm Heritage Preservation Commission, 2007.
- Historic downtown marker program, New Ulm Heritage Preservation Commission, 2008.
- Interpretive plan, Friedrich Kiesling House, New Ulm Heritage Preservation Commission, under Preserve America grant, 2008.
- Video podcast historic walking tour, New Ulm Heritage Preservation Commission, 2008.
- Video podcast historic walking tours, Saint Cloud Heritage Preservation Commission, 2009, 2010.
- Video podcast historic walking tours, Little Falls Heritage Preservation Commission, 2010.
- Exhibit planning, research, and design, Hermann Monument Interpretive Center, New Ulm Parks Department, 2009.
- Exhibit planning, research, design, and installation. "Never Shall I Forget: Brown County and the U.S.-Dakota War of 1862." Brown County Historical Society, 2009-2012. American Association for State and Local History, Award of Merit, 2013
- Video podcast historic walking tours, Faribault Heritage Preservation Commission, 2011.
- Video podcast historic walking tours, City of Urbana, Ill., 2011, 2013.
- Video podcast historic walking tours, Stillwater Heritage Preservation Commission, 2013, 2014. Commission Excellence Award from National Alliance of Preservation Commissions (NAPC). Video podcast historic walking tours, Red Wing Heritage Preservation Commission, 2013.
- Exhibit planning, research, design, and installation, "Loyalty and Dissent: Brown County and WWI." Brown County Historical Society, 2016-17. American Association for State and Local History, Award of Merit, 2018. Minnesota History Award, 2019.
- Documentary Film, "A Heritage Transplanted: German Bohemians in America." 2015.
- Interpretive plan, Milwaukee Road Heritage Center, Montevideo, Minn., 2016.
- Documentary Film, "A Good Education: The Story of the District 50 School." 2017.
- Meeker County Heritage Tourism Plan, Meeker County, 2018.
- Video podcast historic walking tour, Litchfield Heritage Preservation Commission, 2019.

#### *Presentations*

- Presentations on interpretive programs at professional conferences, including:
- "Capitalizing on Main Street," National Trust Main Street Conference, 2009.
  - West Virginia Main Street Training, 2011.
  - "A Museum without Walls," Preserve America Conference, Gettysburg, Pennsylvania, 2013.



- “Interpreting Main Street,” AASLH Annual Conference, 2014
- Loyalty and Dissent: Minnesota Germans and WWI
- Fort Snelling Civil War Symposium
- Immigration Through New Ulm Eyes, 2019

# *Grand Army of the Republic Hall*

**NATIONAL REGISTER OF HISTORIC PLACES UPDATE**



## **Hoisington Preservation Consultants**

POST OFFICE BOX 13585  
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PHONE: 651-415-1034  
[djh@hoisingtonpreservation.com](mailto:djh@hoisingtonpreservation.com)

## Proposal

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I first visited the Meeker County Historical Society in 1990, giving a program on the importance of local history. As a scholar of the Civil War, I was immediately taken with how special the building was. For that reason, I would appreciate the opportunity to work with the city on this project.

First, I have experience with the National Register of Historic Places. At this point, excluding districts, I have more placed more than thirty properties on the National Register of Historic Places. It is an exacting process. I understand that the goal is to designate the property as a National Historic Landmark (NHL). The Organization of American Historians and the National Park Service entrusted me with the NHL nomination for the United States Air Force Academy — one of America's great landmarks. I have been through the process and understand the high standards that must be met.

Second, I have a knowledge of Litchfield history, having worked on the video series and the web site. I do not need an introduction to Frank Daggett or the early history of the G.A.R.

Third, I have the scholarly background to establish the national significance of the Litchfield G.A.R. Hall. The Civil War has been my lifelong passion and the reason I became a historian. I received a M.A. from the University of Virginia, specializing in this period. As a book publisher, I have worked with historians to make history accessible. I was a contributing editor to *The Citizens' Companion*, a journal about civilian life during the Civil War.

I would complete the work for \$5,675.00.

A resume is attached.

## About the Consultant

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Daniel J. Hoisington will complete all aspects of this project. Mr. Hoisington is fully qualified as a historian under the Secretary of the Interior's Professional Standards. He received a Bachelor of Arts in history from Greenville College, Greenville, Illinois, where he graduated with honors. He earned a Master of Arts in American history from the University of Virginia, and completed all course work for the Ph.D. degree. For twelve years he worked as a museum director, heading institutions in Massachusetts, Minnesota, Alabama, and Virginia. For three years, he served as president of the Bay State Historical League.

In 1992 Mr. Hoisington founded a firm to provide consulting services to local historical organizations and preservation commissions. He is the author of twelve books and numerous journal articles. In 1998 the Minnesota Society of Architectural Historians honored his book, *Heritage: Preserving Eden Prairie's Past*, with its David Gebhard Award. His book, *A German Town: A History of New Ulm, Minnesota*, received an Award of Merit from the American Association for State and Local History. He researched and developed an exhibit for the Brown County Historical Society, *Never Shall I Forget: Brown County and the U. S. Dakota War of 1862*, recognized with 2013 Award of Merit from the AASLH. Hoisington also developed the exhibit, *Loyalty & Dissent: Brown County and WWI*, recognized with both an AASLH Award of Merit and a Minnesota History Award.

Mr. Hoisington has been a team member with three recent award-winning projects as recognized by the Preservation Alliance of Minnesota.

- Kasson Public School, Kasson, Minnesota (2007)
- Grand Center for the Arts (2014)
- Henderson Public School (2015)

A resume is attached.

## Plan of Work

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### *One: Project Planning*

The consultant will meet with the Litchfield Heritage Preservation Commission to discuss the project and review the research design. During the course of the project, the consultant will submit monthly interim progress reports.

### *Two: Field Work*

The consultant will conduct a field survey of the property, noting current conditions. He will take photographs that meet National Register standards.

### *Three: Research*

Research will follow two tracks.

First, the consultant will complete a general review of the history of Litchfield. This will shape the contexts needed for establishing significance. The research will rely heavily on available histories and local newspapers. Frank Daggett, for whom the post is named, did not see this building but played an important role in the growth of the Minnesota G.A.R.

Second, the consultant will review current literature about the Grand Army of the Republic. To qualify for national significance, the local G.A.R. Hall will need to be compared with others across the nation. The organization was a powerful social and political force in the late nineteenth century — five presidents were members of the G.A.R. At a time when racial segregation was growing in the southern states, this veterans' society remained staunchly integrated. Because of that, further research into Albert Van Spence will add greatly to building the case for national significance.

### *Four: Final Report*

The consultant will complete and submit a National Register of Historic Places Registration Form. The final submittal will include digital photographs on a CD. The consultant will make a presentation of his research in Litchfield.

## Project Budget

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### Tasks

<b>One: Planning</b> Preparation and planning meeting: 4 hours	\$200.00
<b>Two: Field Survey</b> Field survey: 4 hours	\$200.00
<b>Three: Research</b> Research community and property history: 60 hours	\$3,000.00
<b>Four: Complete NRHP Form</b> 40 hours	\$2,000.00
<b>Travel Expenses</b> Estimated five trips to Litchfield	\$275.00
<b>Total:</b>	<b>\$5,675.00</b>

Project budget based on an average hourly rate of \$50. Project administration includes meetings, correspondence, and reports.