

City of Litchfield – Heritage Preservation Commission

AGENDA PACKET

Monday, November 25, 2019– 6:30 P.M.

AGENDA

Monday, November 25, 2019 - 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 – October 28, 2019

III. PUBLIC HEARING: None.

IV. OLD BUSINESS

- A. 2020 GOALS
- B. PINT SERIES
- C. RURAL REDEVELOPMENT GRANT
- D. WEBSITE GRANT

V. NEW BUSINESS:

- A. NATIONAL REGISTER APPLICATION GRANT

VI. REPORTS

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

VII. ANNOUNCEMENTS

- A. Next meeting will be Monday, December 23, 2019 at 6:30 in City Hall (only if there is a COA)

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, October 28, 2019, commencing at 6:30 p.m. Chair Kotelnicki called the meeting to order.

A. ROLL CALL:

Commissioner (Chair)	Darlene Kotelnicki	Present
Commissioner	Sid Willson	Present
Commissioner	Frank Koch	Absent
Commissioner (Plan. Comm. Rep)	Mike Flaata	Present
Commissioner	Kevin Hovey	Present
Commissioner	Kateri Kormann	Absent
Commissioner	Dave Welker	Present
Ex-officio	Bill Hicks	Absent

B. ANNOUNCEMENTS OF ADDITIONAL ITEMS: Darlene requested adding 241 North Sibley to the agenda as Old Business, item E.

II. MINUTES TO APPROVE –

A. Historic Preservation Meeting - September 23, 2019 MOTION: To approve as submitted (Mike/Sid/Passed unanimously by a voice vote).

III. PUBLIC HEARING – 308 North Marshall Avenue

- A. Open public hearing: 6:34 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: Application reviewed
- E. Presentation by Applicant: Charlie Holmquist, president of the Meeker County Historical Society was present. He stated they have been working with the MN Historical Society of over a year to finalize the specifications for the door and frame. This is a custom wood panel door and frame. It has a finish that will prevent rot and should last 20 years. The handicapped accessible threshold will meet ADA Standards and has been approved by the MN Historical Society. The door lock provides better security. The paint will be computer matched to the current gray paint. Mr. Holmquist gave the HPC the letter of approval from MN HS.
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing, with option to question applicant or parties : 6:45 pm
- H. Action on due process: MOTION that due process has been followed (Mike/Dave/Passed unanimously by a voice vote).
- I. Checklist: Yes: 7 No: 0 NA: 3
- J. Findings of Fact: Completed, see attached
- K. Action on the application by the Commission: MOTION: To approve as submitted (Mike/Dave/ Passed unanimously by a voice vote.)

PUBLIC HEARING – 25 West Second Street

- A. Open public hearing: 6:50 pm
- B. Declaration of Conflict of Interest or ex-parte: Darlene stated she helped the applicant with the application.
- C. Review of Proper Notification: Published in the Independent Review
- D. Introduction of Completed Application by Commission: Application reviewed
- E. Presentation by Applicant: Not present
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing: 6:57 pm
- H. Action on due process: MOTION that due process has been followed (Mike/Sid/Passed unanimously by a voice vote).
- I. Checklist: Yes: 7 No: 0 NA: 3
- J. Findings of Fact: Completed, see attached
- K. Action on the application by the Commission: MOTION: To approve as submitted with the condition that the property owner submit approval and/or sign application. (Mike/Kevin/Passed unanimously by a voice vote).

IV. OLD BUSINESS –

A. 2020 GOALS – The three areas are education, promotion, and regulatory. For education the commissioners suggested we use the historic home driving tour for the Independent Review as previously suggested. Commissioner Flaata asked if property owners were notified and Darlene replied the city planned to send a letter. She submitted the draft of the letter in May. There was discussion about doing another pint series in early 2020. For promotion we will continue newspaper articles, up to 9 a year and complete our website. For regulatory we will pursue redoing the National Register nomination and the subsequent National Landmark status. Questions brought forward were if there were more restrictions and that the same standards apply. Another question was any benefit? Recognition and grants are benefits.

B. GRANT FOR UPDATING THE GAR HALL NOMINATION – Darlene reported it has been submitted and we should hear in a couple weeks. Dan Housington contacted Darlene about the National Park Service staff responsible for National Landmark status nominations will be coming to New Ulm for the Herman the German Monument and she may want to visit Litchfield. The commissioners felt this would be good.

C. ANNUAL REPPORT - Darlene has not gotten the forms yet. She will complete when received.

D. EXTENDING \$5000 EXTERIOR FACADE GRANT - The Council has sent this to staff for review and input. The commissioners would hope it can be decided by 12/31/19 so the grant could continue.

E. 241 NORTH SIBLEY AVENUE - Darlene reported the HPC had a special meeting May 17, 20190 and denied the request based on a written report from Bolton & Menk requesting an engineer's opinion. The commissioners expressed concerns that the rain, snow,

and ice cycles could cause continued deterioration of the building. Questions about code enforcement for this building and all buildings in general. Also about the chain of command. The commissioners felt that we do not get involved until there is a COA for us to act on.

V. NEW BUSINESS –

A. PINT SERIES 2020 -Kevin reviewed his letter about another pint series in 2020 about second story housing. The commissioners felt this was a good idea for education. We would use the same format as in 2018. It is for downtown property owners only and not open to the public. Dates would be the second Monday of Jan., Feb., Mar., and Apr. Topics would be reviewing the Red Wing power point for second story housing. We will ask Bill Hicks to talk about second story design, Jim Tews about building codes and Rod Van Ort about electrical issues.

B. ADMINISTRATIVELY APPROVED COAS -

1. 115 North Sibley Avenue- refinishing exterior wood trim
2. 25 West Second Street - painting north facade transom same color

C. RURAL REVITALIZATION SUB-GRANT PROGRAM - The commissioners discussed options for the grant which included tuck pointing, roofs, picking two to four buildings, fire suppression, and second story housing. The consensus was to focus on second story housing. The rationale is the community need, income for property owners both now and in the future, a long term fix, and increased revenue for the city in the form of utilities. A concern would be parking issues. The grant could include electrical, plumbing, HVAC, fire suppression, and kitchen/bathroom fixtures. MOTION: To request the city apply for a Rural Revitalization Sub-grant Program in the spring of 2020 for second story housing including but not limited to plumbing, electrical, HVAC, fire suppression, and kitchen/bathroom fixtures. (Kevin/Sid/Passed unanimously by a voice vote.

VI. REPORTS –

A. MEEKER COUNTY HISTORICAL SOCIETY - Sid reviewed that the COA covered earlier would be the report.

B. MN HISTORICAL SOCIETY - None.

VII. ANNOUNCEMENTS –

A. Next meeting will be Monday, November 25, 2019 at 6:30 p.m .in City Hall

VIII. ADJOURNMENT – 8:15 p.m.

DARLENE KOTELNICKI
CHAIRPERSON