# City of Litchfield Historic Preservation Commission Agenda Monday, January 23, 2017 at 6:30 p.m. 126 Marshall Avenue North

#### 1. Call to order

- a. Roll Call/ a quorum was established: Arlene H., Mike F., Frank K., Kateri K. (6:45), Darlene K.
  - b. Announcement of additional items: HPC Payment
- **2. Approval of Minutes** November
- 3. Public Hearing(s) NONE

#### 4. Old Business

- a. Joint Litchfield City Council and HPC meeting 2/21/17, 5:30 pm, City Hall
- b. Update on highway 12 committee first phase report, attached Discussion that the HPC is an interested party and as part of a CLG, we will need to be included on all meetings and communication. Questions about when the next phase will be starting and when MN DOT will be involved again. Will refer to Coty staff to inform HPC when this happens.
- c. Local designation process be reviewed at February meeting and forwarded to the Council for action as provided for in Ordinance 735 4 (d 4). We will discuss our Christmas decorations and Central Park. We should advertise and offer anyone who is interested to voluntarily request local designation.

### 5. New business

- a. Update about Alexandria highway project and downtown- Richard Shea was not available due to a work conflict. He worked in Alexandria during their highway construction; they used the process identified by the Environmental Protection Agency. The program is "Smart Growth for Rural Communities." Richard included a handout with information. The HPC discussed this along with the Main Street Program and U of M Extension programs. It was felt that we are not at a point to recommend anything due to the upcoming meeting with the council. All members of the HPC felt we need to move forward on the downtown. The discussion was opened up to the property owners present. Concerns about other property owners not being held accountable to maintain their buildings with a request for the City to enforce these ordinances. Please make building owners accountable. Property owners need buy in from the city and the city needs but in from the property owners. We seem to have a major disconnect here. A city this size should ahve a city planner writing grants every year for the city.
- b. Update on City of Litchfield Facade Improvement Grant- Attached The draft was reviewed. The discussion was opened up to property owners present. Questions included: can you use this for sewer and water hook up? Answer: unknown When the are two properties owned by the same person with different PIN numbers and tax statements,

can you get two grants? Answer: unknown Can the grant be used for curb and gutter? Answer: unknown What happens if the building does fall? Kateri K. explained that since this is a historic district, MN DOT is very careful to not use large equipment. That is watched closely. Frank K. stated MN DOT said they have never had that happen.

MOTION: Refer to Litchfield City Council for action and request City Staff review grant and prepare documents for final city council action (Mike F./Arlene H/passed unanimously).

- c. Education on Building Inventory forms, 225 North Sibley- Katerie K. reviewed that these building inventory forms are completed by architectural historians, not architects. This is an exterior evaluation only. The integrity listed here is historic integrity, not structural integrity. It is also important to look at contributing versus non-contributing. The contributing property contributes, or adds, to the historic district. A non-contributing building has been altered and does not add to the historic district.
- d. HPC payment Ordinance 735 provides for payment of HPS members for meetings. Currently the city does not pay. The City Charter provides for one payment per month. Example: a member of the Planning Commission who is also on the HPC gets one payment per month, not two. MOTION: Refer to the Litchfield City Council a request to pay members of the HPC \$50 a for meetings effective 1/1/17 ( Kateri K./ Arlene H./passed unanimously).
- e. Ron Braun owner of 202 North Sibley was present and explained his plans for his building. His first priority is to finish and rent the upstairs and continue to work on the main floor restaurant. He i working n refinishing his windows. He said about half are missing and half are damaged. He uses marine epoxy, then primer, then yacht paint. Mr. Braun states he has researched old photos and is looking for the metal columns for the front. He has looked at the transoms and bulk head and both will need work. Mr. Braun will be back for a COA next month.

## 6. Reports

- a. Meeker County Historical Society Meeker County Partnership Grant has been submitted. This is a partnership between Meeker County Development Corporation, Meeker County Historical Society, and Dassel Area Historical Society.
- b. MN Historical Society CLG Grant was submitted for up to \$12,000 matching funds for 225 North Sibley professional evaluation.
- **7.** Additional Items consideration for February meeting: Please research or bring examples of recognition criteria for a person, business, or event per Ordinance 735 (1)
  - d) Foster civic pride in the beauty and notable accomplishments of the past;
- e) Promote the preservation and continued use of historic properties for the education and general welfare of the people of the City of Litchfield; We will discuss this briefly and make a recommendation to the council next month.
- **8. Next Meeting** Monday, February 27, 2017 6:30 pm, City Hall
- **9. Adjournment** at 8:30 PM