

I. CALL TO ORDER –

A regular meeting of the Historic Preservation Commission on Monday, March 27, 2023, commencing at 6:30 p.m. was called to order by Chair Kotelnicki. A quorum was established.

A. ROLL CALL:

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|--------------------------------|--------------------|---------|
| Commissioner (Chair) | Darlene Kotelnicki | Present |
| Commissioner | Connie Lies | Present |
| Commissioner | Rick Beecroft | Present |
| Commissioner (Plan. Comm. Rep) | Mike Flaata | Present |
| Commissioner | Kevin Hovey | Present |
| Commissioner | Dave Welker | Present |
| Commissioner | Holly Flemming | Present |
| Ex-officio | Bill Hicks | Present |

II. MINUTES TO APPROVE – February 27, 2023 **MOTION: To approve as submitted (Mike/ Holly/Passed unanimously by a voice vote).**

III. PUBLIC HEARING 100 Sibley Ave North

- A. Open public hearing at 6:32 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 a covered staircase and cut in steel siding on north side for window.
- E. Presentation by the property owner: Mike Cocoran was not present and no one was present to speak for him.
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing at 6:34 p.m. with option to recall applicant. The members of the HPC had a discussion about the proposed changes. The application numbered #7 and #8. It was not clear if there was a page missing or just numbered to continue on after last month's COA. Connie felt the application was not complete; we have nothing to use for the checklist. Kevin said we had approved his window on the north side last month. Mike felt it should be sent back to be completed but we needed to clarify what was missing. Rick commented that there was no type of material to be used for the staircase covering. Dave pointed out that last month the applicant agreed to remove part of the steel siding in the east to check the brick stability before cutting into any steel siding. Holly commented the façades are not clear and wondered if this was a new stand alone COA or a continued one. Darlene felt the COA did not provide enough information to allow doing a checklist. Bill commented he had researched exterior stair cases for another client and found that MN10-27 Building Code applied here. It needs to be followed and this is a building inspector issue. Mike questioned again why this came to us. Darlene stated she had checked The National Park Service Preservation Briefs. None really addressed exterior staircases. Number 24, New Exterior Additions to Historic Buildings

stated additions should not be highly visible to the public. Number 27, Maintenance and Repair of Cast Iron does not address staircases and Number 32 Making Historic Properties Accessible does state the rise and run of staircases may be adjusted for historic buildings. All commissioners felt they wanted this to be a successful project for the property owner but that there just was not enough information to act on. If the applicant had been here, we could have clarified these questions. **MOTION:** To close discussion at 7:00 pm (Mike/Dave/Passed unanimously by a voice vote).

H. **MOTION:** Due process was followed (Connie/Holly/Passed unanimously by a voice vote).

I. Checklist: Not done due to items #7 and #8 Describe work and Impact on existing feature being blank. The HPC did not know what the applicant planned to do.

J. Findings of Fact: Completed

K. **MOTION:** To deny the application in concept and ask the applicant to submit another application that includes:

- Elevations of each facade with measurement of proposed changes, staircase coverings, and window measurements and placement.
- Specific materials and colors used.
- Code review before coming to the HPC.

(Connie/Rick/Passed unanimously by a voice vote).

IV. OLD BUSINESS -NONE

V. NEW BUSINESS – Darlene reviewed the open meeting law and that this applies to conversations before, during, and after the meeting. The conflict of interest and ex-parte was also reviewed. There were no questions. Information from the League of MN Cities was included.

VI. **REPORTS** - None

VII. **ANNOUNCEMENTS** -

A. The next meeting will be Monday, April 24, 2023 at 6:30 pm in City Hall.

VIII. ADJOURNMENT – 7:20 p.m.

DARLENE KOTELNICKI
CHAIRPERSON