

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, June 25, 2018, commencing at 5:00 p.m. Chair Kotelnicki called the meeting to order.

A. ROLL CALL:

Commissioner (Chair)	Darlene Kotelnicki	Present
Commissioner	Sid Wilson	Present
Commissioner	Frank Koch	Present
Commissioner (Plan. Comm. Rep)	Mike Flaata	Absent
Commissioner	Dave Welker	Absent
Commissioner	Kateri Kormann	Present 5:10 to 5:50
Commissioner	Kevin Hovey	Present
City Administrator	Dave Cziok	Present

B. ANNOUNCEMENTS OF ADDITIONAL ITEMS: None.

II. MINUTES TO APPROVE –

A. Historic Preservation Meeting - April 23, 2018 MOTION: To approve as submitted (Kevin/Sid/Passed unanimously)

III. PUBLIC HEARING – None

IV. OLD BUSINESS –

A. Class for Owners of Historic Homes – There were 15 people who attended. The HPC would like to thank Tim Cook for presenting.

B. MN Historical Society Annual Conference – We were asked to present at the September 12 to 14 conference in Winona. The commissioners decided they would prefer Thursday to present.

C. Certified Local Government Grant approved - The attached letter clarifies our grant. The HPC voted to accept the grant and forward this to the Council for action (MOTION: Sid/Kevin/Passed unanimously). The HPC would request city staff follow open procurement processes, including and RFP. The following groups would also get Invitations to Bid: Hoisington Preservation Consultants, Blue Stem Consulting, Thomas Zahn, and 106 Group. This would also be forwarded for Council action (MOTION: Kevin/Dave/Passed unanimously).

V. NEW BUSINESS –

A. PROGRAMMATIC AGREEMENT – Darlene reported the Council approved for her to sign contingent on HPC approval. Sue Grangier, Gemini Research, explained the agreement and the protection it offers for Litchfield's historic resources. MOTION: To approve Darlene signing as concurring signature chair of HPC (Dave/Kevin/ Passed Unanimously).

B. MN DOT/ GEMNI RESEARCH PRESENTATION - Sue Grainger, Gemini Research, presented an update of the 60% plan. She reviewed the Area of Potential Effect (APE), accessibility issues, sidewalk issues, lighting, and street signs. This included individual National Register properties (Litchfield Opera House, GAR Hall, Trinity Episcopal Church), the Commercial Historic District, the railroad corridor and Wells Fargo Property. Sue informed the HPC that the Wells Fargo building, which is National Register eligible, has now been added to the APE. Property owners had questions about dates of work, timeframes of when the front access of their businesses will be blocked, and use of the alleys. Several property owners asked specific questions about the V-curbs, accessibility/steps, and building foundations. Vibration monitoring was discussed and Sue explained how this has worked in other communities. MN DOT has already started baseline vibration monitoring. Sue will be working on the 90% plan and will probably return to the August HPC meeting.

C. BUILDING MAINTENANCE CODES - Discussion about the city's building maintenance codes and issues/enforcement.

Comments from property owners:

1) John Braun- John stated that it is important for the city but enforcement can be overdone. We could work a little harder but we need to be aware that issues can rise up quickly. He expressed concerns about boarded up second story windows.

2) Tim Cook -Tim asked for clarification about the facade grant and is it \$5000 total or \$5000 per parcel. The response was \$5000 per parcel.

3) Connie Lies- Connie expressed concerns about consistency with enforcement. If something is purely maintenance, could there be a process to expedite this? The HPC (Darlene) clarified the administratively approved process. Connie explained she did try that and met delays and cited a specific case. Darlene, Frank, and Dave Cziok explained the administratively approved process has been streamlined and everything requires a written COA and is given to Dave Cziok as the first step in the process. Connie also felt there needed to be something on the books for infractions and/or consequences for violations.

4) Bill Hicks - Bill stated that plywood over upstairs windows could be considered blight. He agreed there needed to be something on the books for violations. Bill felt recourses the city could take for violations would be to cancel the certificate of occupancy. He knows of city's where this does happen. It is very rarely used but very effective.

Comments from Commissioners:

1) Frank Kock- Frank expressed concern that we do not get too restrictive. Many of these properties are a work in progress. Frank feels the HPC has made great strides in the last two

years and sees positive things happening. He does understand there needs to be something for enforcement for violations.

2) Dave Welker - Dave stated it seems only right to have something for covering violations and/or legal issues. He understands the property owners working on the properties over time.

3) Kevin Hovey - Kevin states he has used the administratively approved process and it has worked very well for him.

4) Sid Willson - Sid states he understands the work these buildings may need and that property owners will do the work over a period of time.

5) Darlene Kotelnicki - Darlene reminded property owners that we are in year two of a three year facade improvement grant. If there is outdoor work, it would need to be done this building season or next.

Comments from City Staff:

1) Dave Cziok - Dave reported that the changes in the process for administratively approved COAs has gone very smoothly. Dave also updated the HPC and property owners that Hannah R., City Planner, is reviewing downtown building issues to determine a process

Consensus: It was decided by all, that the HPC would mail out letters to property owners. The letters would include HPC information, a 2019 calendar, and information about the exterior facade grant in late 2018.

VI. REPORTS –

A. MEEKER COUNTY HISTORICAL SOCIETY – Sid reported space needs are being looked at.

B. MN HISTORICAL SOCIETY - Please decide if you can attend the conference in Winona, we will need to know at the next meeting. Brief discussion about possible 2019 CLG grants. We will discuss in November.

VII. ANNOUNCEMENTS –

A. Next meeting will be Monday, July 23, 2018 at 6:30 p.m .in City Hall

VIII. ADJOURNMENT – 9:10 p.m.

DARLENE KOTELNICKI
CHAIRPERSON