

**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, July 24, 2017, commencing at 6:30 p.m. Chair Kotelnicki called the meeting to order.

A. ROLL CALL:

Commissioner (Chair)	Darlene Kotelnicki	Present
Commissioner	Arlene Howanski	Present
Commissioner	Frank Koch	Present
Commissioner (Plan. Comm. Rep)	Mike Flaata	Present
Commissioner	Robyn Richardson	Present
Commissioner	Kateri Kormann	Present ( 7:15 PM)

B. ANNOUNCEMENTS OF ADDITIONAL ITEMS: None.

**II. MINUTES TO APPROVE –**

A. Historic Preservation Meeting - June 26, 2017

**III. PUBLIC HEARING – 309 North Sibley**

- A. Open public hearing at 6:34 p.m.
- 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
- E. Presentation by Applicant or Designee: Kim Olson
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing, with option to question applicant or parties 6:40 PM
- H. Action on due process MOTION: Due process followed (Robyn/Arlene/Passed unanimously)
- I. Checklist: 7 Yes, 0 No, 3 N/A
- J. Findings of Fact: See attached
- K. Action on the application by the Commission Approved as amended, with the use of LP SmartSide for the bulkhead. Bulkhead was done 5 years ago and needs to be replaced. The LP SmartSide has a 50 year guarantee and will improve the longevity of the building. MOTION: (Robyn/Frank/Passed unanimously)

**IV. PUBLIC HEARING – 130 North Sibley**

- A. Open public hearing at 6:45 p.m.
- 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

- E. Presentation by Applicant or Designee: Kim Olson
- F. Comments from Other Interested Parties: Ronald Brown letter, supportive
- G. Closure of Public Hearing, with option to question applicant or parties 6:48 PM
- H. Action on due process MOTION: Due process followed (Mike/Robyn/Passed unanimously)
- I. Checklist: 9 Yes, 0 No, 1 N/A
- J. Findings of Fact: See attached
- K. Action on the application by the Commission Approved as submitted MOTION: (Mike/Robyn/Passed unanimously).

#### IV. OLD BUSINESS –

- A. MN HISTORICAL SOCIETY CONFERENCE- Darlene and Robyn are interested in going, possibly Frank. Grant will be submitted early August. Discussion about poster and decision to participate and use National Register properties. MOTION AS SUCH: (Robyn/Arlene/ Passed unanimously).
- B. 225 N SIBLEY AVE – Darlene reported the city has not received the final report.
- C. MN DOT UPDATE- Darlene reported Sue Grainger called her. They are still getting public opinion and will come to us after that has been completed.
- D. CEMETERY TOUR RECAP- General discussion about the tour and many positive comments. There will be a DVD for each of us and one shown on LCA. Suggestion showing it twice a week in August and September. Watercade is interested in having it on their website and Facebook page. We would like to do this next year but start earlier. There was discussion about how we research and give information that is really public education. The city requests that the sponsoring group review all information including photos and/or hand outs. The committee supported this and would like the option for the speakers to do their own research.

#### V. NEW BUSINESS –

- A. CITY OF LITCHFIELD EXTERIOR IMPROVEMENT GRANT- The Litchfield City Council has passed up to \$5000 per property for up to 3 years. The details will be completed by city staff and information mailed in the future. This is retroactive to 1/1/17.
- B. HARVEST MADNESS- The commission discussed possible people for the Chamber's October 12 Harvest Madness. Possibilities:
  - Alfred Anderson at Cricket Meadow ( Boyd's store for many years) and played by family members.\*\*
  - Frank Dagget at Independent Review played by Brent Schacherer.
  - Bernie Bierman at 207 North Sibley, will ask Keith Johnson.

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Gayle and Hester Sondergaard in from of the theater and played by Robyn and Jayne Peipenburg. \*\*

Dr. Lennox Danielson in front of 2023 (his office was upstairs) and played by a doctor)

Mrs. Stewart's Bluing in front of the dry cleaners played by Arlene. \*\*

Dr. Determan in front of Litchfield Chiropractic played by Frank. \*\*

Lenhardt Hotel in front of Tibbets played by Jeanne Shoutz Doran (granddaughter). \*\*

Miss Belling ham in front of 202 North Sibley played by Ruth Sunsdahl.

\*\* Dong their own research.

C. PROCEDURES FOR HPC, COMMUNITY SURVEY- Each commissioner was given five surveys to distribute and return to city hall. The city council will also be given five. The city will assign numbers to the COA after the council has acted on them. All administratively approved COAs will be listed for our confirmation. Frank suggested a sign for the windows of building where work is being done with the city grant. Verbiage could include something like "Funds, in part, for this project were from the Exterior Improvement Grant, City of Litchfield and Heritage Preservation Commission."

D. Administratively Approved COAs- 207 Sibley Ave. North Mindy Desens

136 Marshall Ave North- questions about the actual work being done prior to the COA being submitted. MOTION: To defer action and request application for review at next meeting (Mike/ Kateri/Roll call vote/passed unanimously).

## VI. REPORTS –

### A. MEEKER COUNTY HISTORICAL SOCIETY –

Robyn reported the Partnership grant will be holding a meeting soon to meet with the consultant.

### B. MN HISTORICAL SOCIETY -

## VII. ANNOUNCEMENTS –

A. Next meeting will be Monday, August 28, 2017 at 6:30 p.m .in City Hall

## VIII. ADJOURNMENT –

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DARLENE KOTELNICKI  
CHAIRPERSON