

**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, August 27, 2018, 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, 6:35
Commissioner (MCHS Rep.)	Dave Welker	Present
Commissioner	Kateri Kormann	Present, left 7:00

B. ANNOUNCEMENTS OF ADDITIONAL ITEMS: None.

**II. MINUTES TO APPROVE –**

A. Historic Preservation Meeting - July 24, 2018 MOTION: To approve as submitted (Sid/Mike/Passed unanimously).

**III. PUBLIC HEARING – 19 East Depot 27-0826-000**

- A. Open public hearing at 6:33 p.m.
- B. Declaration of Conflict of Interest: None Ex-parte: Darlene reported she helped fill out the application
- C. Review of Proper Notification - Published in the Independent Review
- D. Introduction of Completed Application by Commission
- E. Presentation by Applicant or Designee: Not present
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing, with option to question applicant or parties 6:37 p.m.
- H. Action on due process MOTION: To approve (Mike/Kateri/Passed unanimously)
- I. Checklist: 8 Yes 0 No 2 NA
- J. Findings of Fact: Completed
- K. Action on the application by the Commission: MOTION: Approved with the condition that the concrete brick be painted to match the existing brick (Kateri/Mike/Passed unanimously).

**PUBLIC HEARING – 23 East Depot 27-0828-000**

- A. Open public hearing at 6:40 p.m.
- B. Declaration of Conflict of Interest: None Ex-parte: Darlene reported she helped fill out the application

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- C. Review of Proper Notification - Published in the Independent Review
- D. Introduction of Completed Application by Commission
- E. Presentation by Applicant or Designee: Not present
- F. Comments from Other Interested Parties: None
- G. Closure of Public Hearing, with option to question applicant or parties 6:43 p.m.
- H. Action on due process MOTION: To approve (Mike/Kateri/Passed unanimously)
- I. Checklist: 8 Yes 0 No 2 NA
- J. Findings of Fact: Completed
- K. Action on the application by the Commission: MOTION: Approved as submitted (Kateri/Mike/Passed unanimously)

**PUBLIC HEARING** – 223 North Sibley 27-0751-000

- A. Open public hearing at 6:47 p.m.
- B. Declaration of Conflict of Interest: None Ex-parte: Darlene reported she helped fill out the application
- C. Review of Proper Notification - Published in the Independent Review
- D. Introduction of Completed Application by Commission
- E. Presentation by Applicant or Designee: Not present
- F. Comments from Other Interested Parties: Keith Johnson reported that the color of blue paint used on the American Legion would be at LBC under Mr. J's painting.
- G. Closure of Public Hearing, with option to question applicant or parties 6:55 p.m.
- H. Action on due process MOTION: To approve (Kateri/Mike/Passed unanimously)
- I. Checklist: 7 Yes 0 No 3 NA
- J. Findings of Fact: Completed
- K. Action on the application by the Commission: MOTION: Approved with the condition that the east facade vertical siding be painted the blue similar to the American Legion (sample Valspar Turkish Tile) with a white sign and blue lettering (Kevin/Kateri/Passed unanimously).

**PUBLIC HEARING** – 309 North Sibley 27-0676-000

- A. Open public hearing at 7:00 p.m.
- B. Declaration of Conflict of Interest: None Ex-parte: Darlene reported she met with the applicant about the application. Applicant completed application.
- C. Review of Proper Notification - Published in the Independent Review
- D. Introduction of Completed Application by Commission - The commission will be acting on items 2 and 3 (painting) because items 1 and 4 (repointing) were approved administratively as allowed for in Ordinance 735 under emergency concerns.
- 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 7:10 p.m.
- H. Action on due process MOTION: To approve (Sid/Dave/Passed unanimously)
- I. Checklist: 9 Yes 0 No 1 NA
- J. Findings of Fact: Completed

K. Action on the application by the Commission: MOTION: Approved with the condition that the brick be painted Sherwin-Williams to match RJ 210 Origami and RK 200 Streamlined silver as submitted at the meeting (Kevin/Sid/Passed unanimously).

**IV. OLD BUSINESS –**

A. MN HS CONFERENCE – Darlene reported that we do not have to pay registration because we are speakers.

B. SIGN ISSUES – Tabled until next month

C. ADMINISTRATIVELY APPROVED PROCESS - Darlene reported that the Council requested a review and to report back in two weeks. After discussions with City Administrator Dave Cziok, it was apparent that this will be more than a two week process. Mike agreed we should be more like the planning commission. Dave also liked the fact that with assistance from a professional, we could speed up the process for property owners. Kevin felt that professional input for emergency issues would be very valuable. All agreed that the city administrator has more important things to deal with and this could decrease his workload. Both Bill Hicks and Keith Johnson were present. Keith expressed concern about possible fees that could cash flow the expenses for professional staff. Bill clarified that he was willing to be a non-voting member of the HPC for the \$50 stipend but that this was not his request. He clarified that his main role would be to approve administratively approved COA's and that all others would go to the HPC and require a public hearing.

D. CLG GRANT BID - A bid from Hoisington Preservation Consultants was discussed. The base bid was for \$13,975 for up to 28 2 to 3 minute videos with an alternate bid for \$17,415 for up to 28 4 to 5 minute videos. Darlene did verify via email that this includes up to four augmented reality videos. The base bid is under our budget of \$14,700. We discussed the two options and Kevin H. pointed out that even a song that lasts more than 3 minutes seems long. He says we are in a "national short attention span" culture and he favors the 2 to 3 minute videos. The commissioners agreed. A Motion was made by Commissioner Wilson, seconded by Commissioner Hovey to forward to the Litchfield City Council acceptance of the base bid of \$13,975 from Hoisington Preservation Consultants.

**V. NEW BUSINESS –**

A. GOALS FOR FY 2019 – The first draft was reviewed. We will add a goal to request continuing an additional three years for a \$5000 exterior facade grant.

B. LOCAL DESIGNATION - The commission reviewed local designation and century properties from the Maplewood HPC. Discussion was that we should work on a plan but not have this as a goal. We could have this as a goal for next year and/or have this designation in the fall of 2019. We will have a draft at the next meeting.

C. MN DOT AND GEMINI RESEARCH REPORT - Sue Granger and Lowell Flatten reported on the report on the properties in the area of potential effect. Sue stated she had

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four professionals review the Wells Fargo building. All were very impressed with the building and felt it was worthy of National Register status. Sue will forward the information so it can be included in the email to Wells Fargo. There was a discussion about sidewalks with an emphasis on the west side of the 100 block. Lowell stated there will be no problems with the curb. Darlene questioned the angle of the amenity zone. Keith reported that the engineering details are being reviewed by Bolton and Menk. Sue will send an electronic copy of the report to the HPC and this will be on the agenda in September. The summary Sue presented is attached.

D. ADMINISTRATIVELY APPROVED COA - Dave approved the roof portion of the COA for 223 North Sibley, HP-66-18.

**VI. REPORTS –**

A. MEEKER COUNTY HISTORICAL SOCIETY – Sid reported there will be two Civil War living history characters for Harvest Madness. There will be a Union and Confederate soldier.

MN HISTORICAL SOCIETY - None.

**VII. ANNOUNCEMENTS –**

A. Next meeting will be Monday, September 24, 2018 at 6:30 p.m .in City Hall

**VIII. ADJOURNMENT – 8:45 p.m.**

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DARLENE KOTELNICKI  
CHAIRPERSON