

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 28, 2017, commencing at 6:35 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

B. ANNOUNCEMENTS OF ADDITIONAL ITEMS: None.

II. MINUTES TO APPROVE –

A. Historic Preservation Meeting - July 24, 2017

MOTION: To approve with correction of approving minutes with a MOTION: Robyn/Arlene/passed unanimously added. MOTION to approve minutes (Mike/Robyn/passed unanimously).

III. PUBLIC HEARING – 311 N Sibley Ave

- A. Open public hearing at 6:40 p.m.
- B. Declaration of Conflict of Interest or ex-parte
- C. Review of Proper Notification - Published in the Independent Review
- D. Introduction of Completed Application by Commission
- E. Presentation by Applicant or Designee: Garmon Tipka
- F. Comments from Other Interested Parties
- G. Closure of Public Hearing, with option to question applicant or parties
- H. Action on due process
- I. Checklist: Yes 7 No 0 N/A 3
- 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 –

August 28, 2017

Attendees are Frank, Darlene, Keith, and Betty. Darlene reported that Hannah Rybak will also be attending.

B. HARVEST MADNESS –

Date is October 12. The HPC will have a table and hand out children's activity books and information on the characters on the tour, Robyn offered to do the booklet and include photos.

C. COMMUNITY SURVEY TALLY -

Darlene handed out the tally on surveys returned to date. We sent out 60 and have 30 returned. The commission will review the information and discuss at the next meeting.

D. MN DOT -

Representatives from MN DOT reviewed the public input and requested input from the HPC.

The first item reviewed was street lighting. The overall scores were 373 for the 5 globe lights, 378 for the acorn lights, and 296 for the cobra lights. All three options meet SHPO's approval and MN DOT's requirement for safe and uniform lighting in the corridor. Discussion about cobra lights. MOTION: To not support cobra lighting other than the intersections (Darlene/Robyn/passed unanimously). Rationale: the public input survey supports this.

The next discussion centered around the acorn versus 5 globe lights. The public data showed almost an equal split. Cost was discussed. MOTION: To support the 5 globe lights (Robyn/Arlene/passed roll vote Yes: Arlene, Robyn, Darlene No: Frank, Mike). Rationale: This is a one time chance to do this right. There is additional aesthetic money that can be used to offset this.

The next topic was extending the decorative (non-cobra lighting) lighting to include the 300 block. There was support from the HPC for this. MOTION: To include decorative lighting (non-cobra lights) in the 300 block of Sibley Avenue North (Robyn/Arlene/passed unanimously). Rationale: Property owners there are improving their properties and are in the CHD. There are decorative lights (acorn lights) in Central Park.

The next topic was trees. The current plan calls for less trees and the placement has changed to not obscure the buildings. There would be 7 trees in a two block area. The previous survey showed almost an even split in the people surveyed. The results for this survey was 501 yes and 156 no. It was pointed out that when surveyed, the property owners voted no trees. MOTION: To not have trees in the 3 block area of the CHD (Mike/Robyn/passed unanimously). Rationale: The trees are not historic (Robyn) and the property owners do not want them and we should respect their wishes (Mike).

August 28, 2017

The next topic was sidewalks and the decorative (scored) two feet in the amenity zone. The city will split the cost of this with MN DOT and the estimated cost is \$10,000. This would not come from the \$64,000 amenity fund.

The final topic was the possible removal of the stop light at 3rd St. and Sibley Ave. This will be on the agenda for the council meeting September 5.

V. NEW BUSINESS –

A. GOALS FOR 2018 –

Discussion about goals for our next year. Based on the ordinance, our purpose centers around protection, promotion and education.

Protection:

By the end of the first quarter, the HPC will have resources for local CPA who wish to become familiar with historic tax credits.

By the end of the second quarter, the HPC will explore non-local grant sources.

By the end of the fourth quarter, the HPC will have twelve applications for the City's Exterior Facade Improvement Grant.

Promotion:

By the end of the fourth quarter, the HPC will work with the local newspaper to do two articles about the downtown improvements and HPC.

During the 2018 year, the HPC will network with existing social media to inform and educate the community about historic resources and events.

Education:

By the end of the first quarter, the HPC will distribute children's activity books at public events.

By the end of the second quarter, the HPC will provide classes for property owners at various downtown locations. Topics include window repair (John Braun), masonry (John Koch), and indoor air quality/environmental issues (possibly Butch Schulte).

B. SPECIAL MEETING SEPTEMBER 12, 2017 AT 6:30 PM FOR COA'S -

Darlene reported there will be four COAs for our special meeting.

C. PROCEDURES FOR HPC TO CITY OF LITCHFIELD -

The City is keeping a spread sheet for grants that have been awarded. This will be reported on our agenda.

D. ADMINISTRATIVELY APPROVED COA'S -

August 28, 2017

1. 136 Marshall Ave N
2. 135 Sibley Ave N

E. 2017 GRANT APPLICATION

1. 207 Sibley ave N

VI. REPORTS –

A. MEEKER COUNTY HISTORICAL SOCIETY –

Robyn reported we are being considered as the site of the spring Civil War Symposium. More information coming.

B. MN HISTORICAL SOCIETY - None.

VII. ANNOUNCEMENTS –

- A. Next meeting will be Monday, September 25, 2017 at 6:30 in City Hall

VIII. ADJOURNMENT –

DARLENE KOTELNICKI
CHAIRPERSON