

*City of Litchfield – Heritage Preservation Commission*

# AGENDA PACKET

*Monday, March 22, 2021 - 6:30 P.M.*

**AGENDA**

Monday, March 22, 2021 - 6:30 P.M.

I. **CALL TO ORDER**

A. ROLL CALL/DETERMINATION OF QUORUM

B. ANNOUNCEMENT OF ADDITIONAL ITEMS

II. **MINUTES**

A. Historic Preservation Meeting – February 22, 2021

III. **PUBLIC HEARING:** NONE

IV. **OLD BUSINESS**

A. FAÇADE GRANT -

B. CLG GRANT - <https://litchfieldhistory.com/learn/historic-context-report>

V. **NEW BUSINESS**

A. CEMETERY TOUR -

B. MID-MINNESOTA DEVELOPMENT COMISSION -

VI. **REPORTS:** NONE

VII. **ANNOUNCMENTS**

A. Next meeting will be Monday, April 26, 2021 at 6:30 p.m. in City Hall

VIII. **AJOURNMENT**

CALL TO ORDER

# MINUTES

HISTORIC PRESERVATION MEETING -  
FEBRUARY

**I. CALL TO ORDER –**

A regular meeting of the Historic Preservation Commission on Monday, February 22, 2021, commencing at 6:30 p.m. was called to order by Chair Kotelnicki. A quorum was established.

**A. ROLL CALL:**

Commissioner (Chair)	Darlene Kotelnicki	Present
Commissioner	Sid Willson	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	Absent

**II. MINUTES TO APPROVE -**

January 25, 2021 and Special Meeting February 11, 2021 MOTION: To approve as submitted (Rick/Dave/passed unanimously by a voice vote)

**III. PUBLIC HEARING 130 North Sibley Avenue**

- A. Open public hearing at 6:32 p.m.
- B. Declaration of Conflict of Interest or ex-parte. No one declared a conflict of interest and Darlene Kotelnicki declared she had met with the applicant and answered questions about the application process.
- C. Review of Proper Notification - Published in the Independent Review
- D. Introduction of Completed Application by Commission
- E. Presentation by Applicant or Designee: Sam Wood was present. He explained the need for larger door. The concrete needs to be replaced and he wants to make the rear of the store ADA compliant. He requested adding that to his COA under item #3. The commissioners felt this was a non-public facade and would give the building a more expanded use. Their door could be removed and cinder block replaced so it is a semi-permanent change.
- F. Comments from Other Interested Parties- None written or verbal
- G. Closure of Public Hearing, with option to question applicant or parties 6:41 p.m.
- H. Action on due process- MOTION: Due process procedures were followed (Mike/Holly/passed unanimously by a voice vote)
- I. Checklist: 7 Yes 0 No 3 N/A

J. Findings of Fact: See attached sheet

K. Action on the application by the Commission: MOTION: Approved as submitted and forwarded to the Litchfield City Council for 3/1/2021 meeting (Rick/Dave/passed unanimously by a voice vote).

### **III. OLD BUSINESS –**

A. Local Designation - The commissioners reviewed the information presented. There was no decisions since this was an information sharing topic. There was no decisions if we should pursue any local designation or not. Both the Christmas lights and trees along Sibley were mentioned as possible local designations.

B. CLG Grant - The materials and colors were reviewed again. The HPC requests the grant say powder coated in black/forest green for the metal. The Azek Timbertech Max Vintage Collection (color Coastline) was known to members of the HPC. The Armadillo product line was also mentioned as a quality product. The grant is due March 5.

C. PC/HPC Work Group - Darlene and Kevin reported the committee has met twice and reviewed the role of the HPC. The Litchfield Downtown Council was also discussed. The commissioners had several questions about the role of the committee and the end result. Darlene and Kevin explained we are still in the fact finding stage and no decisions have been made other than the group will not do another survey. They asked the HPC for suggestions or comments. It was felt the committee needs to get off the ground first with a mission statement and then the HPC could give input. Darlene clarified this is a short term committee. Rick asked what is the end result and who is the one person to answer questions and hold this together after the committee is disbanded. Darlene and Kevin said that has not been decided and they were not sure there would be one person responsible. A long discussion ensued about the role of the various groups and organizations involved in the downtown area. Questions about the Litchfield Downtown Council were answered by Darlene and Kevin. Rick answered questions about the Chamber. Holly offered comments about being a former business owner.

### **IV. NEW BUSINESS –**

A. Cemetery Tour - deferred due to time

### **V. REPORTS**

A. Meeker County Historical Society - Deferred due to time

B. MN Historical Society - Deferred due to time

### **VI. ANNOUNCEMENTS -**

February 22, 2021

A. Next meeting will be Monday, March 22, 2021 at 6:30 pm in City Hall.

Respectfully Submitted,  
Darlene Kotelnicki, President

V. **ADJOURNMENT** – 8:10 pm

---

DARLENE KOTELNICKI  
CHAIRPERSON



PUBLIC HEARING

OLD BUSINESS

A.

B.

NEW BUSINESS

A.

B.

# REPORTS



# ANNOUNCEMENTS

# AJOURNMENT