City of Litchfield – Heritage Preservation Commission

AGENDA PACKET

Monday, November 26, 2018 – 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 - October 22, 2018

III. PUBLIC HEARING: NONE

IV. OLD BUSINESS
   A. MN HS ANNUAL REPORT - Attached
   B. NON-VOTING MEMBER - Bill Hicks approved by the council.

V. NEW BUSINESS
   A. MN DOT UPDATE
   B. 2019 CALENDAR, LETTER, FACADE GRANT
   C. PINT SERIES/EDUCATION

VI. REPORTS
   A. MEEKER COUNTY HISTORICAL SOCIETY
   B. MN HISTORICAL SOCIETY

VII. ANNOUNCEMENTS
   A. Next meeting will be Wednesday, December 26, 2018 at 6:30 in City Hall

VIII. AJOURNMENT
MINUTES
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, October 22, 2018, commencing at 6:30 p.m. Chair Kotelnicki called the meeting to order.

A. ROLL CALL:

  Commissioner (Chair)          | Darlene Kotelnicki  | Present
  Commissioner                  | Dave Welker         | Present
  Commissioner                  | Frank Koch          | Absent
  Commissioner (Plan. Comm. Rep)| Mike Flaata         | Present
  Commissioner                  | Kevin Hovey         | Present
  Commissioner (MCHS Rep.)     | Sid Willson         | Present
  Commissioner                  | Kateri Kormann      | Present at 6:35

B. ANNOUNCEMENTS OF ADDITIONAL ITEMS: Under New Business items COA tracking and grant request for 202 North Sibley were added  MOTION: To approve revised agenda (Mike/ Frank/Passed unanimously)

II. MINUTES TO APPROVE –

A. Historic Preservation Meeting - September 24, 2018 MOTION: To approve as corrected with Sid Willson being the MCHS Representative and Frank Kock as present for the meeting. (Mike/Frank/Passed unanimously).

III. PUBLIC HEARING – None

IV. OLD BUSINESS –

A. MN HS REPORT – Will be submitted after signed by Mayor Johnson

V. NEW BUSINESS –

A. MN DOT 90% PLAN – The commission discussed the plan. Kevin noted the color/temperature of the LED lights in the acorn lights. Frank stated that he has heard requests from property owners to buy the single acorn lights for use in the alley way after they are removed from the posts on Sibley. Darlene states she also has had requests from people asking if the trees can be saved/purchased. It was decided to address this early in 2020. Mike requested that updates are sent out as the project progresses. Dave reviewed what he thought were responsibilities of the general contractor. The whole commission discussed the need to know the results of the vibration monitoring that was done this summer. MOTION: To approve as submitted (Kateri/Dave/Passed unanimously)
B. **HPC TRACKING PROCESS** - Frank reported he had done a prototype of an excel spreadsheet to track COAs. Darlene reported she had met with Dave C. about this process. There is a need to do some type of tracking. Members of the HPC felt the tracking form should be part of our standard agenda. Discussion about whether or not the period of time for the COA should be one year rather than six months. Guest Bill Hicks requested addressing the Commission and was allowed to speak. He suggested staying with the six months but adding language that extends the COA until the work is done. A contractor may not have the bill submitted to the property owner. He clarified his role if so appointed as a non-voting member of the HPC. He would offer suggestions not recommendations. He could offer suggestions about materials but not recommend a specific product. He sees his role as working with city staff and only involving Dave if necessary. Bill offered his services to review COAs as a fee of $100 per hour and a $50 minimum. He sees his work as reviewing administratively approved COAs and the commission supported their previous request to add Bill Hicks as a non-voting member of the HPC and pay him the $50 stipend. They also requested his services be contracted for the $100 per hour with a $50 minimum to review COAs for the city. The HPC requested this be discussed with the council.

C. **EXTERIOR FACADE GRANT 202 NORTH SIBLEY** - The property owner at 202 North Sibley has submitted a request for reimbursement for his first COA. Based on the requirement of having an approved COA before starting work, this request does not meet the guidelines passed by the council. City staff asked that the HPC review this and make a recommendation to the council. Darlene reported she reviewed the minutes and the property owner came to the Jan. 2017 HPC meeting. He stated he stopped work when he realized the need for a COA. He submitted his COA for the Feb. 2017 meeting and then resumed work. Kateri stated she clearly remembered him stopping work, coming to the HPC and then after approval, resuming work. Kateri stated he reported two windows were done and then he stopped. Mike stated he complied with Ordinance 735 when he was aware of it. Sid stated that not all real estate agents are aware of the CHD. Frank shared that when he purchased his property he also made improvements and was then informed of the ordinance. The HPC discussed this specific property and then discussed the big picture of how property owners are informed of not only the CHD but also the facade grant. Darlene reported it has been word of mouth. Questions about the City or County informing property owners. The City is not aware of property changes since that happens at the courthouse. The use of "overlays" on planning and zoning maps is an option. Kateri discussed using the GIS system to alert property owners. All members of the HPC felt this could be an area for improvement and streamlining the process. Suggestion was to have a new property owner letter for 2019. Regarding the property at 202 North Sibley, the HPC felt that the property owner was entitled to the grant for work completed. MOTION: Due to extenuating circumstances not known by the property owner, the HPC recommends that the Litchfield City Council award an exterior facade grant to the property owner of 202 North Sibley for expenses submitted for the COA from Feb. 2017 (Mike/Frank/Passed unanimously)

VI. **REPORTS**

A. **MEEKER COUNTY HISTORICAL SOCIETY** – Sid reported the roof and wall issue has been completed. He expressed concern about the continued need for more space.

**MN HISTORICAL SOCIETY** -
VII. ANNOUNCEMENTS –

A. Next meeting will be Monday, November 26, 2018 at 6:30 p.m. in City Hall

VIII. ADJOURNMENT – 7:40 p.m.

________________________________________
DARLENE KOTELNICKI
CHAIRPERSON
OLD BUSINESS
A.
2018 City of Litchfield Heritage Preservation Commission
Annual Report
Prepared for the Minnesota Historical Society Office of Historic Preservation

Purpose
The City of Litchfield Ordinance 735 established a Heritage Preservation Commission (HPC) and granted authority to recommend designation of historic sites ([MN CLG Manual III, B (1)]. The same motion established a Certified Local Government and as such maintains federal requirements for the receipt of federal funds using accounting practices as specified. This document reports activities from October 1, 2017 to September 30, 2018.

Designation: Litchfield's Commercial Historic District is listed on the National Register of Historic Places along with three individual properties outside the District. These include the Litchfield Opera House, the Trinity Episcopal Church, and the Grand Army of the Republic Memorial Hall. These properties are also locally designated [MN CLG Manual III, B, 4 (a) III, 3 (a)]

Protection: A Certificate of Appropriateness is required for all changes or any demolition either in part or in whole (Attachment A). Based on Litchfield HPC policies, some work can be administratively approved with a completed COA (Attachment B).

Survey: The local government must maintain a system for the survey and inventory of historic properties. The original, 1869, railroad plats have been inventoried. This includes the first plat north of the railroad tracks and the second plat south of the railroad tracks. This is available at City Hall and on the website [MN CLG Manual III, 3 (e) and III, C (1)]. As part of the 2019 and 2020 Sibley Avenue/MN State/Federal Highway project, MN DOT, the Litchfield HPC worked with MN DOT, Gemini Research, and MN SHPO to complete an inventory of properties in the Area of Potential Effect (APE). This included properties on Highway 12, Holcombe Avenue, and West 4th Street.

National Register property information: A full listing of properties is maintained by the city and available to the public on the city web site, www.ci.litchfield.mn.us. This information contains properties by address, property history by parcel identification number, a walking tour of the commercial historic district, and the Minnesota Historical Society inventory forms.

Membership:
By City Ordinance, the HPC has seven members appointed by the Mayor and approved by the Litchfield City Council. The City Council Planning Commission, and Meeker County Historical Society appointees are reappointed annually. Other terms are for three years. There was one new appointee between October 1, 2017 to September 30, 2018 [MN CLG Manual III, B (2)].
HERITAGE PRESERVATION COMMISSION

<table>
<thead>
<tr>
<th>Term</th>
<th>Home</th>
<th>Email</th>
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<tbody>
<tr>
<td>1. Darlene Kotelnicki</td>
<td>(320) 693-6472</td>
<td><a href="mailto:darlenelpl@hotmail.com">darlenelpl@hotmail.com</a></td>
</tr>
<tr>
<td></td>
<td>425 N Gorman Ave</td>
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<tr>
<td>1/1/19</td>
<td>(320) 535-0034</td>
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<tr>
<td>2. Kevin Hovey</td>
<td>612-670-7262</td>
<td><a href="mailto:parlourmc@gmail.com">parlourmc@gmail.com</a></td>
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<tr>
<td></td>
<td>27 W 2nd St - Apt 4</td>
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<td>1/1/21</td>
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<tr>
<td>3. Sid Willson</td>
<td>(320) 221-1098</td>
<td><a href="mailto:swillson@gmail.com">swillson@gmail.com</a></td>
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<td></td>
<td>22414 575th Ave</td>
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<td>(Meeker County Historical Society Association)</td>
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<td>4. Dave Welker</td>
<td>(320) 699-0261</td>
<td><a href="mailto:daveandcindy@mchsi.com">daveandcindy@mchsi.com</a></td>
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<tr>
<td></td>
<td>491 Quail Drive</td>
<td></td>
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<td>(320) 693-2786</td>
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<td>5. Michael Flaata</td>
<td>(320) 583-1511</td>
<td><a href="mailto:mflaata@hutchtel.net">mflaata@hutchtel.net</a></td>
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<td>(Planning Commission appt’d yearly)</td>
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<td>28 E 10th St</td>
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<tr>
<td>6. Kateri Kormann</td>
<td>(320)600-0368</td>
<td><a href="mailto:katerikormann@gmail.com">katerikormann@gmail.com</a></td>
</tr>
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<td></td>
<td>521 S. Holcombe Ave</td>
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<tr>
<td>7. Frank Koch</td>
<td>(218)256-6605</td>
<td><a href="mailto:Drfrankwkoch@gmail.com">Drfrankwkoch@gmail.com</a></td>
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<td>1/1/19</td>
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<td></td>
<td>126 N Sibley Ave</td>
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Summary of Activities
Meetings: The HPC met monthly during the reporting period except in December. All meetings of the commission adhere to the Minnesota Open Meeting Law (Minnesota Statutes 471.705). HPC meetings are held at the city hall, posted in accordance with the law, and a notice is placed in the local paper for all public hearings with notification letters to adjacent property owners. The City of Litchfield provides for adequate public participation in local historic preservation programs formally by soliciting public input at hearings and informally by taking public comments at events like the
cemetery tour. Also included would be public comments during the process of recommending properties for nomination to the National Register [MN CLG Manual III, B (3) III, D (1) III, D (3)]. The standard agenda for a public hearing is as follows:

**PUBLIC HEARING** – Address

A. Open public hearing at:
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:
F. Comments from Other Interested Parties:
G. Closure of Public Hearing, with option to question applicant or parties, at:
H. Action on due process: followed (MOTION: made/seconded/action)
I. Checklist: Yes: No: N/A:
J. Findings of Fact: See attached
K. Action on the application by the Commission: Approved as submitted, approved as amended, deny, table due to additional information needed

**Minutes:** Minutes of all commission decisions and actions, including the reasons for making those decisions, are kept on file and available for public inspection on the City of Litchfield website and available upon request at City Hall [MN CLG Manual III, D (4)].

**Nominations:** There were no nominations for the National register. The city has only one commercial historic district and three individual properties listed on the Register. Nominations: All National Register nominations, on which the commission chooses to comment, must be considered at an open meeting of the commission, with opportunity for public comment. Public comment is allowed prior to any commission decisions and a record of those present is kept at city hall. There were no nominations this year. The property inventory completed for the highway project identified a property that should be considered for nomination to the Register. The Wells Fargo Bank Building should be considered for nomination. This will be discussed in 2019; the bank has been contacted and will follow through at the corporate level. [MN CLG Manual III, D (1) III, D (3)]

**Annual Conference:** Two members of the HPC attended the annual State Historic Conference in Albert Lea, Minnesota in September of 2017. Also attending were two members of the Litchfield City Council. This training was paid for, in part, by a grant to the City of Litchfield by the State of Minnesota Historic Preservation Office with Federal funds for Certified Local Government. The four attendees were presenters at the conference.

**Local Designation:** No properties were locally designated this year. [MN CLG Manual III, B, 4 (a)].

**Possible Building Demolition:** No properties in the Commercial Historic District were demolished this year.

**Meeker County Partnership Grant, Heritage Tourism:** In FY 2017, the HPC has participated in the Meeker County Partnership. The purpose of the Meeker County Heritage Tourism Assessment and Planning Grant. A strategic plan to coordinate, promote, and improve access to these sites and activities was completed. Part of this process was to meet with the Litchfield Chamber of Commerce. This led to the formation of a Litchfield Area Visitors and Convention Bureau (CVB); the City of
Litchfield established a CVB starting November 1, 2018. The CVB is planning on a historic committee to promote the communities historic resources. [MN CLG Manual III E, 2, (b)].

**HPC Education:** The HPC members attended the property owners' education sessions (Attachment C).

**Public Education:** The HPC networked with the Litchfield Chamber of Commerce to provide living history characters for the fall 2018 "Harvest Madness" and costumes were provided by Litchfield Community Theatre. The HPC networked with the Lake Ripley Cemetery Citizens Committee to do a cemetery tour. This was done as part of the summer celebration, Watercade, with 130 people attending [MN CLG Manual III E, 2, (b)].

**Facade Grant:** The HPC worked with the mayor and city staff to continue the exterior facade improvement grant (Attachment D). Since approved, there has been an increase on the number of COAs submitted for review [MN CLG Manual III E, 2, (b)].

**Permits:** The Litchfield HPC acted on 15 Certificates of Occupancy (COA) between October 1, 2016 and September 30, 2017. There were seven administratively approved COAs during that timeframe. The listing is included (Attachment E) [MN CLG Manual III E, 2, (b)].

**Goals:** In 2017, the HPC set goals for protection, promotion, and education. The goals and a summary of the outcomes are attached (Attachment F).

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**Future Actions**

**Goals:** Using data from the community survey, the HPC set goals for next year. The goals center around protection, promotion, and education as specified in our ordinance (Attachment G).

**Education:** The HPC will continue to send members to the MN Historical Society annual conference. continue annual conference.

**Facade Grant:** The City of Litchfield capped the facade grant fund at $60,000. At the time of this report, approximately $50,000 has been requested and $34,000 paid out to property owners in the CHD.

**Section 106 Review:** In 2019 and 2020, the HPC will work with the parties identified in the Highway 12 project and the Litchfield City Council.

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**Attachment A**

See attached document for Certificate of Appropriateness

**Attachment B**

See attached document for Administratively Approved COAs.
2018 Property Owners' Pint Series
presented by
Litchfield's Heritage Preservation Commission

These classes are FREE and will be held on Monday nights in various downtown locations. Participating businesses will open at 5:30 so attendees can order food and any beverages (self-pay) beforehand, and the available menus will be determined by the property owner. Talks will begin at 6 PM and finish by 7 PM. We are calling this our "Pint Series," but non-alcoholic beverages will also be available. For planning purposes, please RSVP to Darlene Kotelnicki at 693-6472 or darlenelpl@hotmail.com. Feel free to submit questions or photos in advance. We want to learn something and have fun!

January 8, 2018 | 5:30 PM | Parkview Grille | 311 North Sibley Ave.
"Indoor Air Quality and a Pint" with speaker Bill Hicks
Learn about asbestos, ventilation, and mold! Bring your questions!

February 12, 2018 | 5:30 PM | Tavern on Main | 226 North Sibley Ave.
"Masonry Issues and a Pint" with speaker John Koch
Learn about masonry issues and repair! Feel free to bring a photo of your building.

March 12, 2018 | 5:30 PM | The Fridge | 129 North Sibley Ave.
"Interior Renovation and Materials and a Pint" with speaker Bill Hicks
Bill will review various interior improvements. Questions about your building?
Get a photo to Darlene at least 2 weeks before and Bill will review it as part of the talk.

April 9, 2018 | 5:30 PM | Mimi's | 215 North Sibley Ave.
"Historic Window Repair and a Pint" with speaker John Braun
Let John show us how he repaired all the second story windows at 202 North Sibley!

![Image: December 1889 drawing of 223 and 225 North Sibley]

Attachment D

Please see attached document for Exterior Facade Grant.

Attachment E

City of Litchfield
Heritage Preservation Commission
Certificates of Appropriateness
October 1, 2017 to September 30, 2018

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<td>Exterior Stabilization</td>
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<td>3/26/18</td>
<td>112 N Sibley</td>
<td>Exterior Rear Door</td>
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<td>311 N Sibley</td>
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<td>6/25/18</td>
<td>213 N Sibley</td>
<td>Extension for Door Replacement</td>
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<td>7/24/18</td>
<td>210 N Sibley</td>
<td>Paint Hollywood Sign</td>
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<td></td>
<td>129 N Sibley</td>
<td>Awning</td>
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<td>8/9/18</td>
<td>309 N Sibley</td>
<td>Administratively Approved</td>
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<tr>
<td></td>
<td></td>
<td>Emergency Re-pointing</td>
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<td>8/20/18</td>
<td>223 N Sibley</td>
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8/27/18  19 - 21 E Depot    Roof and Remove A/C Unit  
23 - 25 E Depot    Roof and Replace Rear Door  
223 N Sibley   Repair and Paint Cedar Siding  
309 N Sibley   Repaint West Facade, Repair Transom  

9/24/18  132 N Sibley   Remove Fence and Mural  

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**Attachment F**

**HPC Goals for 2018**

**GOALS FOR 2018**  Based on the ordinance, our purpose centers around protection, promotion and education.

I. **Protection:**
   A. By the end of the first quarter, the HPC will have resources for local CPA who wish to become familiar with historic tax credits.  
      STATUS: Conway, Deuth, and Schmiesing has contacted the State Historic Architect about tax credits (12/2017).
   B. By the end of the second quarter, the HPC will explore non-local grant sources.  
      STATUS: The City of Litchfield applied for a CLG Grant for public education (2/2018).
   C. By the end of the fourth quarter, the HPC will have twelve applications for the City's Exterior Facade Improvement Grant.  
      STATUS: The HPC approved twelve COAs and one extension this year.

II. **Promotion:**
   A. 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.  
      STATUS: Monthly newspaper articles started April 2018 and a special article about Preservation Month awards.
   B. During the 2018 year, the HPC will network with existing social media to inform and educate the community about historic resources and events.  
      STATUS: Members of the HPC have posted on several Facebook sites:
   - Photos from Harvest Madness were posted on Litchfield Downtown Innovation's Facebook site (10/2017).
   - Old Litchfield and Meeker County Photos Facebook site has had summaries of
several themes from the Historic Context Report with many positive comments and shares 12/2017 to 2/2018).

III. Education:
   A. By the end of the first quarter, the HPC will distribute children's activity books at public events.
      STATUS: About 250 children's activity books from the MN Historical Society were distributed at Litchfield's Harvest Madness (10/2017).
   B. 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 Kock), and indoor air quality/environmental issues (Bill Hicks).
      STATUS:
      i. Indoor Air Quality and a Pint was held at Parkview Grille on Jan. 10, 2018 with 13 people attending.
      ii. Masonry and a Pint was held at Tavern on Main on Feb. 12, 2018 with 14 people attending
      iii. Interior Decorating and a Pint was held at The Fridge on Mar. 12, 2018 with 11 people participating.
      iv. Windows and a Pint was held at 202 North Sibley on Apr. 9, 2018 with 12 people attending.

Attachment G

HPC Goals for 2019

GOALS FOR 2019 Based on the ordinance, our purpose centers around protection, promotion and education.

Protection:
   By the end of the second quarter, the HPC will work with city staff and community professionals to define the COA process, including the administratively approved process.
   By the end of the fourth quarter, the HPC will offer a class for area contractors.

Promotion:
   By the end of the third quarter, the HPC will recognize a person, place, and event that has been involved with local preservation.
   By the end of the third quarter, the HPC will offer "A Parade of COAs" to highlight improvements made by property owners in the Commercial Historic District.
   By the end of the fourth quarter, the HPC will have one cemetery/living history
characters event.

**Education:**

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

By the end of the fourth quarter, the HPC will have completed ten newspaper articles with information from the 2009 Historic Context Report.

By the end of the fourth quarter, the HPC will distribute the electronic downtown walking tour as part of Litchfield's 150th Anniversary.

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**Attachment G**  
**HPC Goals for 2019**

**GOALS FOR 2019**  Based on the ordinance, our purpose centers around protection, promotion and education.

**Protection:**

By the end of the second quarter, the HPC will work with city staff and community professionals to define the COA process, including the administratively approved process.

By the end of the fourth quarter, the HPC will offer a class for area contractors.
Promotion:

By the end of the third quarter, the HPC will recognize a person, place, and event that has been involved with local preservation.

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By then end of the fourth quarter, the HPC will have completed ten newspaper articles with information from the 2009 Historic Context Report.

By the end of the fourth quarter, the HPC will distribute the electronic downtown walking tour as part of Litchfield's 150th Anniversary.
NEW BUSINESS
A.
Ms. Katherine Haun Schuring  
MnDOT Cultural Resources Unit  
Transportation Building, MS620  
395 John Ireland Blvd  
St. Paul, MN 55155

RE: SP 4704-89: USTH 12 (Sibley Avenue North and Depot Street), TH 22 (Sibley Avenue South), and 4th Street Reconstruction  
Litchfield, Meeker County  
SHPO Number: 2016-0398 PA

Dear Ms. Schuring,

Thank you for continuing consultation on the above project. Information received in our office on 3 October 2018 has been reviewed pursuant to the responsibilities given the State Historic Preservation Officer by Section 106 of the National Historic Preservation Act of 1966 and implementing federal regulations at 36 CFR 800 and per the terms of the 2015 Amended Programmatic Agreement between the Federal Highway Administration and the Minnesota State Historic Preservation Office.

We have completed a review of your letter dated October 1, 2018, a submittal which included the following documentation per Stipulations II.B and III.B of the Programmatic Agreement (PA) which was recently executed for this project:

- Report titled *Phase I and II Architecture-History Investigation, Reconstruction of US 12 and TH 22 in Downtown Litchfield, Meeker County, Minnesota (S.P. 4704-89, 4705-47, and 4709-32)* (September 2018, Gemini Research) and associated inventory forms
- Excerpted plan sheets from the 90% Construction Plans and Special Provisions

Our comments are provided below.

**Identification of Historic Properties (Stipulation II.B)**
There were a total of seventy-six (76) properties that were identified within the area of potential effects (APE) for the proposed undertaking. Two (2) of the properties are currently listed in the National Register of Historic Places (NRHP): Trinity Episcopal Church (ME-LTC-136) and the Litchfield Commercial Historic District, which includes forty-one (41) properties (ME-LTC-001). For your information, additional documentation was submitted to the National Park Service regarding the Linne Bakery (ME-LTC-176) and this property is now considered a contributing property to the Litchfield Commercial Historic District. Please submit an updated inventory form for this property. Also, one (1) property has previously been determined eligible for listing in the NRHP, the St. Paul and Pacific Railroad (StP&P) Corridor Historic District, and another one has previously been determined not eligible for listing in the NRHP, the City Park (ME-LTC-011). In addition, five (5) of the properties have been demolished. These demolished properties are the Great Northern Depot (ME-LTC-018), House (ME-LTC-125), Lenhardt Hotel (ME-LTC-010), Commercial Building (ME-LTC-165), and the Noren Theatre (ME-TC-008).
Phase I Results
Based on the information provided in the above report, we agree with your agency’s determination that the following properties do not warrant additional research based on current contextual information and are considered not eligible for listing in the NRHP. Should additional information reveal that some or all of these properties are related to previously unknown historic contexts, the eligibility determinations could change: ME-LTC-089, ME-LTC-090, ME-LTC-093, ME-LTC-118, ME-LTC-129, ME-LTC-166, ME-LTC-294, ME-LTC-295, ME-LTC-296, ME-LTC-297, ME-LTC-298, ME-LTC-299, ME-LTC-300, ME-LTC-301, ME-LTC-302, ME-LTC-303, ME-LTC-305, ME-LTC-306, ME-LTC-309, ME-LTC-310 and ME-LTT-006.

Phase II Results
Based on the information provided within the Phase II survey and evaluation report, we agree with your agency’s determination that the following properties are not eligible for listing in the NRHP: the Washington School (ME-LTC-108), the Litchfield Public Library (ME-LTC-137), the Olson House (ME-LTC-226), the Taylor-Nelson House (ME-LTC-227), the Anderson House (ME-LTC-292), the Lincoln Apartments (ME-LTC-293), the Scheiber House (ME-LTC-302), the Northwestern Bell Telephone Company (ME-LTC-304), and the Haugen House (ME-LTC-308).

We agree with your agency’s determination that the Northwestern National Bank (ME-LTC-130) is eligible for listing in the NRHP.

We agree with your agency’s determination that the St. Paul & Pacific Railroad Corridor Historic District, Litchfield Segment (ME-LTC-291) is considered contributing to the NRHP Eligible St. Paul & Pacific Railroad Corridor Historic District (XX-RRD-032). We also agree with your agency’s determination that the Benson Depot (ME-LTC-307) is non-contributing to the Litchfield Segment of the NRHP-eligible St&P&P Railroad Corridor Historic District (ME-LTC-291).

To summarize, we understand that there are a total of forty-five (45) historic properties within the APE for the proposed undertaking (including 41 properties within the Litchfield Commercial Historic District) that are either listed in or have been determined eligible for listing in the NRHP.

Project Plan Review and Assessment of Effects (Stipulation III.B)
We have reviewed the documentation included in your October 1, 2018 letter, as well as the excerpted plans sheets from the 90% Construction Plans and Special Provisions and we concur with your agency’s determination that the project, as currently proposed, has been designed in accordance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties (Standards), specifically the Standards and Guidelines for Rehabilitation. As such, based upon our review of the narrative analysis and design documentation, we concur with your agency’s finding that the undertaking, as currently proposed, will have no adverse effect on historic properties.

Vibration Monitoring (Stipulation IV)
We have reviewed the proposed Special Provisions that were outlined in your letter. We appreciate the attention to detail that has gone into these provisions. We look forward to receiving and reviewing the draft Vibration Monitoring Plan as it becomes available.
Continued Consultation with the Litchfield Heritage Preservation Commission (HPC)

Thank you for the update on your continued consultation with the Litchfield HPC. It is our understanding that the HPC is reviewing the same documentation submitted to our office concurrent with our review. Please notify our office if, following issuance of this comment letter, your agency is made aware of any significant concerns expressed by the HPC that contradict identification of historic properties or effect determinations made by your agency in your October 1st letter.

We look forward to continuing consultation with your agency and other consulting parties per the terms of the PA. Please feel free to contact me at (651) 201-3290 or sarah.beimers@state.mn.us if you have any questions or concerns regarding our comment letter.

Sincerely,

Sarah J. Beimers
Environmental Review Program Manager

cc: Darlene Kotelnicki, Chair, Litchfield HPC
B.
City of Litchfield, Heritage Preservation Commission (HPC)
2019 Calendar

<table>
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<tr>
<th>Date COA needs to be Turned in to City Hall</th>
<th>Date of HPC Meeting</th>
<th>Date of Council Meeting</th>
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Please turn in the completed COA application to front desk of City Hall by 4:15 on the day listed. This timeframe is needed to comply with the state law for public hearings.

HPC meetings are held at City Hall, 126 North Marshall Ave., Litchfield, MN at 6:30 PM. There will be a public hearing on your application at this meeting; you can explain your application and ask questions.

The Litchfield City Council meetings are at 126 North Marshall Ave., Litchfield, MN at 5:30 PM. You are invited to attend but are not required. You should not start work until after the council has acted on your application.
December 2, 2018

Dear Building Owner:

This letter is to remind you that you own a building which is on the National Register of Historic Places in a federally recognized “Commercial Historic District.” The City of Litchfield has a Heritage Preservation Commission (HPC) that can assist property owners in meeting the Secretary of Interior’s Standards. Any alterations to the exterior of the building, including painting, need to follow these standards.

If you plan to make any alterations to the exterior of your building, please complete a Certificate of Appropriateness (COA) (attached) to obtain a permit. Once the form has been completed, it must be turned into the City of Litchfield at City Hall. Your completed COA will be reviewed and then scheduled, if necessary, at the next HPC meeting (see attached calendar) to insure the changes indicated on your COA follow standards. There is no HPC approval required for interior remodeling of a structure.

Also included is a calendar of 2018 meetings and the City of Litchfield Exterior Improvement Facade Grant. This provides information about how to receive up to $5000 per parcel for exterior improvements. The end date for this is December 31, 2019.

Useful Links:

- **City of Litchfield Certificate of Appropriateness (COA) Form:**
  www.ci.litchfield.mn.us/2173/Forms-Applications

- **Design Guidelines:**
  www.ci.litchfield.mn.us/DocumentCenter/Home/View/102

- **Historic Color Palette:**
  www.ci.litchfield.mn.us/DocumentCenter/Home/View/101

If you have any questions on the COA process or anything that pertains to the Commercial Historic District, please contact the HPC Chairperson at the City of Litchfield, 320-693-7201.

Sincerely,

**Heritage Preservation Commission**
HISTORIC DOWNTOWN
EXTERIOR IMPROVEMENT
GRANT APPLICATION

Date of Application: ______________

Address of Property: ____________________________

____________________________

Tax Parcel ID Number: ______________

Owner Information
Name: ____________________________
Address: ____________________________

____________________________

Phone: ____________________________

List any previous grant dollars received in the last 3 years: ____________________________

____________________________

Certificate of Appropriateness Approved or Administratively Approved: □ Yes □ No
Itemized Expenses and Receipts Provided: □ Yes □ No

Project Timeline: ______________

Total Project Cost: $_______________________

Amount Requested: $_______________________

By signing below, I hereby certify all information is true and correct to the best of my knowledge.

______________________________  ________________________
Signature of Property Owner       Date

For Office Use Only

Required for Grant Award:
__ Complete and signed application
__ Itemized Expense Report
__ Expense Receipts provided

Date of HPC action: ______________
Date of Council action: ______________
COA #: ______________
1. **Executive Summary**
   - The City of Litchfield is offering up to a $5,000 Exterior Building Improvement Grant for the Commercial Historic District.

2. **Purpose of Grant**
   - To provide funding to enhance the Commercial Historic District, promote the community and attract business

3. **Grant Provisions**
   - Grant award up to $5,000 requiring a match by the property owner*
   - Grant award cannot exceed $5,000 in a 3 year timeframe for each tax parcel
   - Property owners can reapply every 3 years for each tax parcel
   - Historic Downtown Exterior Improvement Grant Program capped at $60,000 subject to Council review
   - In-kind labor capped not to exceed $15/hr and $1,000 total

4. **Grant Eligibility**
   - Property located in Commercial Historic District
   - Approval of a project investment plan in the form of a Certificate of Appropriateness Application (COA) by the Heritage Preservation Commission and the City Council or an Administratively Approved COA
   - Grant is retroactive to January 1, 2017 provided that a COA has been approved by the Heritage Preservation Commission and City Council including Administratively Approved COAs
   - COA must be approved before project commences.
   - Completion of a Historic Downtown Exterior Improvement Grant Application to be submitted with the COA
   - Itemized Expense Report with receipts included at the completion of the project

* Example; If itemized expense report total equals $6,398.00 the Grant award will equal $3199.00
In order to receive the maximum grant amount of $5,000 the itemized expense report must equal or exceed $10,000
ITEMIZED EXPENSE REPORT

Itemize the expenses:

__________________________________  $__________

__________________________________  $__________

__________________________________  $__________

__________________________________  $__________

__________________________________  $__________

__________________________________  $__________

__________________________________  $__________

__________________________________  $__________

__________________________________  $__________

__________________________________  $__________

__________________________________  $__________

__________________________________  $__________

Total  $__________

(Please attach receipts)
REPORTS