

**I. CALL TO ORDER –**

A regular meeting of the Historic Preservation Commission on Monday, April 26, 2021, commencing at 6:31 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	Absent
Commissioner	Holly Flemming	Present
Ex-officio	Bill Hicks	Absent

**II. MINUTES TO APPROVE – March 22, 2021 MOTION:** To approve as submitted (Mike/Sid/passed unanimously by a voice vote)

**III. PUBLIC HEARING –** Before voting on the first COA, Darlene reported that the city council passed the \$8,000 facade grant and put the stipulation on that the property owner had to make the property code compliant to receive grant funds. Commissioners held a rather lengthy discussion about the process to be used and the role of the HPC. By consensus, the Commissioners felt property owners needed to be aware of possible violations prior to completing a COA. They also felt the possible violations should be identified by qualified individual(s); that being a city planner for ordinances and a licensed building inspector for building code issues. The members felt that it may not be possible to correct all violations at one time but that property owners should be supported to get in compliance. In summary, any HPC approved work via a COA should be eligible for grant funds.

**226 Sibley Ave N**

\*\*The COA we are reviewing is found under the New Business administratively approved section of the agenda. \*\*

- A. Open public hearing at 6:33 p.m.
- B. Declaration of Conflict of Interest and ex-parte: Darlene declared she had talked to the applicant and answered questions about the application process.
- C. Review of Proper Notification - Per City
- D. Introduction of Completed Application by Commission: The property owner is removing the letters of the previous owner on the sign, putting a vinyl sign in both windows, replacing two doors, and removing graffiti.
- E. Presentation by Applicant or Designee: The property owner, John Dyer, was present to explain his COA. He plans to open late May or early June depending on the permitting process. The sign has been reviewed by Hannah and is compliant with the

sign ordinance. The doors will be painted a beige from the historic color pallet. The graffiti will be removed professionally.

F. Comments from Other Interested Parties: None

G. Closure of Public Hearing at 6:41 p.m.

H. MOTION: Due process was followed (Rick/Holly/Passed unanimously by a voice vote).

I. Checklist: 8 Yes 0 No 2 N/A

J. Findings of Fact: Completed and with checklist.

K. MOTION: To approve the application as submitted (Rick/Sid/Passed unanimously by a voice vote).

### **301 Sibley Ave N**

A. Open public hearing at 7:20 pm

B. Declaration of Conflict of Interest and ex-parte: Darlene declared she had talked to the applicant and assisted completing the application.

C. Review of Proper Notification - Per city

D. Introduction of Completed Application by Commission: The property owner wishes to replace a broken window on the south facade of the building.

E. Presentation by Applicant or Designee: The property owner was not present.

F. Comments from Other Interested Parties: None

G. Closure of Public Hearing at 7:23 p.m.

H. MOTION: Due process was followed (Rick/Holly/Passed unanimously by a roll voice vote)

I. Checklist: 4 Yes 0 No 6 N/A

J. Findings of Fact: Completed and with checklist.

K. MOTION: To approve the application as submitted (Rick/Sid/Passed unanimously by a voice vote).

### **205 Sibley Ave N**

A. Open public hearing at 7:29 pm.

B. Declaration of Conflict of Interest and ex-parte: None

C. Review of Proper Notification - Per city

D. Introduction of Completed Application by Commission: The property owner wishes to have a door on the second story of the 205 building.

E. Presentation by Applicant or Designee: The property owner was not present. Bill Hicks, architect of record spoke about the application. The door would give access to the roof for repairing HVAC.

F. Comments from Other Interested Parties: None

G. Closure of Public Hearing at 7:36 p.m.

H. MOTION: Due process was followed (Rick/Holly/Passed unanimously by a roll voice vote)

I. Checklist: 5 Yes 0 No 5 N/A

J. Findings of Fact: Completed and with checklist

K. MOTION: To approve the application as submitted (Rick/Holly/Passed unanimously by a voice vote).

**IV. OLD BUSINESS –**

A. Facade Grant - The commissioners discussed the \$8000 facade grant and thanked the council for their action. It was felt that if the COA was approved it would qualify for the facade grant and the property owner should get the money. We should not tie the money to code violations or nuisance issues that need to be addressed outside of the HPC. Rick suggested a monthly report on which COAs have been completed and an update on funds expended.

B. Cemetery Tour - Cemetery committee requests more recent history about 1940 to mid-1960s. They also suggested people from our every day way of life, such as postman, police, telephone operator, funeral director, and ambulance driver.

C. CLG Grant - The HPC discussed selecting topics and narratives for the benches. The link and topics were reviewed. Please select 2 or 3 photos and narratives and email them to Darlene. Darlene will have a list for the next meeting. We can review it in May and finalize this in June. By July we should be able to do an RFP for a historic consultant.

**V. NEW BUSINESS –**

- A. Administratively Approved COAs:
1. 226 North Sibley Avenue, roof only
  2. 301 North Sibley Avenue glass only

MOTION: To approve both (Rick/Kevin/Passed unanimously by a voice vote).

B. Second CLG Grant - Darlene reported that Michael Koop contacted all the CLGs by email that there are funds for a second CLG Grant which is due early July. There was a discussion about our needs, like a procedure manual or policy manual with clear steps involved. The replacement of a historic sign was also discussed. The HPC decided to table any decision until May so Darlene can report this to the council.

**VI. REPORTS -**

A. Meeker County Historical Society - Sid reported they will have the Memorial Day Pie and Ice Cream Social and Picnic on May 31.

B. MN Historical Society - Nothing to report

**VII. ANNOUNCEMENTS -**

A. Next meeting will be Monday, May 24, 2021 at 6:30 pm in City Hall.

April 26, 2021

**VIII. ADJOURNMENT – 8:15 pm**

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DARLENE KOTELNICKI  
CHAIRPERSON