

City of Litchfield State Historic Building Grant

Program Overview for Building Owners

April 3 and April 8, 2025

Agenda

1. Introductions: Presenters, Councilmembers, and Members of the HPC
2. Presentation Logistics
3. Grant Program Overview
 - a) Legislation
 - b) Litchfield Commercial Historic District
 - c) Eligible Work
 - d) Grant Process
 - e) Project Timeline
4. Façade Contract
5. Q&A

Legislation Text

With thanks to Minnesota Representative Dean Urdahl:

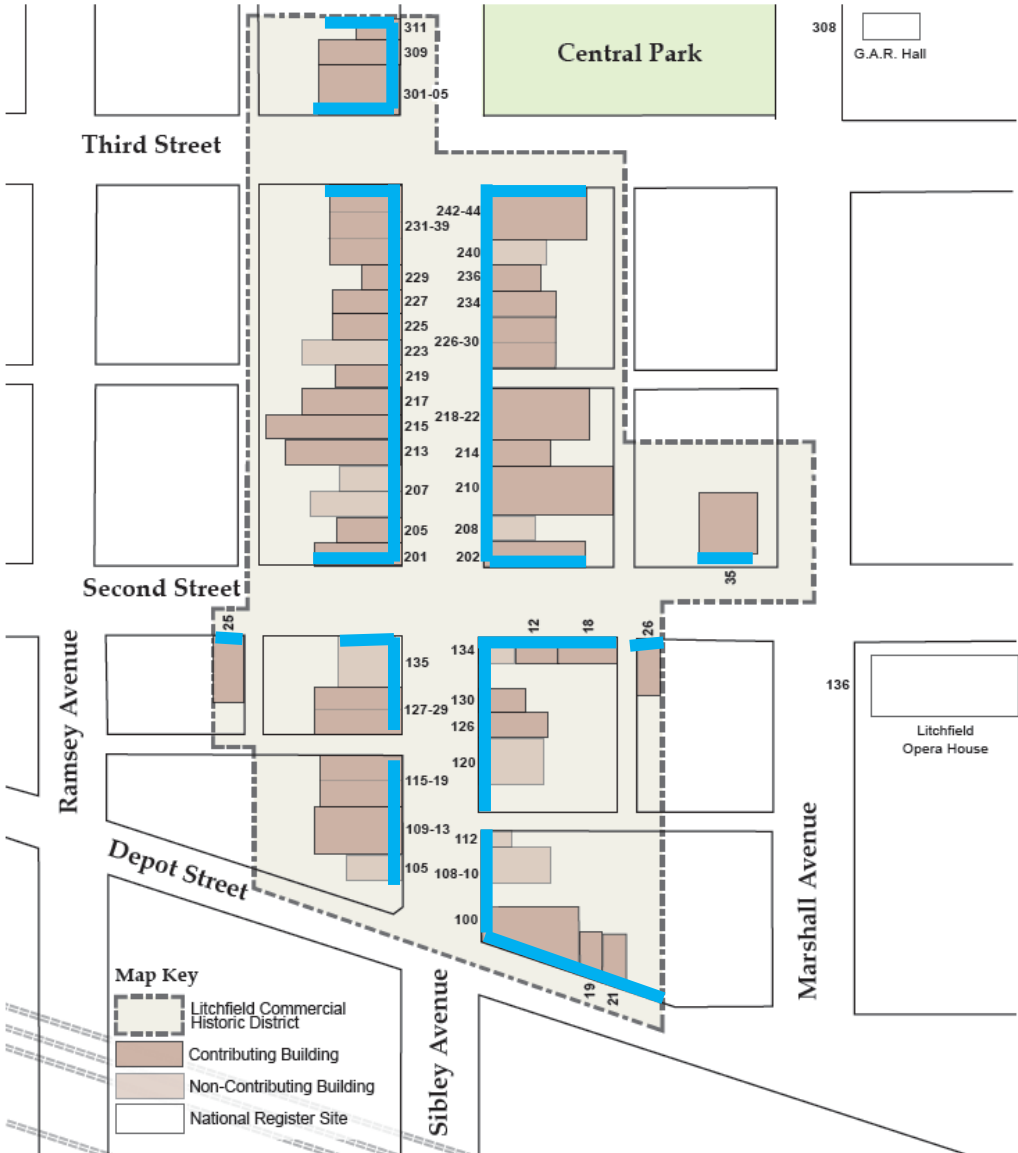
\$2,025,000

To the Minnesota Historical Society for a grant to the city of Litchfield to design and rehabilitate the facades of publicly and privately owned buildings in the commercial historic district of the city of Litchfield, consistent with the appropriate historic preservation standards and guidance for rehabilitation from the Minnesota Historical Society. The city of Litchfield may use up to four percent of this appropriation to administer the historic building facade grants and shall consult with the city's heritage preservation commission. Notwithstanding Minnesota Statutes, section 16A.642, this appropriation is available until December 31, 2028.

Litchfield Commercial Historic District

Approx. 41 historic properties
(c. 1882-1940)

Commercial Historic District Map



Litchfield Commercial Historic District

<https://litchfieldhistory.com/preserve/national-register-of-historic-places>

United States Department of the Interior
National Park Service



National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See the instructions on the back of this form for a complete explanation of the National Register of Historic Places Registration Form (National Register Bulletin 16A). Complete each section by marking "X" in the appropriate box or by entering the information requested. If an item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions. Place additional entries and narrative items on continuation sheets (NPS Form 10-900a). Use a typewriter, word processor, or computer, to complete all items.

1. Name of Property

historic name Litchfield Commercial Historic District

other names/site number N/A

2. Location

street & number N. Sibley Ave. between Depot and 3rd Sts. not for publication N/A

city or town Litchfield vicinity N/A

state Minnesota code MN county Meeker code 093 zip code 55355

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this nomination request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60. In my opinion, the property meets does not meet the National Register criteria. I recommend that this property be considered significant nationally statewide locally. (See continuation sheet for additional comments.)

[Signature] Date 1/17/98
Signature of commenting official/Title Ian R. Stewart
Deputy State Historic Preservation Officer, Minnesota Historical Society
State of Federal agency and bureau

In my opinion, the property meets does not meet the National Register criteria. (See continuation sheet for additional comments.)

Signature of commenting official/Title _____ Date _____
State or Federal agency and bureau _____

4. National Park Service Certification

I hereby certify that the property is:

- entered in the National Register.
 See continuation sheet.
- determined eligible for the National Register
 See continuation sheet.
- determined not eligible for the National Register.
- removed from the National Register.
- other, (explain): _____

Signature of the Keeper [Signature] Date of Action 3/1/98

Anticipated Work

“... to design and rehabilitate the facades of publicly and privately owned buildings”

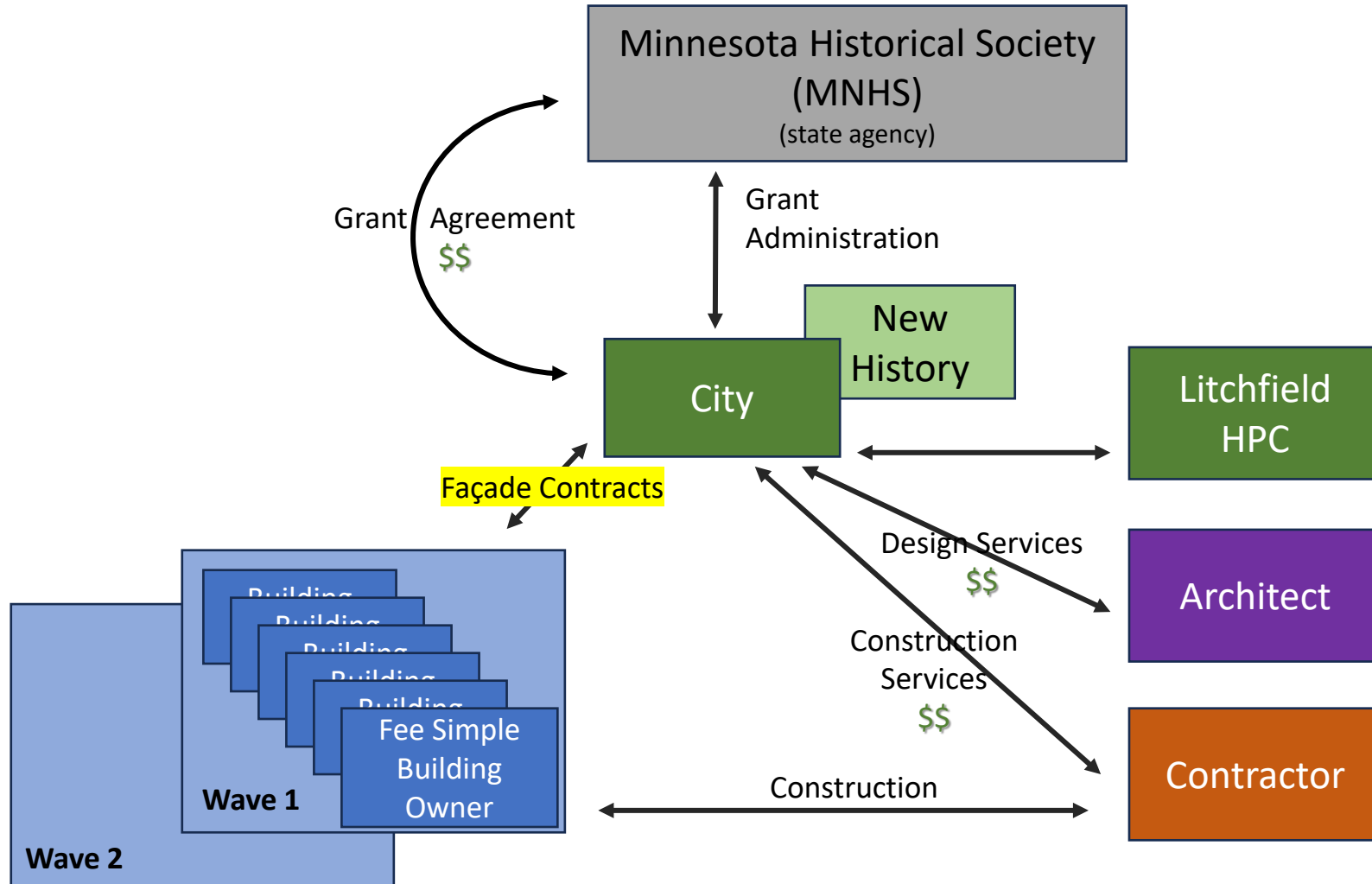
Anticipated work:

- Masonry and exterior wall repair
- Storefront repair and replacement
- Window and door repair
- Signage

Types of improvements that are not qualified:

- Foundation repair
- Roof repair and replacement
- Work not visible from the public right-of-way
- Interior improvements
- Conversion to other uses

Grant Process



Current Timeline

2025

- Feb-Apr: Outreach to owners
- Apr: Owner interest survey (complete by April 18)
- May-Jun: Selection of design team (Architect)
- Jun: Submittal and state approval of predesign package
- Jul: Assessment, scoping, schematic design, and initial cost estimates
- Aug-Sep: Design development, revised cost estimates, HPC review and approval
- Oct-Dec: Construction documents and final cost estimates
- Dec: Submit to Minnesota Historical Society (MNHS) for review

2026

- Jan-Feb: Drawing revisions (as needed)
- Mar 2026: Bidding and Contractor selection
- Spring: Construction Start
- Fall: Construction Complete

Façade Contract

1. Façade Contract between City and Building Owner in exchange for façade improvements completed by the City using state taxpayer dollars
2. Recorded at Meeker County for the term of the contract
3. Term is 125% of useful life of construction (likely 12-25 years)
4. **City provides:**
 - a) Design per required preservation standards
 - b) Construction (with prevailing wage)
 - c) Project management and administration
 - d) Builders risk insurance during construction
5. **Building Owner provides:**
 - a) Maintenance of completed work
 - b) Insurance for completed work
 - c) Subordination of other debt, encumbrances, and liens
 - d) 60-day notice of sale

Next Steps for Building Owners

1. This presentation and Q&A will be available on line on the City's website:

<https://www.ci.litchfield.mn.us/2257/State-Historic-Building-Grant>

Home Page

➡ Government

➡ State Historic Building Grant

2. Review Façade Contract
3. Respond to online or in-person City survey by April 18, 2025

Survey available on City's website or at City Hall:

[Building Owner Survey](#)

Full link:

<https://docs.google.com/forms/d/e/1FAIpQLSfNnSGFIDLKGGfuMRxBqAWg9rXdOAxr-EGR1gehskzQ-UyRIQ/viewform>

Building Owner Survey

1. Contact info
2. Building Address
3. Review of grant materials (this presentation and the façade contract)
4. Description of facade
5. Proposed façade improvements
6. Past reports
7. Best-guess cost
8. Questions

Online ([google form](#)), in hardcopy at City Hall, or email info@newhistory.com

Q&A

1. Unmute
2. Chat function
3. Email: info@newhistory.com *(from today until April 11, 2025)*

Presentation, Façade Contract Template, and “Q&A” will be posted on the city’s website