

*City of Litchfield – Heritage Preservation Commission*

# AGENDA PACKET

*Monday, January 26, 2026– 6:30 P.M.*

**AGENDA**

Monday, January 26, 2026 - 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 – November 24, 2025

**III. PUBLIC HEARING:**

**215 North Sibley Avenue**

- A. Open public hearing
- B. Declaration of conflict of interest or ex-parte
- C. Review of proper notification
- D. Introduction of completed application by Commission
- E. Presentation by applicant or designee
- 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
- J. Findings of Fact
- K. Action on the application by the Commission
  - Approved (as submitted, as amended, with conditions, in concept)
  - Defer (more information needed by the Applicant or Commission)
  - Deny

**IV. OLD BUSINESS:**

- A. State Historic Building Grant Update

**V. NEW BUSINESS:**

- A. 2026 Certificate of Appropriateness Application deadlines

**VI. REPORTS: None.**

**VII. ANNOUNCEMENTS**

- A. Next meeting will be Monday, February 23, 2026 at 6:30 in City Hall

**VIII. ADJOURNMENT**

# MINUTES

**I. CALL TO ORDER –**

A regular meeting of the Historic Preservation Commission on Monday, November 24, 2025, 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 Connie Lies Present

Commissioner Rick Beecroft Present

Commissioner (Plan. Comm. Rep) Gary Barnes Absent

Commissioner Ian McGuire Absent

Commissioner Dave Welker Present

Commissioner Holly Flemming Absent

Ex-officio Bill Hicks Absent

**II. MINUTES TO APPROVE – MOTION:** To approve as submitted (Rick/Connie/Passed unanimously by a voice vote).

**III. PUBLIC HEARINGS: PUBLIC HEARINGS:**

**308 Marshall Ave. North**

A. Open public hearing at 6:32 p.m.

B. Declaration of Conflict or ex-parte: None Connie Lies explained that she is on the board of the Meeker County Historical Society and will not declare a conflict of interest since the applicant is the City of Litchfield

C. Review of Proper Notification - Per City

D. Introduction of Completed Application by Commission: Darlene reviewed the COA that includes several new storm windows..

E. Presentation by the property owner or designee: None

F. Comments from Other Interested Parties: None

G. Closure of Public Hearing at 6:37 p.m. The commissioners had no questions.

H. **MOTION:** The due process was followed (Rick/Dave/Approved unanimously by a voice vote).

I. Checklist: Completed Yes 7 No 0 NA 3

J. Findings of Fact: completed Connie noted that we need to make a correction on the first page of the application. This is an individual property, not in the CHD. It was placed on the register in 1974 not 1996.

K. **MOTION:** To approve as submitted Connie/Rick/Passed unanimously by a voice vote).

IV. **OLD BUSINESS - State Historic Building Grant :** Darlene reported that we will have one meeting next month and 4594 will have several COAs for the smaller projects. The city will not approve funds but we can get the COAs started. Several commissioners were concerned about the volume of paper used for COAs. They requested the city copy the inventory forms and the property history forms for each property and put them in a notebook for us to use.

V. **NEW BUSINESS : None**

VI. **REPORTS: NONE**

VII. **ANNOUNCEMENTS: None**

A. The next meeting will be Monday, December 22, 2025 at 6:30 pm at City Hall.

VII. **ADJOURNMENT** – 6:54 p.m.

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DARLENE KOTELNICKI  
CHAIRPERSON

PUBLIC HEARING

**Certificate of Appropriateness**  
City of Litchfield

**Applicant Information**

Name: John E Braun  
Address: 161 Peninsula Road  
Medicine Lake Mn 55441  
Phone: 6127018101  
Email: cherokee239@hotmail.com

**Owner Information** (  Same)

Name: Blind Plg Aviation, LLC  
Address: 161 Peninsula Road  
Medicine Lake MN 55441  
Phone: 6127018101  
Email: cherokee239@hotmail.com

**Property**

Address: 215 North Sibley Avenue Parcel ID Number: 27-0748000  
Date Constructed: 1884 Current Use: commercial + residential mixed use  
National Register: Property No  Yes  Date \_\_\_\_\_  
District No  Yes  Date 1996  
Contributing  Non-Contributing   
Local Designation: Property No  Yes  Date \_\_\_\_\_  
District No  Yes  Date 2008

Define the approximate year and alterations that have been done to the property. Please site source of data and include pictures if possible.

Storefront facade rebuilt 2017-2018

**Construction Information**

Architect: \_\_\_\_\_ License Number: \_\_\_\_\_  
Builder: \_\_\_\_\_ License Number: \_\_\_\_\_  
Electrician: \_\_\_\_\_ License Number: \_\_\_\_\_  
Plumber: \_\_\_\_\_ License Number: \_\_\_\_\_

- Alternation of an existing building (siding, windows, roof, doors, deck, porch)
- Addition to an existing building (also includes ramps, stairs)
- Demolition of a building or portion of a building (porch, chimney, trim)
- Construction of a new building
- Repair or restoration of an existing building that will not change its appearance
- Signage or lighting on the exterior of the building
- Moving a building or a portion of a building
- Other \_\_\_\_\_

**Certificate of Appropriateness Application**

**Scope of Work Form**

City of Litchfield

Address: 215 Sibley Ave N Parcel ID Number: 27-0748000 Date: 12/15/2025

Detailed descriptions of work that includes site work, new construction, alternations, painting, etc.  
May use additional pages if necessary.

**Number:** 1 Architectural feature: upper facade Approximate date of feature: 1894

Photo number: \_\_\_\_\_ Drawing Number: \_\_\_\_\_

Describe existing feature and its condition: East 2nd floor windows date from 1940s and are not consistent with the era of the building or with the fenestration lines in the masonry. Wooden filler boards had been installed to facilitate the use of shorter windows, and both the fillers and the windows are severely deteriorated.

Describe work and impact on existing feature: Remove 4 East-facing 2nd floor windows and replace with double-hung windows consistent in size and style with building's era. Sashes to be painted black, surrounds to be painted to match storefront.

**Number:** \_\_\_\_\_ Architectural feature: \_\_\_\_\_ Approximate date of feature: \_\_\_\_\_

Photo number: \_\_\_\_\_ Drawing Number: \_\_\_\_\_

Describe existing feature and its condition: \_\_\_\_\_

Describe work and impact on existing feature: \_\_\_\_\_

**Number:** \_\_\_\_\_ Architectural feature: \_\_\_\_\_ Approximate date of feature: \_\_\_\_\_

Photo number: \_\_\_\_\_ Drawing Number: \_\_\_\_\_

Describe existing feature and its condition: \_\_\_\_\_

Describe work and impact on existing feature: \_\_\_\_\_

**Number:** \_\_\_\_\_ Architectural feature: \_\_\_\_\_ Approximate date of feature: \_\_\_\_\_

Photo number: \_\_\_\_\_ Drawing Number: \_\_\_\_\_

Describe existing feature and its condition: \_\_\_\_\_

Describe work and impact on existing feature: \_\_\_\_\_

**The applicant hereby acknowledges and understand the following requirements:**

1. No application for a Certificate of Appropriateness will be presented to the Historic Preservation Commission for review until the applicant has submitted all request information to the City staff.
2. If the owner(s) of record does not intend to appear in person before the Historic Preservation Commission, the owner(s) must submit a letter to the City staff authorizing an agent to apply for the Certificate of Appropriateness for the proposed work prior to the public meeting scheduled to consider the application.
3. The applicant is hereby advised and agrees that no work affecting the exterior of the structure and requiring a City permit may proceed until the Historic Preservation Commission has issued a Certificate of Appropriateness approving the said work.
4. Applicants shall be reviewed using the following criteria:
  - a. Design criteria as adopted for a relevant district/landmark
  - b. Secretary of the Interior Standards for Rehabilitation as adopted by the Litchfield Historical Preservation Commission.
5. Historic Preservation Commission and Certificate of Appropriateness approval does not relieve the applicant from applying for and receiving all needed City permits. The applicant must contact the City of Litchfield to apply for the necessary permits prior to the beginning of any work and within six months of the issuance of this Certificate of Appropriateness. Failure to do so renders this invalid.
6. If approved, the Certificate of Appropriateness will be good for a period of six months from the date of issuance. Certificates can be extended for an additional six months by requesting an extension, in writing to the Litchfield Historic Preservation Commission, prior to the expiration.
7. If the Historic Preservation Commission denies the application for a Certificate of Appropriateness, the applicant may file a written appeal to the City Council within 10 calendar days. Appeals should be directed to the Code Enforcement Officer.
8. *In the event work has been completed without the required Certificate of Appropriateness, the applicant and persons performing the work shall be prosecuted to the fullest extent of the law.*

Signature of Applicant (owner):



Date: 12/5/2025

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For Office Use Only

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Required for all projects:

- Complete and signed application
- Photos of affected areas
- Sketches and elevations
- Material and design specifications
- Product Information
- Other \_\_\_\_\_

Date Received: 12/12/25

Received by: Amanda

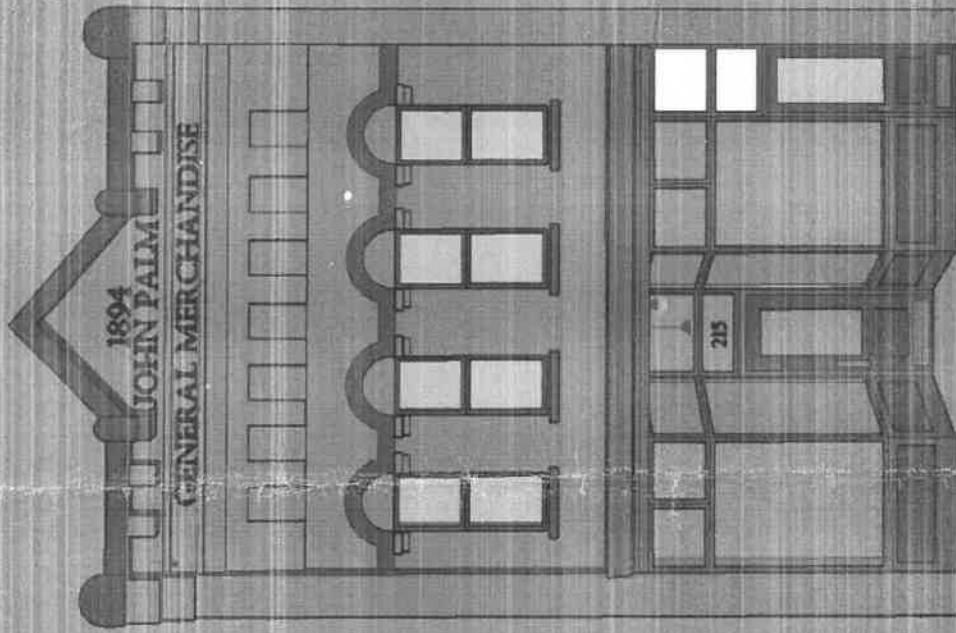
Date of HPC action: 01/26/26

Date of Council action: 02/02/26



Current windows are too small, necessitating wooden filler panels that do not harmonize with the lines of the building. →

Proposal eliminates filler panels and restores full-height windows.



Proposed project : Replace existing double-hung wood windows and filler panels with new, reproduction windows to match original fenestration line. Sashes to be painted black, frames to be painted matching color to existing storefront.

Main Color SW 2851  
(Sage Green Light)

Accent color SW 2846  
(Roycroft Bronze Green)

**Litchfield Historic Preservation Commission  
Historic Commercial District  
Property History**

**Parcel Identification Number: 27-0748000**

**Block: 59 Lot: 20**

**Current Address: 215 North Sibley Avenue  
Contributing**

<u>Date</u>	<u>Owner/Name</u>	<u>Use</u>	<u>Comments</u>
1894	John Palm General Merchandise John Palm	General store	
1890s?	C. S. Sherwood	Plumber	Rear
1898	McNulty, Von Kuster & Helgeson J.T. McNulty, A. Helgeson, William Von Kuster	Hardware	
1901			Von Kuster sells to Wheeler
1903			Wheeler sells to A. O. Bakken Bakken sells to March Brothers
1904	J. T. McNulty	Hardware	
1908	Vig & Johns Hardware Ole N. Vig, William Johns	Hardware	
1912	Johns Bros Hardware	Hardware	Vig sells out
1915	Vig's Store	General store	
1921	Olson & Silverberg Inc. Nels H. Olson, Clarence Silverberg	Grocery	
1928	Olson Fairway Nels H. Olson	Grocery	Silverberg sells out
1929	D & B Store Co. Charles M Doty, R.S. Braisted	Dry goods	
1932	The Food Store N.J. Narum	Grocery	A&P Great Atlantic & Pacific Tea Co.
1942	Food Market Nels H. Olson Percy Waller Anton H. Schager	Grocery	Became Red & White in 1943
1940s	Meeker County News Phil Palm	Newspaper	Basement
1946	Ed Bromberg Meat Market	Meat store	Rear of building
1948	Heglund's Food, Red & White Grocery Ernest & Wayne Heglund	Grocery	
1949	Star Grocery/Super Value Theodore W. Kohloff	Grocery	
1954	Nordlie's Grocery Kenneth (Bud) Nordlie	Grocery	
1954	Swensons Meats Waldemar (Butch) Swenson	Meat store	Rear of building

1958	Variety Foods/IGA Bob Olson	Grocery	
1960	Doffing's Smart Wear Esther Doffing	Clothing store	Remodeled storefront to current front
1972	Doffing's Smart Wear Ann & John Mattsfield	Clothing	
2002			purchased by Gubrud Corp.
2004	Treasured Keepsakes Maureen Jackman	Gift Shop	
2006			Remodeled interior, new HVAC, interior doors
2008	Bargins Tim Cook	Consignment store	

The metal cornice at the top of this Italianate style building reads "1894, John Palm, General Merchandise." The cornice has finials and a central pediment-like projection, and rises above a row of brick corbelling. The main façade has four second story rectangular window openings that are topped by rounded brick arches filled with brick patterning and supported with brick corbels at the springing block level. Windows have rockfaced limestone sills. The storefront has an entrance to the second story at the northern end. There is an intact metal ceiling on the interior. There is a one story pre 1903 addition at the rear with a store front facing the alley with a false front and a corbelled brick and metal cornice. The façade is faced with reddish-brown brick. Alterations to the building include the replacement of the second story windows on the main façade and alteration to the main storefront.

215 N. Sibley Ave.  
Palm General Merchandise (now Doffing's Smart Wear)  
Built 1894  
1 Contributing Building

1996 Application National  
Register of Historic Places

The metal cornice at the top of this two story brick Italianate style building reads "1894, John Palm, General Merchandise." The cornice has finials and a central pediment-like projection, and rises above a row of brick corbelling. The main facade has four second story rectangular window openings that are topped by rounded brick arches that are filled with brick patterning. The arches are supported by brick corbels at the springing block level. The windows have rockfaced limestone sills. The storefront has an entrance to the second story at the northern end. Inside the storefront is an intact metal ceiling. At the rear of the building is a pre-1903 one story brick wing which is unusual because it has a storefront facing the alley with a false front and a corbeled brick and metal cornice. The facade of this storefront is faced with reddish-brown brick. Alterations to the building include the replacement of the second story windows on the main facade and the alteration of the main storefront. This building was built as Palm General Merchandise and remained a general merchandise or department store for most of its history. Phil J. Palm and Roy Anderson published the Meeker County News in the basement from 1939-1951. Palm ceased publication in 1951 and sold the subscription list to the Independent Review. At the same time, the Nordlie and Swenson grocery store was located on the first floor.

## Building Data, City of Litchfield Tax Assessor

### Land Appraisal

General Desirability: Good

Lot Record: Topography: Level

Improvements: Sidewalks, Curb & Gutter, City Water, Sanitary Sewer,

Street: Asphalt, Alley

Location: Inside Lot

Zoning or Use: Commercial 2

### Description of Principal Structure:

Building: No. Stories 2, Yr. Built 1894, Sq. Ft. 25' x 135'

Foundation:

Exterior Walls: Brick

Roof: Flat, built up

Interior Finish:

First Floor: Walls, plaster Ceiling, tin Floors, wood

Basement: Full



Meeker County Historical Society, date unknown but photos dated 1908 and 1910 have similar street lights



MN Historical Society, 1915



Meeker County Historical Society, earliest date 1920



Meeker County Historical Society, 1943 to 1945

## MINNESOTA ARCHITECTURE-HISTORY INVENTORY FORM

Property Location			
<b>Property Name:</b>	Palm General Merchandise	<b>Inventory No.</b>	ME-LTC-0002
<b>Address:</b>	215 Sibley Avenue North	<b>County:</b>	Meeker
<b>City/Twp:</b>	Litchfield	<b>PIN</b>	27-0748000
<b>T-R-S Quarter:</b>	T119N R31W Sec. 11 SW ¼	<b>Block:</b>	59
<b>USGS Quad</b>	Litchfield North, Minnesota	<b>Lot:</b>	20

Property Information			
<b>Architect:</b>	Unknown	<b>Style:</b>	Italianate
<b>Date Const:</b>	1894	<b>Historic Context:</b>	Railroad and Agricultural Development 1870-1940
<b>Historic Use:</b>	Commercial	<b>Present Use:</b>	Vacant
<b>Property Type:</b>	Building	<b>Survey Name:</b>	Downtown Historic Resources Resurvey
<b>NR Status:</b>	Contributing	<b>NR Recommendation:</b>	Contributing
<b>Prepared by:</b>	William E. Stark, based on National Register nomination by Susan Granger and Kay Grossman (1996)	<b>Survey Date:</b>	October 2009

### Description:

The metal cornice at the top of this two-story brick, Italianate style building reads "1894, John Palm, General Merchandise." The cornice has finials and a central pediment-like projection, and rises above a row of brick corbelling. The main façade has four second story rectangular window openings that are topped by rounded brick arches that are filled with brick patterning. The arches are supported by brick corbels at the springing block level and linked by a string course. The windows have rockfaced limestone sills. The storefront has an entrance to the second story at the north end. Inside the store is an intact metal ceiling. At the rear of the building is a pre-1903 one-story brick wing which is unusual because it has a storefront facing the alley with a false front and a corbelled brick and metal cornice.

### History:

John Palm purchased this property in 1893 for \$3,500 and built the Palm General Merchandise the following year. The building has served as a hardware and grocery store for most of its history. McNulty, Von Kuster & Helgeson operated their hardware store there by 1898, which became Vig and Johns Hardware by 1908. By 1921, Olseon & Silverberg Inc. ran a grocery store on the premises, which would later be known as Olson Fairway (1928), D&B Store (1929), the Food Store (1932), the Food Market (1942), Red & White Grocery (1948), Star Grocery/Super Value (1949), Nordlie's Grocery (1954), and Variety Foods/IGA (1958). Esther Doffing opened Doffings Smart Wear by 1960, when the storefront was remodeled to its current form. In 2004, it became a gift shop, and in 2008 a consignment store.

Other businesses have operated out of other parts of the building. Phil J. Palm and Roy Anderson published the *Meeker County News* in the basement from 1939 to 1951. Palm ceased publication in 1951 and sold the subscription list to the *Independent Review*. The rear of was often used as a meat store, with Ed Bromberg's Meat Market in 1946 and Swensons Meats in 1954.

### Evaluation:

This building is a contributing property to the Litchfield Commercial Historic District.

### Integrity: Fair

Alterations to the building include the replacement of the second story windows on the main façade and the alteration of the main storefront. Historical photographs suggest that the storefront had been fairly open, comprised mostly of display windows and transoms. Although differently configured, the current version continues the flexible storefront opening filled with glass. A secondary cornice has been covered with a wood, Colonial Revival motif cutout, and appears to be easily removable.

**Condition:**

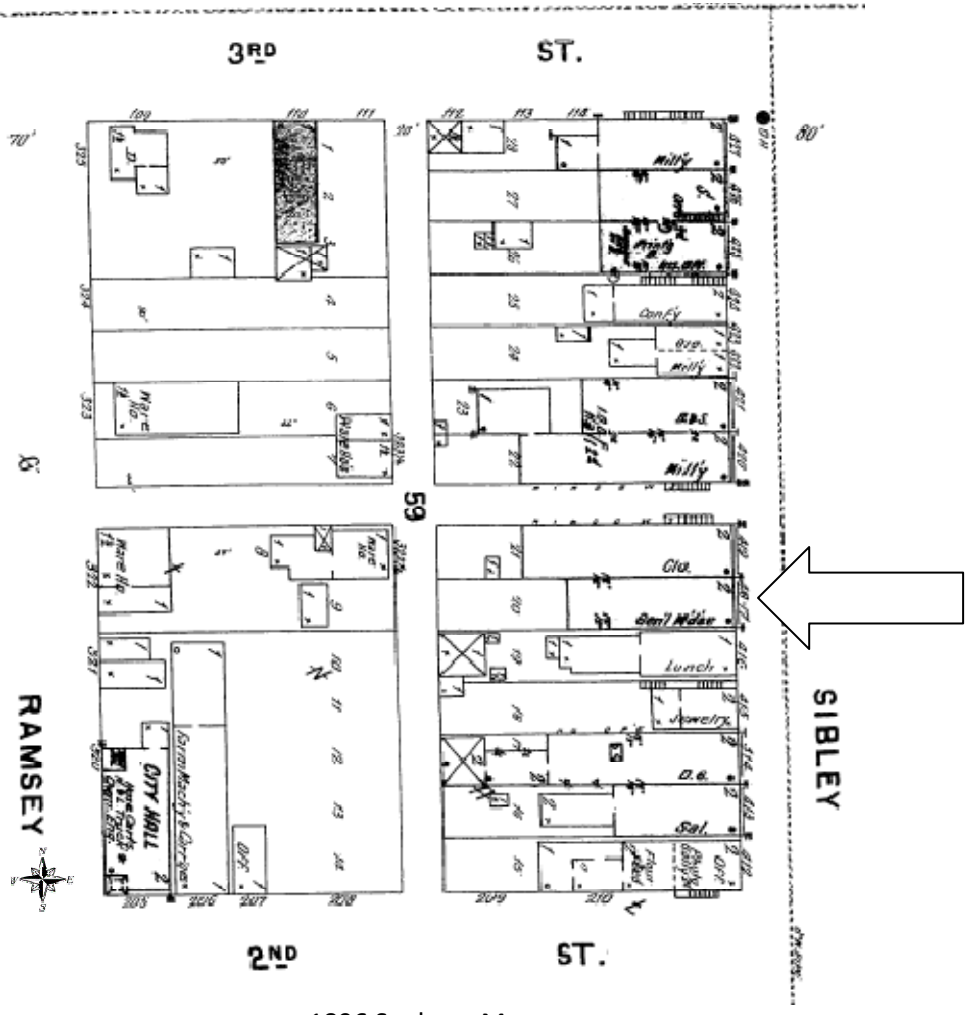
Several concerns related to the condition of this building were observed. Most significantly, the south brick pilaster at the storefront level is pulling out from the façade. Attention should be given to this item to repair and assure that other structural problems are not present. Rust on the metal cornice was apparent; the cornice should be cleaned and repainted to prevent further rust. The brick façade has been painted and is showing signs of peeling. The paint can be stripped from the façade to restore its historical appearance.



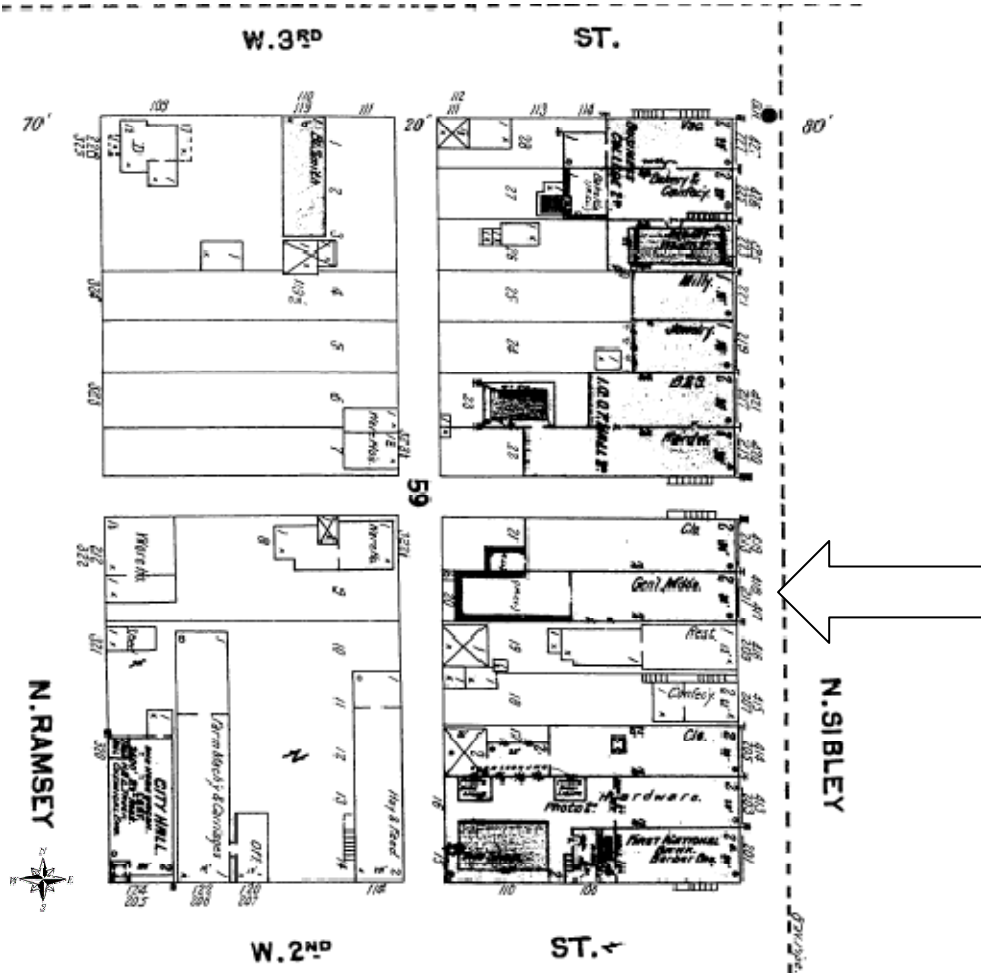
Facing W



Facing NE



1896 Sanborn Map



1903 Sanborn

Address: \_\_\_\_\_  
Parcel ID: \_\_\_\_\_

Litchfield Heritage Preservation Commission

Findings of Fact

1. Completed application and necessary supporting documents on file within the proper time frame? Yes No
2. Proper notification of adjacent property owners? Yes No
3. Applicant, or written permission designee, is available for the public hearing? Yes No
4. Other communication or comments? Yes No
5. Checklist completed and score? Yes Score \_\_\_\_\_ No Score \_\_\_\_\_  
N/A Score \_\_\_\_\_
6. Does the project meet the Secretary of the Interior Standards and Guidelines for the Treatment of Historical Places? Yes No Reason  
\_\_\_\_\_
7. HPC action of Certificate of Appropriateness.  
\_\_\_\_\_
8. Comments:

Attach original to application

Address: \_\_\_\_\_  
Parcel ID: \_\_\_\_\_

City of Litchfield  
Historic Preservation Commission  
Certificate of Appropriateness Checklist

1. Will the property be used as it was historically or given a new use that requires minimal changes to its distinctive features, spaces, or spatial relationships?

Yes            No            N/A  
Comments:

2. Will the historic character of the property be retained and preserved? **The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**

Yes            No            N/A  
Comments:

3. Will the property be recognized as a physical record of its time, place, and use? **Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.**

Yes            No            N/A  
Comments:

4. Will changes to the property that have acquired historic significance in their own right, be retained and preserved?

Yes            No            N/A  
Comments:

5. Will distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property be preserved?

Yes            No            N/A  
Comments:

6. Will deteriorated historic features be repaired rather than replaced? **Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.**

Yes            No            N/A  
Comments:

7. Will chemical or physical treatments, if appropriate, be undertaken using the gentlest means possible? **Treatments that cause damage to historic materials shall not be used. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.**

Yes            No            N/A  
Comments:

8. Will archeological resources be protected and preserved in place? **If such resources must be disturbed, mitigation measures shall be undertaken.**

Yes            No            N/A  
Comments:

9. The new additions, exterior alternations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property? **The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.**

Yes            No            N/A  
Comments:

10. Will new additions and adjacent or related new construction be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired?

Yes            No            N/A  
Comments:

OLD BUSINESS

NEW BUSINESS

## Litchfield Heritage Preservation Commission

### 2026 Calendar

Application Due	Publication	HPC Meeting	Work Start Date
01/05/2026	01/15/2026	01/26/2026	02/02/2026
02/02/2026	02/12/2026	02/23/2026	03/02/2026
03/02/2026	03/12/2026	03/23/2026	04/06/2026
04/06/2026	04/16/2026	04/27/2026	05/04/2026
05/04/2026	05/14/2026	05/26/2026 *	06/01/2026
06/01/2026	06/11/2026	06/22/2026	07/06/2026
07/06/2026	07/16/2026	07/27/2026	08/03/2026
08/03/2026	08/13/2026	08/24/2026	09/08/2026 *
09/07/2026	09/17/2026	09/28/2026	10/05/2026
10/05/2026	10/15/2026	10/26/2026	11/02/2026
11/02/2026	11/12/2026	11/23/2026	12/07/2026
12/07/2026	12/17/2026	12/28/2026	01/04/2027

\* Note day change due to holiday

**COA Applications are due by 4 pm on the due date listed above.**

Meetings are at Litchfield City Hall, 126 North Marshall Ave, Litchfield, MN.

HPC meetings are at 6:30 pm, City Council meetings are at 5:30 pm.