City of Litchfield - Historic Preservation Commission

AGENDA
Monday, March 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 - February 26, 2018

III. PUBLIC HEARING: 112 N Sibley Ave & 311 N Sibley Ave
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)
   Deny
   Defer (more information needed by the Applicant or Commission)

IV. OLD BUSINESS
A. GOAL UPDATE, RECAP OF MARCH PINT SERIES - Attached, no action needed
B. BUDGET AND GOALS - Selected minutes from 3/5/18 Litchfield Council meeting, attached.
C. NEWSPAPER ARTICLE - Attached information, topics, and March article
D. LITCHFIELD 2019 150TH ANNIVERSARY REPORT - Attached, no action needed
E. SECTION 106 CONFERENCE CALL - In order to proceed with the storm sewer project, the Section 106 Review will continue and keep additional federal agencies informed. This is a standard practice.

V. NEW BUSINESS
A. LOCAL RECOGNITION - Discussion for 2018, Person, event, and property
B. SIGNS - Make it Litchfield, Beautify Litchfield Group

C. HISTORIC HOME CLASS FOR THE PUBLIC - May 14 6:30 p.m. Opera House

D. LITCHFIELD DOWNTOWN COUNCIL, INC.

VI. REPORTS

A. MEEKER COUNTY HISTORICAL SOCIETY

B. MN HISTORICAL SOCIETY - Call for proposal for fall conference

VII. ANNOUNCEMENTS

A. Next meeting will be Monday April 23, 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, February 26, 2018, commencing at 6:30 p.m. Chair Kotelnicki called the meeting to order.

A. ROLL CALL:

<table>
<thead>
<tr>
<th>Commissioner (Chair)</th>
<th>Darlene Kotelnicki</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner</td>
<td>Kevin Hovey</td>
<td>Present</td>
</tr>
<tr>
<td>Commissioner</td>
<td>Frank Koch</td>
<td>Present</td>
</tr>
<tr>
<td>Commissioner (Plan. Comm. Rep)</td>
<td>Mike Flaata</td>
<td>Absent</td>
</tr>
<tr>
<td>Commissioner (MCHS Rep.)</td>
<td>Sid Willson</td>
<td>Present</td>
</tr>
<tr>
<td>Commissioner</td>
<td>Kateri Kormann</td>
<td>Present (left 7:20)</td>
</tr>
<tr>
<td>Commissioner</td>
<td>Dave Welker</td>
<td>Present</td>
</tr>
</tbody>
</table>

B. ANNOUNCEMENTS OF ADDITIONAL ITEMS: None.

II. MINUTES TO APPROVE –

A. Historic Preservation Meeting - January 23, 2018

MOTION: To approve as submitted (Sid/Kevin/Passed unanimously)

III. PUBLIC HEARING – None

IV. OLD BUSINESS –

A. GOAL UPDATE – Reviewed, no changes, continue to update

B. ANNUAL SYNOPSIS – MOTION: To approve as submitted with key topics highlighted. Then distribute to Litchfield City Council and Planning Commission (Kateri/Sid/Passed unanimously). The commission would like to do the annual synopsis in October each year for final review in November and distribution in December.

C. BUDGET AND GOALS - Previous discussion about goals included the need for grant/funds for building stabilization. This topic was discussed and financing options like EDA, TIF, DEED grants, revolving loan funds, and tax abatement were all mentions as possible options; all commissioners gave input. Needs identified were life/safety issues, vital functions of buildings, energy efficiency, accessibility issues, and building stabilization needs. The commissioners felt that funds should not be used for cosmetic needs of the properties. Kevin Hovey discussed that Rep, Dean Urdahl talked about a possible state fund for rural vitality and this may be another option.

   The commission discussed educational goals and the use of social media. By ordinance, the HPC is required to provide public education and our goals support that. Kateri Korman expressed concern that while using social media platforms, we not only give information but
start discussion and/or take public comments. Her concern is that we have a very narrow scope of practice that many people do not understand. Several commissioners favored providing information on the city's website over social media. By consensus, it was decided to work with city staff on future website needs as revisions are made. We will wait until the city frames up social media and then ask to be included using the city's parameters.

A concern was expressed about parking as downtown apartments are developed. Commissioners agreed this may need to be addressed; however, Chair Kotelnicki pointed out our ordinance does not address parking. No action was taken.

Discussion about the possibility of applying for a legacy grant. Dave Welker mentioned signs. Several commissioners agreed that this would enhance our downtown. Clarification was requested by Chair Kotelnicki since signs could mean building signs, downtown CHD signs, or signs when entering Litchfield. Dave Welker stated he was thinking of some type of signage that would let people know we have a historic downtown. Chair Kotelnicki talked about the Make it Litchfield group that wants to " Beautify Litchfield." It was decided we should invite them to our next meeting to hear what their plans are before addressing a goal and/or grant.

It was decided that Chair Kotelnicki would update the Council about this and verify this is congruent with their request.

D. NEWSPAPER ARTICLE - Discussion about how to meet our goal and respect the wishes of people who do and do not want to write articles. MOTION: To have Darlene and Kevin form a sub-committee and report back at the next meeting (Kevin/Frank/Passed unanimously).

E. 2019 150th ANNIVERSARY COMMITTEE - Darlene and Kevin volunteered to represent the HPC for the 2019 150th Anniversary Committee.

V. NEW BUSINESS –

A. CLG GRANT – The commission discussed options for future CLG Grants and reviewed the information from the MN Historical Society CLG Grant Manual. No action was taken but the commissioners will keep these categories in mind for future grants.

B. SECTION 106 REVIEW REQUEST FROM MNDOT - The letter was reviewed and Darlene and Dave will do a conference call as requested.

VI. REPORTS –

A. MEEKER COUNTY HISTORICAL SOCIETY – None

B. MN HISTORICAL SOCIETY - The call for proposal for fall conference was reviewed. It was decided to respond that we would be interested. Topics would be the $5000 grant (Mayor Johnson), Pint Series (Kevin Hovey), Cemetery Tour (Darlene), video of new tour
if ready. MOTION: To submit a proposal to speak at the fall MN Historical Society (Dave/Kevin/Passed unanimously).

VII. ANNOUNCEMENTS –

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

VIII. ADJOURNMENT – Chair made a motion to adjourn at 8:00 PM

DARLENE KOTELNICKI
CHAIRPERSON
Litchfield Heritage Preservation Commission
2017 Annual Synopsis

ACTIVITIES RELATED TO PROTECTION AS OUTLINED IN ORDINANCE 735

Certificates of Appropriateness:

- **Approved 15 COAs for 12 different properties.** All of these were then approved by the Litchfield City Council. These are located at 100 N Sibley, 126 N Sibley, 127 N Sibley, 129 N Sibley, 130 N Sibley, 202 N Sibley, 213 N Sibley, 215 N Sibley, 226 N Sibley, 301 & 305 N Sibley, 309 N Sibley, and 311 N Sibley.

- **Approved seven administratively approved COAs for six properties.** These included 129 N Sibley, 135 N Sibley, 136 N Sibley, 207 North Sibley, 18 E 2nd, and 35 E 2nd.

Federal Section 106 Review:

- The HPC contacted SHPO and MN DOT Cultural Resources Unit in the fall of 2015 requesting **interested party status** for the MN Highway 12 project.

- Sue Grainger, Gemini Research; Chris Cooley, Bolton & Menk (contracted by MN DOT); Lowell Flatten MN DOT have worked with the HPC on issues related to the Commercial Historic District (CHD) the Highway 12 project.

Possible Building Demolition

- A property in the Commercial Historic District was in **tax forfeiture** and after being inspected by Meeker County was closed due to a possible health hazard.

- A joint county/city committee was formed and a member of the HPC was on the committee.

- An architect, experienced with properties on the National Register, was contracted for an evaluation.

- The outcome of this was that the **building was sold at public auction** in November 2017.

Facade Improvement Grant

The HPC worked with the mayor and city staff to propose an exterior facade improvement grant in the summer of 2017. Since approved, there has been an increase on the number of COAs submitted for review.
ACTIVITIES RELATED TO **PROMOTION** AS OUTLINED IN ORDINANCE 735

Meeker County Heritage Tourism Grant
The HPC has **participated in the Meeker County Partnership Grant**. Partners for the grant are Meeker County Development Corporation, Meeker County Historical Society, and Dassel Area Historical Society. The **HPC met with Dan Hoisington, Hoisington Preservation Consultants** to provide input for heritage tourism in Meeker County.

Saint Cloud State University Students
The HPC was contacted to work with students in a Tourism Development class. A one minute promotional video was developed that featured Litchfield's National Register properties.

ACTIVITIES RELATED TO **EDUCATION** AS OUTLINED IN ORDINANCE 735

HPC Education
- The HPC followed the National Trust for Historic Places guide "A Self-Assessment Guide for Community Preservation Organizations" this year.
- The first step was to survey ourselves in April 2017.
- The next step was to survey community members. Each member of the HPC and City Council were given five surveys to distribute to community members. The information from the 32 surveys was tabulated. The following topics are from a question related to activities or education for the coming year:

  - Grants for property owners: **19 people**
  - Newspaper/radio/Facebook information or articles: **18 people**
  - Education for property owners (building maintenance, improvements): **15 people**
  - Grants for tourism: **14 people**
  - Education for the community (community education classes, classes at the library): **11 people**
  - More living history characters (Harvest Madness, Watercade Cemetery Tour): **10 people**
  - Local designation (recognition) of properties (Christmas decorations and Central Park have been identified, others?): **7 people**
  - Street tours of our downtown highlighting our historic buildings: **8 people**

Public Education
- The HPC networked with the Litchfield Chamber of Commerce to provide **living history characters** for the fall 2016 "Harvest Madness" and costumes were provided by Litchfield Community Theatre.
- The HPC networked with the Lake Ripley Cemetery Citizens Committee to do Litchfield's first ever **cemetery tour during Watercade**, with 250 people attending. A 45 minute you-tube video, Litchfield Cemetery Tour (2017), is available for people who were not able to attend. It is also posted on several Facebook pages.
- In October 2017, the HPC again did **living history characters** for Harvest Madness and plans are being made to continue the cemetery tour next summer.
Certificate of Appropriateness
112 N Sibley Ave
Certificate of Appropriateness
City of Litchfield

Applicant Information
Name: Farm Bureau
Address: 112 N Sibley Ave
Litchfield, MN 55355
Phone: 320-693-3484

Owner Information
Name: Ronald Brown / Kevin Christoffers
Address: 112 N Sibley Ave
Litchfield, MN 55355
Phone: 320-693-3484

Property
Address: 112 N Sibley Ave
Litchfield, MN
Parcel ID Number: 27-08-22-008
Date Constructed: 1950
Current Use: Insurance Office

National Register:
- Property: Yes
- District: Yes
- Contributing: No

Local Designation:
- Property: Yes
- District: Yes

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

Facade done in 1950
New windows 2003

Construction Information
Architect: NA
Builder: LBC
Electrician: NA
Plumber: NA
License Number: BC 458342

☐ Alteration 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

Signature: ____________________________
Date: ____________________________
Certificate of Appropriateness Application  
Scope of Work Form  
City of Litchfield  
Address: 112 W. Sibley Ave  Parcel ID Number: 27-0822-000  Date: 2-09-18  
Detailed descriptions of work that includes site work, new construction, alterations, painting, etc. May use additional pages if necessary.

<table>
<thead>
<tr>
<th>Number</th>
<th>Architectural feature</th>
<th>Approximate date of feature</th>
<th>Drawing Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Door</td>
<td>2000</td>
<td></td>
</tr>
</tbody>
</table>

Describe existing feature and its condition:  On east end of building, remove solid door & replace, color to match siding of light tan.

Describe work and impact on existing feature:  Remove door & replace, match color to siding of light tan. This is a steel solid door. This is a standard side door, only remove door & frame & replace with new.

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<tr>
<th>Number</th>
<th>Architectural feature</th>
<th>Approximate date of feature</th>
<th>Drawing Number</th>
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</table>

Describe existing feature and its condition:  

Describe work and impact on existing feature:

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<tr>
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<th>Drawing Number</th>
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</table>

Describe existing feature and its condition:  

Describe work and impact on existing feature:

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<th>Drawing Number</th>
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</tbody>
</table>

Describe existing feature and its condition:  

Describe work and impact on existing feature:
The applicant hereby acknowledges and understands 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: 3-09-18

For Office Use Only

Required for all projects:

- Complete and signed application
- Photos of affected areas
- Sketches and elevations
- Material and design specifications
- Product information
- Other ______________________

Date Received: ______________________
Received by: ______________________
Date of HPC action: ______________________
Date of Council action: ______________________

Revised: November 2009
MINNESOTA ARCHITECTURE-HISTORY INVENTORY FORM

<table>
<thead>
<tr>
<th>Property Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Property Name:</strong> Retail Store</td>
</tr>
<tr>
<td><strong>Address:</strong> 112 Sibley Avenue North</td>
</tr>
<tr>
<td><strong>City/Twp:</strong> Litchfield</td>
</tr>
<tr>
<td><strong>T-R-S Quarter:</strong> T119N R31W Sec. 11 SW ¼</td>
</tr>
<tr>
<td><strong>USGS Quad:</strong> Litchfield North, Minnesota</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Property Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Architect:</strong> Unknown</td>
</tr>
<tr>
<td><strong>Date Const:</strong> c. 1890</td>
</tr>
<tr>
<td><strong>Historic Use:</strong> Commercial</td>
</tr>
<tr>
<td><strong>Property Type:</strong> Building</td>
</tr>
<tr>
<td><strong>Survey Date:</strong> October 2009</td>
</tr>
<tr>
<td><strong>NR Status:</strong> Non-contributing</td>
</tr>
<tr>
<td><strong>Prepared by:</strong> William E. Stark, based on National Register nomination by Susan Granger and Kay Grossman (1996)</td>
</tr>
</tbody>
</table>

**Description:**
This one-story wood frame, shed-roofed building has metal siding on the northern façade. The main façade is faced with thin yellow brick with smooth limestone sills. The façade dates from circa 1950. A asphalt-shingled pent roof joins it with the adjoining building to the south (108-110 Sibley Avenue North).

**History:**
This building housed a plumbing shop and confectionery store in both 1896 and 1903, a cobbler and cigar shop in 1913 and 1917, and a restaurant in 1930.

Its address was formerly recorded as 112-114 Sibley Avenue North, is now just 112 Sibley Avenue North.

**Evaluation:**
This building is a non-contributing property in the Litchfield Commercial Historic District due to its compromised integrity.

**Integrity: Poor**
Major alterations have been made to this building, disguising its origins as an early frame building. Secondary walls are clad with metal siding, and the storefront was remodeled in the 1950s, resulting in poor integrity of design, materials, feeling and association.

**Condition:**
This building was not assessed for condition because it is non-contributing to the historic district.
## Litchfield Heritage Preservation Commission
### Historic Commercial District
#### Property History

**Parcel Identification Number:** 27-0822000  
**Block:** 65  
**Lot:** 15  
**Current Address:** 112 Sibley Avenue North  
**Non-contributing**

<table>
<thead>
<tr>
<th>Date</th>
<th>Owner/Name</th>
<th>Use</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1875</td>
<td>Rail Road Bonds</td>
<td>Owned by St. Paul &amp; Pacific Railroad</td>
<td></td>
</tr>
<tr>
<td>1879</td>
<td>Real Estate Office</td>
<td>Per Eckstrom, August T. “Gus” Koerner, and Frank E. Viren</td>
<td></td>
</tr>
<tr>
<td>1883</td>
<td>Thorp Saloon</td>
<td>S.A. Thorp</td>
<td>South half</td>
</tr>
<tr>
<td>1883(early)</td>
<td>Temperance Bar</td>
<td>Nels Fredrickson</td>
<td>South half</td>
</tr>
<tr>
<td>1891</td>
<td>John Creighton</td>
<td>?</td>
<td>North half</td>
</tr>
<tr>
<td>1900s(early)</td>
<td>Litchfield Saturday Review</td>
<td>Newspaper</td>
<td>North half</td>
</tr>
<tr>
<td>1905</td>
<td>Nels Lundeen</td>
<td>Shoe repair</td>
<td>North half</td>
</tr>
<tr>
<td>1911</td>
<td>Emil Mortenson</td>
<td>Shoe repair</td>
<td>North half</td>
</tr>
<tr>
<td>1921</td>
<td>Nelson Confectionery</td>
<td>Confectionery</td>
<td>South half</td>
</tr>
<tr>
<td></td>
<td>Christian B. Nelson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1923</td>
<td>Palmquist Confectionery</td>
<td>Confectionery</td>
<td>South half</td>
</tr>
<tr>
<td></td>
<td>Walter Nelson, John M. Palmquist, &amp; Vlyde G. Crosby</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1923</td>
<td>Litchfield Music Center</td>
<td>Music store</td>
<td>South half</td>
</tr>
<tr>
<td></td>
<td>Axel Johnson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1930</td>
<td>Adams Electric Shop</td>
<td>Electric shop</td>
<td>North half</td>
</tr>
<tr>
<td></td>
<td>L.W. Adams</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1931</td>
<td>Sandy’s Shine Shop &amp; Newsstand</td>
<td>L.F. “Sandy” Sandberg</td>
<td>North half</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1935</td>
<td>Johnson Barbershop</td>
<td>Barber shop</td>
<td>North half</td>
</tr>
<tr>
<td></td>
<td>Walter G. Johnson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1937</td>
<td>Shaffer’s Barber Shop</td>
<td>Barber shop</td>
<td>North half</td>
</tr>
<tr>
<td></td>
<td>Leo Shaffer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1940</td>
<td>Shaffer’s Beauty Shop</td>
<td>Beauty shop</td>
<td>North half</td>
</tr>
<tr>
<td></td>
<td>Lucille Hanson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1944</td>
<td>Eid’s Refrigeration</td>
<td>Shop</td>
<td>Back of building</td>
</tr>
<tr>
<td>1950</td>
<td>Kate’s Place</td>
<td>Restaurant</td>
<td>South half</td>
</tr>
<tr>
<td>1956</td>
<td>Vold’s Optometry</td>
<td>Optometrist</td>
<td>Axel Johnson retires</td>
</tr>
<tr>
<td></td>
<td>Dr. N.J. Vold</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1996</td>
<td>Jorgenson’s Real Estate</td>
<td>Office</td>
<td>South half</td>
</tr>
<tr>
<td></td>
<td>John Jorgenson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1999</td>
<td></td>
<td>8’ x 8’ shed in back</td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td></td>
<td>new Rubber roof</td>
<td></td>
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</tbody>
</table>
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
Zoning or Use: Commercial 2
Location: Inside lot

Description of Principal Structure:
Building: Yr. Built 1890 Sq. Ft. 12.5’ x 41’ one story SOUTH HALF, 12.5’x 57’ one story, NORTH HALF
Foundation:
Exterior Walls: Wood stud
Roof: Asphalt
Interior Finish: First floor  Walls Dry wall, paneling  Floors wood

112-114 N. Sibley Ave.
Retail Store
Circa 1890
1 Non-contributing Building

This one story, woodframe, gabled-roofed building has composition board siding on the northern facade. The main facade is faced with very thin yellow brick with smooth limestone sills. It has a flat canopy extending over the side-walk. The facade dates from circa 1950. This building housed a plumbing shop and confectionery store in both 1896 and 1903, a cobbler and cigar shop in 1913 and 1917, and a restaurant in 1930.
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.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tr>
<td></td>
<td></td>
<td>Comments:</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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8. Will archeological resources be protected and preserved in place? If such resources must be disturbed, mitigation measures shall be undertaken.

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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.

<table>
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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?

<table>
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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
311 N Sibley Ave
Certificate of Appropriateness
City of Litchfield

Applicant Information
Name: [Name]
Address: 311 N. Sibley Ave
Phone: 320-212-3015
DBA: Parkview Garden

Owner Information (X Same)
Name: [Name]
Address: [Address]
Phone: [Phone]

Property
Address: 311 N. Sibley Ave
Parcel ID Number: 27-06-77000
Date Constructed:

National Register:
Property: Yes [ ]
Date: 1996
Non-Contributing [X]
District: No [ ]
Date: 2008

Local Designation:
Property: Yes [ ]
Date: 
Non-Contributing [X]
District: No [ ]
Date: 

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

Building was built with a modern front.

Construction Information
Architect: [Name]
License Number: [Number]
Builder: [Name]
License Number: [Number]
Electrician: [Name]
License Number: [Number]
Plumber: [Name]
License Number: [Number]

☐ Alteration 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: 311 North St. Date: 2-14-2018

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Architectural feature</th>
<th>Photo number</th>
<th>Approximate date of feature</th>
<th>Drawing Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td><strong>See Photo</strong></td>
</tr>
</tbody>
</table>

Describe existing feature and its condition:

We want to add a sign to the first of the building and two rows of neon around the top of the front North side.

Describe work and impact on existing feature:

<table>
<thead>
<tr>
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<th>Drawing Number</th>
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</tr>
</tbody>
</table>
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): [Signature] Date: 2-11-2018

For Office Use Only

Required for all projects:
- Complete and signed application
- Photos of affected areas
- Sketches and elevations
- Material and design specifications
- Product Information
- Other

Date Received: 2/14/18
Received by: [Name]
Date of HPC action: 3/24/18
Date of Council action: 4/2/18

Revised: November 2009
1. Sign will look like:
   - Bottom: Black
   - Red
   - White

2. Red Neon will look like it is on building

1-1/2" Aluminum Square Tube Frame with .090" Mill Finish Aluminum Clad/Substrate
White 3M Scotchcal Graphic Film Decor with Red Sloan LEDStripe Accents to assimilate Neon Tube
**Property Location**

<table>
<thead>
<tr>
<th>Property Name</th>
<th>Black and White Inn</th>
<th>Inventory No.</th>
<th>ME-LTC-0196</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>311 Sibley Avenue North</td>
<td>County</td>
<td>Meeker</td>
</tr>
<tr>
<td>City/Twp</td>
<td>Litchfield</td>
<td>PIN</td>
<td>27-0677000</td>
</tr>
<tr>
<td>T-R-S Quarter</td>
<td>T119N R31W Sec. 11 SW ¼</td>
<td>Block</td>
<td>52</td>
</tr>
<tr>
<td>USGS Quad</td>
<td>Litchfield North, Minnesota</td>
<td>Lot</td>
<td>18</td>
</tr>
</tbody>
</table>

**Property Information**

<table>
<thead>
<tr>
<th>Architect</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Style</td>
<td>Art Moderne</td>
</tr>
<tr>
<td>Date Const</td>
<td>c. 1935</td>
</tr>
<tr>
<td>Historic Context</td>
<td>Railroad and Agricultural Development 1870-1940</td>
</tr>
<tr>
<td>Historic Use</td>
<td>Restaurant</td>
</tr>
<tr>
<td>Present Use</td>
<td>Restaurant</td>
</tr>
<tr>
<td>Property Type</td>
<td>Building</td>
</tr>
<tr>
<td>Survey Name</td>
<td>Downtown Historic Resources Resurvey</td>
</tr>
<tr>
<td>NR Status</td>
<td>Contributing</td>
</tr>
<tr>
<td>NR Recommendation</td>
<td>Contributing</td>
</tr>
<tr>
<td>Survey Date</td>
<td>October 2009</td>
</tr>
</tbody>
</table>

**Description:**

This is a small one story building faced with glazed yellow ceramic tile. It is built of hollow clay tile and has a flat roof. The storefront has restrained Moderne features such as glass block at the entrance and window surrounds framed in metal. The building originally offered two storefronts, with paired, recessed entries at the center. A shed roof, clay-tile wing extends from the rear.

**History:**

The National Register lists this building’s construction date as circa 1935 but Terry Tales dates it as early as 1932. The Weis Hamburger Stand occupied the site in 1932, and was shortly followed by the Black and White Inn, the Olson Park Café (1936), and the Paradise (1937). By the 1950s, a restaurant named Janousek’s, operated by Paul and Henry Janousek, occupied the site, as did Dr. G. Cueva’s veterinary clinic. A variety of commercial businesses used the building in the 1960s and 1970s until it returned to a restaurant, the Park View Lunch, in 1983.

**Evaluation:**

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

**Integrity: Good**

The small building remains largely intact, and exhibits its modest Art Moderne style. Minor alterations have occurred, including changes to the paired store entries and doors, and the removal of the retractable canvas awning (leaving an unpainted board in its place).

**Condition:**

This building is in good condition. Minor tuck pointing is necessary in some locations.
The National Register lists this building as built Circa 1935 but Terry Tales has it at least as early as 1932. City tax records state 1947 as the year of construction. This is a small one story building faced with glazed yellow ceramic tile. It was built of hollow clay tile and has a flat roof. The storefront has restrained Modern features such as glass bloc at the entrance and window surrounds enframed in metal.
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 Lt.

Description of Principal Structure:
Building: No. Stories 1, Yr. Built 1947  Sq. Ft. 25’ x 40’ Lot 25’ x 140’
Foundation:
Exterior Walls: Glazed Tile
Roof: Flat, built up
Interior Finish:
First Floor: Walls, dry wall
Plumbing: No. Baths, 2 fixtures, 2
Heating: Hot Air, Forced
Wiring: Rigid Conduit
Garage: Floor, concrete Size 16’ X 22’

311 N. Sibley Ave.
Black and White Inn (now Parkview Lunch)
Circa 1935
1 Contributing Building

Built circa 1935, this small one story building is faced with glazed yellow ceramic tile. It was built of hollow clay tile and has a flat roof. The storefront has restrained Moderne features such as glass block at the entrance and window surrounds enframed in metal. This restaurant was originally named the Black and White Inn, owned by a Mr. Wood. During the 1940s it was the Janousek Cafe.
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:
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
OLD BUSINESS
A.
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:

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:

   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 t 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 Koch), and indoor air quality/environmental issues (possibly Butch Schulte).
   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 xx people attending.
B.
A. HERITAGE PRESERVATION COMMISSION –

1. Update of Goal Setting -

Council Member Kotelnicki, representing the Heritage Preservation Commission (HPC), addressed the Council concerning their recommendation to establish goals and a budget to meet those goals with the Council giving approval to the goals. She explained discussion at the HPC level involved goals including the need for grant/funds for building stabilization. Financing options like EDA, TIF, DEED grants, revolving loan funds, and tax abatement were all issues that were mentioned. Kotelnicki commented that the HPC did not have the authority for those options, but would support if the Council so directed in the future. Some of the needs identified were life/safety issues, vital functions of buildings, energy efficiency, accessibility, and building stabilization. The commissioners felt that funds should not be used for cosmetic needs of the properties. She said Representative Dean Urdahl talked about establishing a state fund for rural vitality and providing grants. She said the HPC showed strong support of applying for a fund as such if it was available. Kotelnicki explained this would be the protection part required by the HPC ordinance. She added the HPC ordinance tells us to promote, protect, and educate. Speaking to the education part, she said one of the annual goals was social media however concern was expressed using that platform. While the HPC is required to provide education, that platform allows for public comment and input. She said HPC will be waiting until the City establishes parameters concerning social media. Council Member Kotelnicki said the HPC discussed applying for a legacy grant for signs promoting Litchfield’s Historic District and involving the “Make it Litchfield” group that wants to "Beautify Litchfield."

Kotelnicki stated concern was expressed about parking as downtown apartments are developed, although not addressed in the HPC ordinance. The Council discussed the parking ordinance which requires one off street parking spot per apartment and noted the issue should be part of the building permit process.

Kotelnicki said the HPC would be finalizing the goals presented and will provide to City staff for budgeting. No formal action was taken.
Past, and present, members of the Litchfield Heritage Preservation Commission have contributed to this article. Thank you to the staff of the Meeker County Historical Society for their assistance.

Jan. Beer and alcohol history
Feb. Dr. Nolen
Mar. Miss Bellingham, Alice Lamb, Mrs. Determan
Apr. Music
May Hospital History
June Anderson Chemical, Land ‘O Lakes
July Watercade History
Aug. Farm Bureau, WWI
Sept. Education, building of Washington School
Oct. Library
Nov. Nelson-Horton Post
Dec. Christmas Lights
D.
**Watercade 2109 150th Anniversary**

DATE: Watercade 2019 is July 11 (Thur.) to 14 (Sun.). For the anniversary we will start on Monday night.

HPC Role: HPC will take the lead about writing the 50 year history between 1969 and 2019 with no commercial influence.

WEBSITE and FB: Watercade website and FB page be the main website and FB page. Other organizations can advertise on their own websites and FB pages but identical info should be on the Watercade website and FB page. Appropriate links will be determined in the future.

BECKVILLE CHURCH: Beckville Church also has their 150th anniversary that summer. They will have their ice cream social Wednesday night.

CEMETERY TOUR: Cemetery tour is being planned for both 2018 and 2019.

HPC 50 year history from 1969 to 2019:

Assistance offered from:
1) Chamber for the commerce and industry history
2) Greg Matthews to assist with education history
3) Wendy Norine to assist with health care history
4) Marcia Provencher and Larry Dahl to assist with the history of Litchfield Community Theatre and LCT, Inc.

Drafts need to be done by 1/1/2019. Connie Lies and Betty Allen are interested in helping with other topics. There is much information already researched in the Historic Context Report.

Also, Darlene and Connie will work on a historic home driving tours, the Chamber will do a business and healthcare driving tour, and Betty, Darlene, and Connie will do a driving tour of churches and schools. These brochures will be printed by the chamber and then be available on the city’s website and for use by the Chamber, MCHS, and others.
NEW BUSINESS
D.
Dave:

Litchfield Downtown Council is a Minnesota Non-profit corporation organized to represent the property and business owners in Litchfield’s historic district. We’d like an opportunity to introduce ourselves, and to address some of the recent decisions of the City Council regarding long term investment in downtown and the effects of those decisions on the value of the businesses and building located there.

John

Sent from my iPhone