City of Litchfield – Heritage Preservation Commission

AGENDA PACKET

Monday, October 23, 2017 – 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 - September 25, 2017

III. PUBLIC HEARING: None.

IV. OLD BUSINESS
   A. HARVEST MADNESS
   B. ANNUAL REPORT (Attached)
   C. GOAL UPDATE (Attached)
   D. MN DOT UPDATE

V. NEW BUSINESS
   A. ST. CLOUD STATE STUDENTS
   B. DECEMBER MEETING
   C. CLG. GRANT FOR 2018 (Attached)

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

VII. ANNOUNCEMENTS
   A. Next meeting will be Monday November 27, 2017 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, September 25, 2017, commencing at 6:30 p.m. Chair Kotelnicki called the meeting to order.

A. **ROLL CALL:**

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<th>Commissioner (Chair)</th>
<th>Darlene Kotelnicki</th>
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<tr>
<td>Commissioner</td>
<td>Arlene Howanski</td>
<td>Present</td>
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<td>Commissioner</td>
<td>Frank Koch</td>
<td>Present</td>
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<td>Commissioner (Plan. Comm. Rep)</td>
<td>Mike Flaata</td>
<td>Absent</td>
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<td>Commissioner</td>
<td>Robyn Richardson</td>
<td>Present</td>
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<tr>
<td>Commissioner</td>
<td>Kateri Kormann</td>
<td>Present at 7:05 PM</td>
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B. **ANNOUNCEMENTS OF ADDITIONAL ITEMS:** None.

II. **MINUTES TO APPROVE** –

A. Historic Preservation Meeting - September 12, 2017

III. **PUBLIC HEARING** – 100 N Sibley

A. Open public hearing at 6:40 p.m.
B. Declaration of Conflict of Interest None  Ex-parte: Darlene reported she assisted the applicant with the COA and visited the property with City Building Inspector Jim Tews.
C. Review of Proper Notification - Published in the Independent Review
D. Introduction of Completed Application by Commission
E. Presentation by Applicant: Mike Corcoran
F. Comments from Other Interested Parties: None
G. Closure of Public Hearing with option to question applicant at 7:13 p.m.
H. Action on due process being followed (MOTION Robyn/Frank/Passed unanimously)
I. Checklist: Yes: 9  No: 0  N/A: 1
J. Findings of Fact: See attached form
K. Action on the application by the Commission: Approved as amended (MOTION Robyn/Kateri/ Passed unanimously)

IV. **OLD BUSINESS** –

A. **MINNESOTA HISTORICAL SOCIETY CONFERENCE**- Darlene reported on the conference. See attached sheets about the Secretary of Interior Standards.

B. **HARVEST MADNESS** – It was decided to include names of people volunteering as actors and those who did research work. After discussion, it was decided to hand out the MN HS children's books and consider doing another activity book in the next 1 to 2 years.
C. **GOALS FOR 2018** - The goals were reviewed and approved with no changes (MOTION Frank/Robyn/Passed unanimously)

V. **NEW BUSINESS** –

A. **MEEKER COUNTY HERITAGE TOURISM GRANT** – Dan Hoisington from Hoisington Preservation Consultants was present and requested input from the members of the HPC. Dan explained that this information will be used for a strategic plan for Meeker County Heritage Tourism

B. **ANNUAL REPORT** - Darlene reported the annual report is in process

C. **CITY NOTIFICATION OF APPROVED COA** - A copy of the notification the city sends to property owners is enclosed for review.

VI. **REPORTS** –

A. **MEEKER COUNTY HISTORICAL SOCIETY** – Robyn had nothing new to report

B. **MN HISTORICAL SOCIETY** - Nothing new to report

VII. **ANNOUNCEMENTS** –

A. Next meeting will be Monday, October 23, 2017 at 6:30 p.m. in City Hall

VIII. **ADJOURNMENT** – Motion by Kateri to adjourn at 7:45 p.m.

____________________
DARLENE KOTELNICKI
CHAIRPERSON
Sibley Antiques
Litchfield
320-693-7335
Hours: Tues. - Fri. 11-5 • Sat. 10-5
Sunday 12-5 • Closed Monday
100 Sibley Ave. N.
Litchfield, MN 55355
Michael Corcoran - Owner
Cell # 612-802-6512
We buy Antiques & Estates

State of Appropriateness
City of Litchfield
Owner Information (___ Same)
Name: __________________________
Address: ________________________
Phone: _________________________

Property Address: 100 Sibley Ave 10
Parcel ID Number 27-0825-000
Date Constructed: 1892

National Register: Property No X Yes __
District No __ Yes X Date 1997
Contributing X Non-Conributing ___

Local Designation: Property No X Yes __
District No __ Yes X Date 2008

Date Use: ________________________

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

Construction Information
Architect: ________________________
Builder: _________________________
Electrician: _____________________
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 __________________________
| Number | Architectural feature | Approximate date of feature |)
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Certificate of Appropriateness Application
Scope of Work Form
City of Litchfield

Address: 100 Sibley Parcel ID Number: Date:

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

Number: 5 Architectural feature: Paint window trims Approximate date of feature:
Photo number: Drawing Number:
Describe existing feature and its condition: Trim paint is peeling

Number: 6 Architectural feature: Facades South+West
Photo number:

Number: 7 Architectural feature: Paint color: Beige to match lower windows
Photo number:

Number: 8 Architectural feature: Windows Approximate date of feature:
Photo number: Drawing Number:
Describe existing feature and its condition: Currently covered with steel siding

Describe work and impact on existing feature:
East facade: Up to 20 windows, original openings while brown tan vinyl windows
North facade: Up to 1 existing door opening

Number: 7 Architectural feature: Signs Approximate date of feature:
Drawing Number:
Describe existing feature and its condition: Broken + faded

Describe work and impact on existing feature: Repair + repaint

Number: 9 Architectural feature: Vertical Siding Approximate date of feature:
Drawing Number:
Describe existing feature and its condition: Fed up paint on south facade

Describe work and impact on existing feature: Paint red (brown) brick color to match
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: __________

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
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: brick

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: Staircase

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: original window openings
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 9 No Score D 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. Approved as amended

8. Comments:

Attach original to application
HPC Goals for 2018

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

**Protection:**
- By the end of the first quarter, the HPC will have resources for local CPA who wish to become familiar with historic tax credits.
- By the end of the second quarter, the HPC will explore non-local grant sources.
- By the end of the fourth quarter, the HPC will have twelve applications for the City's Exterior Facade Improvement Grant.

**Promotion:**
- 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.
- During the 2018 year, the HPC will network with existing social media to inform and educate the community about historic resources and events.

**Education:**
- By the end of the first quarter, the HPC will distribute children's activity books at public events.
- 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).
OLD BUSINESS
Annual Report
Name of HPC  Litchfield
Fiscal Year:  2017

1. I hereby certify that the Litchfield Heritage Preservation Commission has adhered to the public participation provisions as stipulated under Section III.D of the "Minnesota Certified Local Government Procedures Manual" issued by the Minnesota State Historic Preservation Office.

2. I hereby certify that the Litchfield Heritage Preservation Commission has adhered to the procedures of the State Archives Department of the Minnesota Historical Society, regarding commission records (see the State Archives publication "Preserving and Disposing of Government Records," pursuant to Minnesota Statutes 138.17, online at www.mnhs.org/preserve/records/recser).

[Signature]
Local Government Official

10/13/17
Date

(This form may be used to certify compliance with requirement III.E.2.f of the Annual Report required for all CLGs.)

February 1985; Revised May 2010
2017 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 (Attachment A) 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, 2016 to September 30, 2017.

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 B). Based on Litchfield HPC policies, some work can be administratively approved with a completed COA (Attachment C).

Survey: The City maintains 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)].

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. Currently, there are two openings with one appointee to start October 1, 2017. There were no new appointees during the year from October 1, 2016 to September 30, 2017 [MN CLG Manual III, B (2)].
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<th>Address</th>
<th>Phone</th>
<th>Email</th>
<th>Term</th>
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<tbody>
<tr>
<td>Darlene Kotelnicki</td>
<td>425 N Gorman Ave</td>
<td>(320)693-6472</td>
<td><a href="mailto:darlenelpl@hotmail.com">darlenelpl@hotmail.com</a></td>
<td>1/1/2018</td>
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<tr>
<td>Chair</td>
<td>Litchfield, MN 55355</td>
<td>(320)535-0034</td>
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<td>Vacant</td>
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<tr>
<td>Robyn Richardson</td>
<td>627 E 2nd St</td>
<td>(320) 241-6224</td>
<td><a href="mailto:robynr@mchsi.com">robynr@mchsi.com</a></td>
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<tr>
<td>Meeker County Historical</td>
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<td>Society Association</td>
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<tr>
<td>Michael Flaata</td>
<td>28 E 10th St</td>
<td>(320) 583-1511</td>
<td><a href="mailto:mflaata@hutchtel.net">mflaata@hutchtel.net</a></td>
<td>1/1/2018</td>
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<tr>
<td>Kateri Kormann</td>
<td>521 S. Holcombe Ave</td>
<td>(320)600-0368</td>
<td><a href="mailto:katerikormann@gmail.com">katerikormann@gmail.com</a></td>
<td>1/1/2020</td>
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<td>Commissioner</td>
<td>Litchfield, MN 55355</td>
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<tr>
<td>Frank Koch</td>
<td>126 N Sibley Ave</td>
<td>(218)256-6605</td>
<td><a href="mailto:Drfrankwkoch@gmail.com">Drfrankwkoch@gmail.com</a></td>
<td>1/1/2019</td>
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<tr>
<td>Commissioner</td>
<td>Litchfield, MN 55355</td>
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**Summary of Activities**

**Meetings:** The HPC met in October, November 2016 and January, February, March, April, May, June, July, August, and September 2017. There was one special meeting in September 2017 to accommodate for four COA applications. 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 [MN CLG Manual III, D (1) III, D (3)]

Annual Conference: One member of the HPC attended the annual State Historic Conference in Albert Lea, Minnesota in September of 2017. The Mayor a member of the Litchfield City Council and a member of the community, who will be on the HPC after October 1, 2017 (self-paid) were also in attendance at the conference. 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.

Local Designation: The City of Litchfield local designation process contains a public hearing for comment on proposed actions. The COA review process also contains a provision for public comment on proposed actions in a public hearing process. The HPC requested council input about locally designating Litchfield's Central Park and the holiday decorations. The council was not supportive; this will be readdressed at a later time (MN CLG Manual III, B, 4 (a)).

Section 106 Review: The HPC contacted SHPO and MN DOT CRU in the fall of 2015 requesting an interested party status for the MN Highway 12 project. A planned date for construction was set for the summer of 2019 which was later changed to the summer of 2020. Sue Grainger, Gemini Research; Chris Cooley, Bolton & Menk (contracted by MN DOT); Lowell Flatten MN DOT have worked with the HPC on the Highway 12 project. The May 22, 2017 meeting minute excerpts are as follows: Streetscapes were reviewed but much of the discussion centered around lighting. There were three options for the commission to review and all three options would meet Standards for the CHD. Option #1 is five globe lights; option #2 acorn lights; and option #3 cobra lights.

Option #1, The five globe lights are very specific lights and no longer made today and not commonly found. Based on information available these were installed about 1912 and believed to have been ordered from a company based in New York (Niland Company pole and base submitted as a possible example with LED lights and made from aluminum).

Option #2, The acorn lights, will have the same base and pole as option #1. Historic photos and the original light at the southeast corner of intersection of Sibley Avenue and 5th Street were used as a guide. The acorn lights were installed about 1930. A Visco Series light was shown as a possible example and would meet historic standards.

Option #3 This light is a MN DOT approved cobra light fixture and would meet historic standards.

DISCUSSION BY COMMISSION:

Option #1 was discussed. Two commissioners (Flaata and Koch) felt this was a second choice for them. Four commissioners (Kotelnicki, Richardson, Korman, Howanski) stated they would like this option eliminated for these reasons:
1) This would actually be a "step backward" historically since we already have cobra lighting and have pseudo-acorn lights attached (Korman).
2) There was a concern expressed that the second floor apartments could have glare due to the height of the lighting (Korman).
3) There was a concern that public opinion strongly wanted five globe lights and anything else would be perceived as not meeting the requests of the public (Richardson).
4) Due to the height of these lights, a concern was expressed that the tree issue would come up again. This was already voted down by the commission (Korman, Richardson).

Option #2 was discussed. Two commissioners (Flaata, Koch) felt this was their first choice and four commissioners felt that this was their second choice. It was felt by the four who favored this as a second choice that again, there would be significant complaints from the public with these lights (Kotelnicki, Korman, Richardson, Howanski).

Option #3 was discussed and four commissioners felt this was their number one choice (Kotelnicki, Korman, Richardson, Howanski). Discussion included that when voting, the public did not know the cost (Koch). A concern about having one shot at doing this right "in the eyes of the public" was supported by the majority of the commission.

RECOMMENDATION TO FORWARD TO THE LITCHFIELD CITY COUNCIL: The HPC agreed that all could "live with" option #1 or #2, although the majority clearly wanted the five globe lights (option #1). They felt that aesthetic monies should be put into lighting due to high visual impact to people driving through the community [MN CLG Manual III E, 2, (b)].

Possible Building Demolition: A property in the Commercial Historic District was in tax forfeiture and after being inspected by Meeker County is was closed due to a health hazard. A joint county/city committee was formed and a member of the HPC was on the committee. The city initially planned to do a CLG Grant to hire an architect but then decided to use city funds. City staff contacted staff at SHPO about an evaluation. An architect, experienced with properties on the National Register, was contracted for an evaluation. The outcome of this was that the building will be sold at public auction in the next few months. The HPC was informed at various steps during the process[MN CLG Manual III E, 2, (b)].

Meeker County Partnership Grant, Heritage Tourism: The HPC has participated in the Meeker County Partnership. The purpose of the Meeker County Heritage Tourism Assessment and Planning Grant is to form a partnership to assess heritage tourism sites, activities, and events in Meeker County and develop a strategic plan to coordinate, promote, and improve access to these sites and activities. This plan will assist communities and historic organizations to become more effective at heritage tourism individually and thereby becoming more effective heritage tourism for the county. 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 comment on their perceptions for heritage tourism [MN CLG Manual III E, 2, (b)].

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 (Attachment D, HPC Member questionnaire) in April 2017. After discussion, the HPC set three goals for the remainder of the year (Attachment E) and all were achieved. 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 was tabulated (Attachment F) [MN CLG Manual III E, 2, (b)].
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. This was very successful and well received by the community. The HPC networked with the Lake Ripley Cemetery Citizens Committee to do Litchfield's first ever cemetery tour (Attachments G and H). This was done as part of the summer celebration, Watercade, with 250 people attending. Again, the citizens of the community were very happy with the tour. 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 will again do living history characters for Harvest Madness and plans are being made to continue the cemetery tour next summer [MN CLG Manual III E, 2, (b)].

Public Recognition: The HPC moved to recognize a person, place, and event that promotes Litchfield’s History. Motions were made during our April 24, 2017 meeting to recognize the following in 2017:

Person: Bruce Cottington was nominated for his decades of promoting our downtown and community

Event: The GAR Hall Memorial Day Ice Cream Social was nominated since this has been a community event since 1885

Property: Parkview Grill was nominated for their expanded use of a building in the Commercial Historic District

Facade Grant: The HPC worked with the mayor and city staff to propose an exterior facade improvement grant (Attachment I). 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 J) [MN CLG Manual III E, 2, (b)].

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 K).

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

Facade Grant: The City of Litchfield capped the facade grant fund at $60,000. If additional funds are needed in the next year, the Council will readdress the needs of property owners.

Meeker County Partnership Grant, Heritage Tourism: The HPC will continue to work with the partners identified in the grant and review the recommendations in the strategic plan.

Section 106 Review: In the coming years, the HPC will work with the parties identified in the Highway 12 project and the Litchfield City Council.
Attachment A
Ordinance No. 735
CITY OF LITCHFIELD

ORDINANCE NO. 735 AN ORDINANCE ESTABLISHING A HERITAGE PRESERVATION COMMISSION AND GRANTING AUTHORITY TO RECOMMEND DESIGNATION OF HISTORIC PRESERVATION SITES.

THE CITY COUNCIL OF THE CITY OF LITCHFIELD, MINNESOTA DOES ORDAIN:

Section 1. The Ordinance Code of the City of Litchfield is hereby amended by the addition of the following new Section 100, as follows:

SECTION 100 – HISTORIC PRESERVATION COMMISSION

1. Declaration of Public Policy and Purpose. The Council of the City of Litchfield hereby declares as matter of public policy that the preservation, protection, perpetuation, promotion and use of areas, places, buildings, structures, lands, districts and other objects having a special historical, community or aesthetic interest or value is a public necessity and is required in the interest of health, prosperity, safety and welfare in the community. To this end, the Heritage Preservation Commission is created and charged with the stewardship of Litchfield’s heritage. The purposes of this ordinance are to:

a) Safeguard the heritage of the City of Litchfield by preserving properties which reflect elements of the City’s cultural, social, economic, political, visual, or architectural history;

b) Protect and enhance the City of Litchfield’s appeal and attraction to residents, visitors, and tourists, while enhancing its economic viability through the protection and promotion of its unique character as related to its history and heritage;

c) Enhance the visual and aesthetic character, diversity and interest of the City of Litchfield;

d) Foster civic pride in the beauty and notable accomplishments of the past;

e) Promote the preservation and continued use of historic properties for the education and general welfare of the people of the City of Litchfield; and

f) Provide educational opportunities on heritage preservation, act in an advisory capacity to its citizens, accept gifts and contributions for heritage preservation, and coordinate activities with various related groups.

2. Definitions. As used herein,

Subd.1. Heritage Preservation Site. Any area, place, building, structure, land, district, or other object, which has been duly designated as a Heritage Preservation Site pursuant to Ordinance No. 735.
Subd. 2. The City of Litchfield Historic Design Guidelines. The established criteria by which any proposed changes (within designated areas), including architectural or site modifications shall be judged.

Subd. 3. Heritage Preservation Landmark. Any individual property, parcel, place, building, structure, work of art, or other object that has been determined to be historically, culturally or architecturally significant and has been locally designated as a Heritage Preservation Landmark pursuant to Ordinance No. 735.

Subd. 4. National Register of Historic Places. The nation’s official list of properties worthy of preservation designated by the United States Department of Interior, National Park Service. Nominations of properties within Minnesota to this list are made through the auspices of the State Historic Preservation Officer, Minnesota Historical Society.


Subd. 1. Members. There is hereby created and established a City of Litchfield Heritage Preservation Commission (hereinafter, the “Commission”) which shall consist of:

   a) Seven (7) voting members to be appointed by the City Council.  1) One member of the City Council,  2) One member of the Planning Commission,  3) One member of the Meeker County Historical Society, and  4) Four citizens of the City of Litchfield

   b) Non-voting Advisory Members as needed.

   c) Any member (with the exception of the advisory members and Meeker County Historical Society member) appointed to serve on the Commission shall be a resident of the City of Litchfield and shall have a demonstrated interest, competence or knowledge in historic preservation. If available in the community and willing to serve, at least two (2) members of the Commission shall be preservation-related professionals, including the professions of history, architecture, architecture history, archaeology, planning, real estate, design, building trades, landscape architecture, or law. One member of the Commission must be a designated representative of the Meeker County Historical Society, if available, pursuant to Minnesota Statutes 471.193 Subd. 5.

Subd. 2. Term. The Mayor and City Council shall initially appoint:

   a) Two (2) members to serve a term of one (1) year initially,

   b) Two (2) members to serve a term of two (2) years initially,

   c) Three (3) members to serve a term of three (3) years.
Terms of office shall expire the first day of January in the year following their last full year of appointment. All subsequent appointments shall be for a term of three (3) years. Members may be re-appointed for consecutive terms.

In the event of a vacancy, the vacancy for the unexpired term shall be filled in the same manner as the appointment was originally made. The City Council shall appoint a person to fill the vacancy for the remainder of the term within 45 days after the day on which the vacancy occurred. If a vacancy occurs in a term with less than 45 days remaining, the City Council may allow the term to expire without appointing a person to fill the vacancy; after which they shall appoint a member for the full term.

Subd. 3. Membership Compensation. Members will receive a stipend per meeting for their services, and will be compensated for any approved expenses incurred in the performance of their duties. Members who receive a stipend from the Council or other Commissions are not to receive a second compensation.

Subd. 4. Commission Meetings. The Commission shall meet as needed to address requests or organizational issues not to exceed once in 30 days. The Commission shall hold its first meeting within 45 days after the day on which this Ordinance takes effect. At the first meeting the members of the Board shall enact rules and regulations concerning the following business:

a) The time, dates and places of future meetings.

b) Election of Commission Officers.

c) Voting and quorum requirements.

Subd. 5. Organization. The Commission when formed shall elect from its members such officers, as it may deem necessary. The Commission shall have the power to designate and appoint from its members various committees. The Commission shall make such by-laws as it may deem advisable and necessary for the conduct of its affairs and for the purpose of carrying out the intent of this Ordinance which are not inconsistent with the laws of the City of Litchfield and the State of Minnesota.


Subd. 1. Reports. The Commission shall ensure that:

Page 3

a) The annual report is prepared by October 31st of each year as required in accordance with Minnesota Statutes 471.193 Subd. 6 for submission to the
Minnesota State Historic Preservation Office and shall file a copy with the City Administrator for distribution to the City Council.  

b) An updated list of all areas, places, buildings, structures, lands, districts, or other objects which have been designated as Heritage Preservation Sites.  
c) An updated catalogue of all known publications, articles, books, pamphlets, policies, or other materials having a direct bearing on the Heritage Preservation Program for the City of Litchfield shall be kept and made reasonably available by City staff at City Hall.  
d) The Commission will work in cooperation with the Meeker County Historical Society to fulfill these requirements.

The City Council upon request of the Commission may direct the City staff to aid in the preparation of studies which catalog areas, places, buildings, structures, lands, districts, or other objects to be considered for designation as Heritage Preservation Sites.

Subd. 2. Criteria. All Heritage Preservation Sites previously designated by the City of Litchfield shall continue their designation under this ordinance unless the Commission specifically finds that any such sites do not meet the designation criteria provided in this subdivision.

a) Its character, interest, or value as part of the development, heritage, or cultural characteristics of the City of Litchfield, State of Minnesota, or the United States.

b) Its location as a site of a significant historic event.  
c) Its identification with a person or persons who significantly contributed to the culture and development of the City of Litchfield.

d) Its embodiment of distinguishing characteristics of an architectural style, period, form or treatment.  
e) Its identification as work of an architectural or master builder whose individual work has influenced the development of the City of Litchfield.

f) Its embodiment of elements of architectural design, detail, material, or craftsmanship which represent a significant architectural innovation.

Page 4

g) Its unique location, scale or other physical characteristics representing an established and familiar visual feature of a neighborhood, a district, the community, or the City of Litchfield.

Subd. 3. Proposed Program for Preservation. For each Heritage Preservation Site recommended to the City Council, a proposed program for rehabilitation and preservation shall be created. The United States Secretary of the Interior Standards for Treatment of Historic Properties shall be among the standards used to create such a program. For any site within the downtown Historic Commercial District, the City of Litchfield Downtown Guidelines will also be used as a standard of guidance.
Subd. 4. Hearings. Prior to the Commission recommending to the City Council any area, place, building, structure, land, district, or other object for designation as a Heritage Preservation Site, the Commission shall hold a public hearing and seek the recommendations of all concerned citizens. Prior to such hearing, the Commission shall cause to be published in the City’s official newspaper a notice of the hearing at least ten (10) days prior to the date of the hearing, and notice of the hearing shall be mailed at least (10) days before the day of the hearing to all owners of record of the property or properties proposed to be designated as a Heritage Preservation Site and to all owners of property situated wholly or partly within 350 feet of the Heritage Preservation Site. The Commission may make such modifications concerning the proposed designation, as it deems necessary in consideration of the comments of the citizens.

Subd. 5. Findings and Recommendations. The Commission shall determine if a proposed site is eligible for designation as a Heritage Preservation Site as determined by the criteria specified in Subd. 2 of this section. In accordance with Minnesota Statutes 471.193, the Commission shall send to the Minnesota Historical Society/State Historic Preservation Office any proposed program for the preservation of the Heritage Preservation Site. The Commission may make such modifications concerning the proposed designation as it deems necessary in consideration of the comments of the Minnesota Historical Society/State Historic Preservation Office.

Subd. 6. Planning Commission Review. If the Commission recommends that the proposed site be designated as a Heritage Preservation Site, the Commission shall transmit to the City Planning Commission its recommendation, including boundaries, and the proposed program for the preservation of the Site. The Commission shall request from the Planning Commission its comments on the proposed designation as a Heritage Preservation Site relative to the City Zoning Code and Comprehensive Plan of the City of Litchfield, and any other valid City planning considerations relevant to the proposed designation. The City Planning Commission’s comments shall become part of the official record concerning the proposed designation, as it deems necessary.

Subd. 7. Council Designation Hearings. The City Council, upon the request of the Commission, may, by ordinance, designate a Heritage Preservation Site. Such an ordinance shall require a two-thirds vote of all members of the City Council to be effective.

Subd. 8. Council Approval. The Commission shall make no application to the National Register or to the State of Minnesota for the designation of a historic property or district without the consent of the City Council.

Subd. 9. Identification Plaque. Those buildings or structures having been designated as Historic Preservation Sites by the City Council may be awarded a numbered plaque to be displayed on the exterior of the Site in full public view with the owner’s consent. The
plaque is to remain the property of the City and shall be removed by request of the Commission should the Site be altered as to destroy the historic integrity of the Site.

5. Review of Permits.

Subd. 1. Site Alteration Permit. A Site Alteration Permit shall be required for any alteration of any designated Heritage Preservation Site. The Commission shall review the City’s issuance of a Site Alteration Permit to do any of the following in a Heritage Preservation Site in the City of Litchfield. In addition to any other specifics the zoning administrator may require, the Site Alteration Permit application shall be accompanied by detailed plans including a property plan, building elevations and design details and materials as necessary to evaluate the request. Besides the Site Alteration Permit, regular City permits shall be required. Once the Commission has reviewed said permits, recommendation for approval or disapproval will be made to the City Council. Recommendation for approval or disapproval of the site alteration permit by the City Council will be accompanied with specific reasons why the alteration meet or do not meet the City’s approved design guidelines and standards for reasonable rehabilitation related to the particular building or preservation site. The following are subject to a Site Alteration Permit:

a) Painting, architectural details and other related exterior alterations.

b) Additions or deletion of awnings, shutters, canopies, and similar appurtenances.

c) Application or use of exterior materials of a different kind, type, color, or texture than those already in use which will substantially cover one or more sides of the structure. This provision applies to roofing as well as siding.

d) Signs.

e) Construction of a new building or auxiliary structure.

f) Any addition to or alteration of an existing structure which increases the square footage in the structure or otherwise alters its size, height, contour, or outline.

Page 6

g) Change or alteration of a structure’s architectural style.

h) Alteration of a roof line.

i) Demolition in whole or in part. This does not apply to structures required to be demolished in accordance with Minnesota Statutes, Chapter 463.
Subd. 2. City Actions. The Commission shall review and make recommendations to the City Council concerning City activity that could change the nature or appearance of a Heritage Preservation Site.

Subd. 3. Preservation Program. All decisions of the Commission with respect to this section shall be in accordance with the approved program for the rehabilitation of each Heritage Preservation Site. The Secretary of the Interior’s Standards for Treatment of Historic Properties shall be used to evaluate applications for Site Alteration Permits as follows:

a) A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

b) The historic character of a property will be retained and preserved. The removal of distinctive materials or alterations of features, spaces, and spatial relationships that characterize a property will be avoided.

c) Each property will be recognized as physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

d) Changes to a property that have acquired historic significance in their own right shall be retained and preserved.

e) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

f) Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of mission features will be substantiated by documentary and physical evidence.

g) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

h) Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

i) New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.
j) New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

6. Findings. Before approving any permit or application required under 9 of this ordinance, the Commission shall make findings based on the program for preservation of the Heritage Preservation Site in regard to the following:

a) In the case of a proposed alteration or addition to existing buildings, the Commission shall make written findings on how the structure may be architecturally or historically affected. To be considered are the existing exterior appearance, building height, building width, depth, or other dimensions, roof style, type of building materials, ornamentation, paving and setback.

b) In the case of the proposed demolition of a building prior to the approval of demolition, the Commission shall make written findings on the following:

1. Architectural and historic merit of the building. 2. The effect on surrounding buildings. 3. The effect on any new proposed construction on the remainder of the building (in case of partial demolition) and on surrounding buildings. 4. The economic value or usefulness of the building as it now exists, or if altered or modified, in comparison with the value or usefulness of any proposed structures designated to replace the present building or buildings.

c) In the case of a proposed new building, the Commission shall make written findings on:

1. How the building will in itself, or by reason of its location on the property, materially affect the architectural or historic value of buildings on adjacent sites or in the immediate vicinity within the Heritage Preservation Site.

7. Appeal to the City Council. The applicant for a Site Alteration Permit (or any other party) aggrieved by the decision of the Commission relative to a Site Alteration Permit, shall, have a right to appeal such order and decision to the City Council, if appealed within ten (10) working days of the date of the Commission’s order and decision.

The appeal shall be deemed perfected upon receipt by the Assistant City Administrator of a notice of appeal and statement setting the grounds for the appeal. The Assistant City Administrator shall transmit a copy of the notice of appeal and statement to the City Council and a copy to the Commission. The City Council may overturn the Commission’s order and decision by a two-thirds vote of all members of the City Council. The Commission, in any written order denying a permit application, shall advise the applicant of the applicant’s right to appeal to the City Council and shall include this section in all such orders.

8. Limitations. If within forty-five (45) days from the filing of a Site Alteration Permit application, the Commission has neither approved nor denied the Site Alteration Permit
application, the plans and permit application shall be deemed to have been approved by
the Commission. If all other requirements of the City have been met, the City shall
authorize a permit for the proposed work. No permit shall be issued no work commenced
in the event the Commission disapproves the Site Application Permit application in
accordance with this ordinance.

9. Emergency Repair. In emergency situations where immediate repair is needed to
protect the safety of a building or structure and its inhabitants, the City Administrator and
City Building Official may approve the repair without prior Commission action. In the
case of an emergency repair permit issued pursuant to this section, the City Administrator
shall immediately notify the Commission of its action and specify the facts or condition
constituting the emergency situation.

10. Enforcement. In case any building or structure subject to the regulation of this
ordinance is to be erected or constructed, reconstructed, altered, repaired, converted,
maintained, moved, or subjected to demolition in violation with this ordinance, the
zoning administrator, in addition to any other remedies, may:

a) Institute civil action for injunctive relief to stop, prevent, or abate a violation of this
ordinance.

b) Issue a stop work order to prevent a continuing violation of this ordinance.

Work which proceeds in violation of this ordinance, in contravention of a stop work order,
or in disregard of a court ordered injunction shall be a public nuisance.

11. Additional Powers and Duties of the Commission. The Commission shall have the
following powers and duties, in addition to those otherwise specified in this ordinance.

a) Maintaining informational surveys of Litchfield. The Commission shall conduct a
continuing survey of all areas, places, buildings, structures, lands, districts, or other objects
in the City of Litchfield which the Commission, on the basis of information available or
presented to it, has reason to believe are significant sites regarding their preservation,
restoration and rehabilitation.

b) Community education. The Commission shall work for the continuing education
of the citizens of the City of Litchfield focusing on civic and architectural heritage of
the City. It shall keep current a public register of designated and proposed Heritage
Preservation Sites along with the plans and programs that pertain to them.

c) Contribution of gifts. The Commission may recommend to the City the acceptance
of gifts and contributions to be made of the City and to assist the City staff in the
preparation of applications for grant funds to be made through the City for the purpose
of heritage preservation. Any contributions or gifts will be expended in the manner provided through the fiscal policy of the City of Litchfield.

d) Cooperation and coordination with the Meeker County Historical Society. The Commission will assign one member to service as a liaison to the Meeker County Historical Society. The Commission will coordinate and cooperate with the Historical Society to assure that duplication of services is avoided and that their mutual cooperation and joint ventures strengthens the preservation of the heritage and history of the City of Litchfield.

e) City planning and development records. The Commission shall select, on a continuing basis, City planning and development records, documents, studies, models, maps, plans, and drawings which represent a permanent record of the City history and development. These items shall be archived at City Hall.

12. Repository for Documents. The office of the Assistant City Administrator is designated as the repository for at least one copy of all studies, reports, recommendations and programs required under this section. It is recommended that a second copy be kept with the Meeker County Historical Society. These files will be maintained in accordance with Minnesota Statutes 138.17.

13. Recording of Heritage Preservation Sites. The office of the Assistant City Administrator shall record or file with the Meeker County recorder the legal description of all properties designated as Heritage Preservation Sites by the City of Litchfield.

Section 2. This ordinance shall be in full force and effect thirty (30) days from and after its passage and publication according to law.

Passed by the City Council of the City of Litchfield, Minnesota, this 1st day of December, 2008.

Approved:

/s/ Vern Madson MAYOR

Attest:

/s/ Joyce Spreiter ASSISTANT CITY ADMINISTRATOR
Attachement B
HPC Certificate of Appropriateness
Certificate of Appropriateness
City of Litchfield

Applicant Information
Name: _____________________________
Address: ____________________________
Phone: _____________________________

Owner Information ( __ Same)
Name: _________________________________
Address: _______________________________
Phone: _________________________________

Property
Address: _____________________________
Date Constructed: _____________________
Parcel ID Number: _______________________
Current Use: ____________________________

National Register: Property No __ Yes __ Date ________
District No __ Yes __ Date ________
Contributing __ Non-Contributing __

Local Designation: Property No __ Yes __ Date ________
District No __ Yes __ Date ________

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

_____________________________________________________________________________________
_____________________________________________________________________________________
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_____________________________________________________________________________________

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: ________________________ Parcel ID Number: _______________________ Date: ________

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

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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: ____________

For Office Use Only

Required for all projects:

__ Complete and signed application  ___________________________ Date Received: ______________
__ Photos of affected areas  ___________________________ Received by: ______________
__ Sketches and elevations  ___________________________ Date of HPC action: ______________
__ Material and design specifications  ___________________________ Date of Council action: ______________
__ Product Information
__ Other ____________________________

Revised: November 2009
Attachment C
Administratively Approved
Historic Preservation Commission
City of Litchfield

Administratively Approved
Certificate of Appropriateness

All repairs and replacements of items on the following list must be done in accordance with the Secretary of the Interior’s “Standards for Restoration and Guidelines for Rehabilitating Historic Buildings”

The following work shall only be undertaken by duplicating the original construction in type, size, materials, and patterns. The repairs and alterations identified below may be administratively approved the City of Litchfield without the need to appear before the Historic Preservation Commission. All listed projects are required to complete an application for the Certificate of Appropriateness but are not required to appear before the Commission for review. The Commission will act on all applications and administratively issued Certificates of Appropriateness. The date of issuance will be the date the HPC reviews that application. The fee structure remains the same.

1. Replacement of rubber on other composition materials for re-roofing flat roofs that do not affect the exterior appearance or structure. Asphalt or fiberglass shingles may be replaced with similar products.
2. Compatible storm doors and windows that are finished to match the structure’s trim.
3. Replacement handrails
4. Replace, repair, or install patios or decks not visible to the public.
5. Installation of mechanical units that are not visible by the public.
6. Installation of window air conditioning units.
7. Repainting structure, or parts of a structure, in colors identical to the existing structure.
8. Installation of identification signs, including address numbers, in accordance with the City’s sign ordinance.
9. Renewal of expired Certificates of Appropriateness where no change to approved plans is being proposed and where there is no change in the circumstance under which the Certificate of Appropriateness was granted.
10. Installation of satellite dishes which are not visible by the public.
11. Additions to Non Public facades that do not alter the historic structure or character defining aspects and historic integrity of the historic property.
Attachment D
HPC Member Questionaire
Check the response that best describes how well you think your commission is doing.

Litchfield HPC June 2017

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Attachment E
2017 Goals
HPC goals 2017

GOAL: By 5/1/17 the HPC will educate property owners by sending a one page letter. Darlene and Robyn will work on this.
STATUS: Completed May 2017

GOAL: By 4/24/17, the HPC will discuss an exterior and facade grant with Mayor Keith Johnson and City Administrator David Cziok. Darlene will talk to them and put this on the agenda for the April meeting.
STATUS: Discussions completed, Litchfield City Council approved a $5000 exterior facade grant in July 2017.

GOAL: By 7/1/17, the HPC will explore resources for property owners to get Federal and State Historic Tax credits. Frank Koch will explore this and report back to the HPC.
STATUS: Frank reported back and two property owners are interested.
Attachment F

Community Survey
Demographics
Age:    Under 30: 0    31 to 50: 4    51 to 65: 12    over 65: 15
Business owner, Commercial Historic District (downtown): 3
Business owner, outside CHD: 6
Community member: 23

1. What do you see as the strengths of our community? Please name two.

Community
Community feel/togetherness/pride (3 people)
Small town friendliness
We are a bedroom community
Small town (2 people)
Our community service (3 people)
No traffic hassle
People care about the community (2 people)
Lots of gathering opportunities and functions
Citizens with a good positive attitude
Nice place to raise a family
People know everyone here
Beautiful old homes
Christmas lights
Potential of a quaint, historic downtown
Family roots
County seat
Christian middle class community (2)
People that live here, love it
Potential to be much more

Protection
Safety (2 people)
Low crime rate

Education
Good/excellent education (5 people)
Schools

Health Care
A great medical facility, Ecumen
Medical services
EMS fire hospital clinics (2)

City
Excellent city services-
utilities/streets/parks
City does a lot for the people
Good city government

Business
Active Chamber of Commerce
Our industry (2)
The various industry and commercial employment
Good employment opportunities, but can always be better
Manufacturing companies supplying good jobs

Recreation
Golf course and/or size of golf course (4 people)
Care of the city and parks and sports facilities including (hockey arena) (2 people)
Our lake would be better if it was possible to swim without getting swimmer's itch
New playground by Lake Ripley
The beautiful parks
Numerous lakes in the area/Lake Ripley (2)
2. What do you see as weaknesses of our community? Please name two.

Downtown
Taking care of and investing in the downtown
Appearance of downtown-empty stores etc.
Downtown business is not in sinc with who they are or who they want to be. Nothing is wrong with your antique-style downtown but you need to be open the same days and times or people won't come.
Wish downtown was vibrant and that historical buildings were being restored
Need places to gather downtown, ie: coffee, tea places  music sidewalks downtown, lights to make downtown lively!
Downtown-why does the city allow signs to be so dilapidated and empty store fronts to look so disheveled?
Also, unfinished murals downtown and empty downtown buildings, keep current businesses accountable and building upkeep for the future
Buildings look terrible-man street has no appeal
Old rundown buildings
HPC is holding building owners back from making building repairs
Lack of businesses downtown/dead downtown (2 people)
Shoddy "Detroit like" downtown
A weak business district

Appearance
Taking care of the physical appearance of the community
Individual property maintenance
No enforcement of city ordinances

Shopping
Limited shopping
No clothing store
No shoe store
Lack of commercial venues
Lack of hardware store and retail choices

Employment
Losing businesses
Limited job opportunities (2 people) Losing business

City
People in political positions who have an agenda to push
Local government could be more supportive of downtown and small businesses
City leadership over the past 20 years
City keeps it small by not allowing new business to town
Our City Council
City leaders not aggressively pushing to make downtown a focal point of the community

Entertainment/Recreation
Lack of community center for recreation/indoor swimming (3)
Lack of vision for improvement in new recreational facilities
Need more adult recreation, more restaurants and drinking establishments
Need more social events that do not include the bars
Restaurants close too early in the evening
New water park fiasco

Traffic
Traffic on main street should be routed around town. Truckers don't stop to shop.
Need a traffic bypass
All the semis going in downtown
Traffic, need a bypass

Miscellaneous
Fewer people volunteer for our community events
Lack of quality housing for retired seniors
Lack of historic pride
Lack of historical knowledge
The Advertiser has very little info from Litchfield, mostly Hutch.
Inability to embrace change
Lack of progressive thinking
A ineffective school/business partnership to train and retrain our youth.
Social service office budget too high
Chamber of Commerce not "selling" Litchfield as The Place to live to outside markets
Our Chamber of Commerce is good
More amenities to attract young families
Maybe a little too conservative in some ways
The ability to attract young people

Please rate the following with 1 being very positive, 2 being positive, 3 being neutral, 4 being negative, and 5 being very negative. Numbers and comments in bold.

<table>
<thead>
<tr>
<th>Positive</th>
<th>Negative</th>
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<tbody>
<tr>
<td>3. I am interested in historic issues for our community.</td>
<td>1 2 3 4 5</td>
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<tr>
<td>4. How do you think historic resources impact our community?</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>5. How do you think the Heritage Preservation Commission (HPC) impacts our community?</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>6. Are you familiar with the role of the HPC?</td>
<td>Yes No</td>
</tr>
</tbody>
</table>

"I see it on the internet."

If yes, please answer the questions below.
How do you feel about the activities of the HPC? 1 2 3 4 5
"pushy"

1 8 4 7 2

How do you describe the community's regard of the HPC? 1 2 3 4 5
"some could care less"

1 6 5 8 2

How does the HPC work effectively within the political process in our
If no, please answer the questions below.

**How do you get information about city meetings?**
Litchfield Independent Review (6 people)
Facebook (3 people)
"I don't, maybe on the paper sometimes."
I was unaware there was an official organization
Council meetings on cable
Mayor

**How do you get information about events, tourism, or new businesses?**

What tourism? What new businesses?

**Media**
Newspaper (16 people)
Advertiser (2 people)
KLFD (7 people)
Like I said, the Advertiser doesn't have so much about Litchfield
Special notices with areas of affect

**Informal**
Word of mouth (4 people)
Civic clubs/social events (2 people)
Word of mouth (2 people)
Gossip (2 people)
At coffee/friends (2 people)
Robyn Richardson

**What should the HPC do to inform the public about historic issues?**

Do we really care? Start working on the future not the past- its gone!!
? "I don't know."
Newsletter- I would pay some sort of HPC membership for more info

**Media**
Front Page newspaper story (newspaper story) (3 people)
Educate the public on their role, have some common sense on the history. Have a dedicated section in the paper once a month
Articles in the newspaper, perhaps as weekly column
Radio
Do a write up in the Independent

**Internet/Social Media**
Look up on line
Facebook (3 people)
Litchfield website, not often

**Radio**
Facebook sites (2 people)
Other
Community Board
Hold events associated with holidays
Historic buildings are falling down and filled with mold
Educate why these issues matter, if they do
City bulletin board
Banners, flyers

7. The HPC is planning for the next year. What would you like to see for activities and/or education? People were not directed to check a certain number or rate their preferences.

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

"Why bother"

Other:
Recreation/pool complex,
Education on grants
You have to get money into the building owners through grants and cost share. You have to work with them and give them and not bully and butt heads.
See more positive results
Need more music events
Historic education classes/seminars for businesses and developers
Presentation at Chamber meetings on current projects, issues, governmental issues, or regulatory changes

8. Please comment on anything not covered here.

Appearance
"More just general clean-up" (2 people)
"I believe the historic value of the buildings has been used as an excuse for the shabby appearance of downtown. More residents are turned off by what the see when they drive through town."
"The City needs to enforce ordinances on clutter, building maintenance, and code issues."
Entertainment/Recreation
"The Fabulous Armadillos concert at the fairgrounds was a terrific community event. I don't know if the HPC can sponsor events like that- it was fabulous! Wish it could be an annual event."
"More info and activities, GAR and opera house"

HPC
"I feel that too much oversight by the HPC prevents property owners or prospective owners from fixing up their downtown locations. Through micro managing and the cost of refurbishing in the historical manner, it becomes too costly and sours the idea of revitalizing the downtown area. Let the property owners improve buildings as they see fit."
"Detail in the paper every month who you are helping; what you did, how you did it, what it means to the owner of the building and the community as a whole. To date, you seem more obtrusive and obstructive than helpful."
"Its a good thing but you have to sell it. Be helpful just not more obstructive like everything else."
"HPC too slow 30 or more days in summer for approval is a lifetime for property owners to complete work before snow flies"
"The community needs to be better educated about 1) why the HPC 2) what is its role & goals."
I think the HPC is too picky- some people want to improve things and they won't let them because the brick might be the wrong color or it doesn't look like it did 100 years ago! Improvement is a good thing!!"
"Place term limits on members of the HPC 2 or 4 year limit to allow for new members with fresh and new ideas."

City
"City of Litchfield is in great decline!! Litchfield spends a great amount of money to Study-Study-Study and does Northing!! Would like to see newness in town. Same OLD is just same OLD."
"Always too much interest in the past and not enough on the future and present of our community. The Litchfield Library would have been a better choice to remodel, not the old City Hall."
"A half-time employee for the city to write and research grant available for fixing up the downtown buildings and other business buildings not included in the CHD."
"A high percent of locals haven't heard of and can't find the GAR Hall and Meeker County Historical Society."

Downtown
"The Chamber of Commerce needs to be more visible and involved."
"Generally we are more interested in he relevance of community buildings and events today. Until downtown is more revitalized this seems like a more pressing concern than education about historical buildings."
"Since shopping is limited in Litchfield, we gravitate more to Willmar."
Attachment H
Cemetery Program
STOP #1  Civil War Veterans

Clark Angell, early photographer ......................... Mike Brooks
Frank Daggett, active in GAR organizations .......... Gary Smith
James Braden, Grand Mason of MN ....................... 

Peter E. Larson, early pioneer ......................... Dave Pease

STOP #2

Senator John Shields ......................... JoAnn Gabrielson
A.C. Smith, early attorney ..................... Dean Urdahl

STOP #3

Angier Family ........................................ Kevin Angier
W.B. Butterfield ........................................ Clark Gustafson

STOP #4

Mrs. N.E. Larson and daughters ...... Arlene Howanski
Bryanna St. Pierre, Tara Bragg, Cali Ficker

STOP #5

Mrs. Mary Willar, WWII nurse .......... Alison Radunz
Mable Sophia Nelson, WWI nurse .......... Ruby Radunz

STOP #6

Franz Valine, WWI aviator ................. Jim Swenson
Louie Roberg, scholarship trust ........ Keith Johnson

Thank you to:
Shane Zepplin, videotaping Gilbert Dick, tractor
Litchfield Community Theatre, costumes
Meeker County Historical Society staff, research assistance
Golden Fleece Lodge, No. 89, research and documentation
Meeker County Sheriff Reserve, parking City of Litchfield staff
Everyone who has helped make this tour a reality.
Attachment I
Façade Grant
HISTORIC DOWNTOWN EXTERIOR IMPROVEMENT GRANT APPLICATION GUIDELINES

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,
Attachment J
Certificate of Appropriateness
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<th>HPC Date</th>
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<th>General Description</th>
<th>Applicant Info</th>
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<th>Email</th>
<th>Phone Number</th>
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<tr>
<td>5/22/2017</td>
<td>6/5/2017</td>
<td>12/5/2017</td>
<td>202 N Sibley Ave</td>
<td>Remove exterior covering on west façade down to masonry</td>
<td>Blind Pig Aviation LLC</td>
<td>161 Peninsula Rd, Medicine Lake, MN 55441</td>
<td>612-701-8101</td>
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<td>6/26/2017</td>
<td>7/3/2017</td>
<td>1/3/2018</td>
<td>126 N Sibley Ave</td>
<td>Remove main floor east facing storefront and replace with facsimile of original based upon historic photos and paint to match, add signage</td>
<td>John Braun</td>
<td>126 N Sibley Ave, Litchfield, MN 55355</td>
<td>612-701-8101</td>
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<td>7/24/2017</td>
<td>8/4/2017</td>
<td>2/4/2018</td>
<td>309 N Sibley Ave</td>
<td>Replace bulkhead wood and repaint to match, approved use of Smartside due to longevity of product and minimal use in bulkhead area</td>
<td>Re/Max Today’s Properties</td>
<td>309 N Sibley Ave, Litchfield, MN 55355</td>
<td>320-593-4151</td>
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<td>7/17/2017</td>
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<td>136 N Marshall</td>
<td>Repainting</td>
<td>Greater Litchfield Opera House Association</td>
<td>PO Box 228, Litchfield, MN 55355</td>
<td>320-693-3716 or 320-693-4878</td>
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<td>8/14/2017</td>
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<td>136 N Marshall</td>
<td>Repainting</td>
<td>GLOHA Inc.</td>
<td>PO Box 228, Litchfield, MN 55355</td>
<td>320-535-0829</td>
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<td>9/25/2017</td>
<td>10/2/2017</td>
<td>4/2/2017</td>
<td>100 N Sibley Ave</td>
<td>Second story fire escape, repainting some brick on south façade, repair existing signs, windows on east and north façade</td>
<td>Michael Corcoran</td>
<td>100 N Sibley Ave, Litchfield, MN 55355</td>
<td>612-802-6512</td>
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**Administratively Approved**

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<td>207 N Sibley Ave</td>
<td>Roof replacement</td>
<td>Mindy Desens</td>
<td>66683 288th St, Litchfield, MN 55355</td>
<td>320-593-9561</td>
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<tr>
<td>7/17/2017</td>
<td>1/17/2018</td>
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<td>8/14/2017</td>
<td>2/14/2018</td>
<td>136 N Marshall</td>
<td>Repainting</td>
<td>GLOHA Inc.</td>
<td>PO Box 228, Litchfield, MN 55355</td>
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<td>8/2/2017</td>
<td>2/2/2018</td>
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<td>Roof Replacement</td>
<td>Terrance L Tancabel</td>
<td>135 N Sibley Ave, Litchfield, MN 55355</td>
<td>320-693-6379</td>
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Attachment K
2018 HPC Goals
HPC Goals for 2018

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

Protection:
By the end of the first quarter, the HPC will have resources for local CPA who wish to become familiar with historic tax credits.
By the end of the second quarter, the HPC will explore non-local grant sources.
By the end of the fourth quarter, the HPC will have twelve applications for the City's Exterior Facade Improvement Grant.

Promotion:
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.
During the 2018 year, the HPC will network with existing social media to inform and educate the community about historic resources and events.

Education:
By the end of the first quarter, the HPC will distribute children's activity books at public events.
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).
GOAL UPDATE
Goal Update

1. By the end of the first quarter, the HPC will have resources for local CPA who wish to become familiar with historic tax credits.
2. By the end of the first quarter, the HPC will distribute children's activity books at public events.
3. By the end of the second quarter, the HPC will explore non-local grant sources.
4. 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).
NEW BUSINESS
CLG GRANT FOR 2018
Informal discussion with Hoisington Preservation consultants about using CLG Funds to apply for National Landmark Status for the GAR Hall.

INFORMATION ABOUT NATIONAL LANDMARK STATUS

National Historic Landmarks (NHLs) are historic places that possess exceptional value in commemorating or illustrating the history of the United States. The National Park Service’s National Historic Landmarks Program oversees the designation of such sites. There are just over 2,500 National Historic Landmarks. All NHLs are also listed in the National Register of Historic Places.

NHLs come in many forms: buildings, sites, structures, objects, and districts. A historic site may be important enough to receive designation as an NHL if it:

- is the location with the strongest association with a turning point or significant event in American history.
- is the best location to tell the story of an individual who played a significant role in the history of the United States.
- is an exceptional representation of a particular building or engineering method, technique, or building type in the country.
- provides the potential to yield new and innovative information about the past through archaeology.

Most NHLs are owned by private individuals, universities, non-profit organizations, corporations, tribal entities, or local and state governments. The Federal government owns fewer than 400 NHLs (16%). The laws that govern property rights still apply to designated Landmarks. Designation of a property as a National Historic Landmark does not give ownership of the property to the Federal government or the National Park Service.

-Taken from the National Park Service Website