

**City of Litchfield**  
**Heritage Preservation Commission**  
**Minutes**  
**Monday, February 24, 2025**  
**126 Marshall Avenue North**

**I. CALL TO ORDER**

A regular meeting of the Heritage Preservation Commission was held on Monday, February 24, 2025, commencing at 6:30 p.m. in the City Council Chambers of City Hall. Chairperson Kotelnicki called the meeting to order. Quorum was established.

**A. Roll Call:**

Chairperson	Darlene Kotelnicki	Present
Commissioner	Connie Lies	Present
Commissioner	Rick Beecroft	Present
Commissioner	Gary Barnes (Planning Comm. Rep.)	Present
Commissioner	Ian McGuire	Absent
Commissioner	Dave Welker	Present
Commissioner	Holly Flemming	Present
Ex-officio	Bill Hicks	Present

**II. APPROVAL OF MINUTES -**

It was moved by Commissioner Connie Lies, seconded by Commissioner Rick Beecroft to approve the Minutes of January 27, 2025 meeting. Motion Carried

**III. PUBLIC HEARING(S) -**

**100 N. Sibley Avenue**

- A. Open public hearing 6:31p.m.
- B. Declaration of Conflict of Interest or ex-parte: None
- C. Review of proper notification: Per City
- D. Introduction of Completed Application by Commission: Darlene reviewed the application and drawing of the proposed staircase.
- E. Presentation of Applicant or Designee: Mike Corcoran discussed his proposal for a staircase on the east side of the building. He stated it would be treated lumber and 48” wide. Neither were on the application. He stated he already had the staircase approved. The previous COA’s have all expired plus he changed this staircase.
- F. Comments from other interested parties: None
- G. Closure of Public Hearing, with option question applicant or parties: 6:35 p.m. The commissioners expressed that the COA was clear and there were no questions.
- H. Action on due process: Due process was followed, Rick/Dave passed unanimously by a voice vote. The HPC discussed various aspects of this application which was deemed as incomplete. The applicant was offered the option to withdraw the application; table it and come back in one month; or amend it now. The applicant was not clear on his wishes after significant discussion. The applicant was informed that the HPC had acted on an exterior staircase last month that was very complete. In all fairness, we could not act on one the next month that did not provide specific details. The applicant was offered to pick up a copy of the last month’s COA plus a schedule of when the COA needs to be in.
- I. Checklist: Completed Yes 1, No 3, NA 6
- J. Findings of Fact: Completed
- K. Action on the application by the Commission: To deny as submitted. Rick/Dave Passed with Connie and Holly voting no, all others voting aye.

**207 N. Sibley Avenue**

- A. Open public hearing: 7:16 p.m.
- B. Declaration of Conflict of Interest or ex-parte: None.

- C. Review of proper notification: Per City
- D. Introduction of Completed Application by Commission: Darlene reviewed the COA for a sign on the transom.
- E. Presentation of Applicant or Designee: Presentation by the designee Leah Mahlow with the property owner giving permission and present. Leah would like an exterior sign as noted in the application.
- F. Comments from other interested parties: None
- G. Closure of Public Hearing, with option question applicant or parties: 7:19 p.m. The commissioners expressed no concerns with the application. Darlene referred the applicant to city staff for the sign ordinance and permit.
- H. Action on due process: Due process was followed. Gary/Dave passed unanimously by a voice vote.
- I. Checklist: Completed. Yes 5, No 0, NA 5
- J. Findings of Fact: Completed
- K. Action on the application by the Commission: To approve as submitted. Rick/Holly Passed unanimously by a voice vote.

**IV. OLD BUSINESS** – None.

**V. NEW BUSINESS** –

A. Administratively Approved COA

- 1. 225 N. Sibley Avenue by Charles Burdick –MOTION: To approve administratively approved COA. Connie/Holly passed unanimously by a voice vote.

B. MN Historical Society Annual Conference - September 10-12 in New Ulm. More information coming.

**VI. REPORTS** – None.

**VII. ADDITIONAL ITEMS** - None.

**VIII. NEXT MEETING:** Monday, March 24, 2025 6:30 P.M.

**IX. ADJOURNMENT** -

Meeting was adjourned at 7:35 p.m.

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Darlene Kotelnicki, Chairperson