

**CITY OF CHATFIELD  
HERITAGE PRESERVATION COMMISSION**

**REGULAR MEETING**

**Council meeting room in Thurber Community Center  
Chatfield Municipal Building, 21 Second St. SE**

**TUESDAY, OCTOBER 26, 2021  
7:00 P.M.**

**Agenda**

- I. Call to order
- II. Approve minutes of September 28, 2021 regular meeting
- III. Reports
  - 1. Certified Local Government annual report for FY 2021
- IV. Unfinished business
  - 1. Haven Wall preservation plan
  - 2. Comprehensive plan – strategic goals for heritage preservation program
- V. New business
  - 1. Certificate of Appropriateness – Chatfield Center for the Arts Phase II
- VI. Other new business
- VII. Miscellaneous
- VIII. Adjournment

**CITY OF CHATFIELD  
HERITAGE PRESERVATION COMMISSION  
MINUTES OF SEPTEMBER 28, 2021  
REGULAR MEETING**

The September 28, 2021 regular meeting of the Heritage Preservation Commission (HPC) was held in the council chambers at City Hall. The meeting was called to order by Chairperson Giesen at 7:05 P.M.

**Members present:** Chris Giesen, Ben Frederichs, Myrthis Griffith and Sara Sturgis. Michael Martin, Pam Bluhm and Ruth Ann Lund were absent.

**Others present:** Preservation Planner Robert Vogel.

**Approval of minutes:** Frederichs moved to approve the draft minutes of the August 24, 2021 regular meeting as presented; the motion was seconded by Sturgis and unanimously approved.

**Groen Park:** Mr. Kent Dudek, 21697 County 102, appeared before the commission to request a sign for Groen Park explaining the origin of the name (and its correct spelling and pronunciation). The consensus was to forward the request to the city's parks committee. Chairperson Giesen will discuss the matter with the public works superintendent and city clerk.

**Annual report:** There was discussion of the commission's annual report for the federal fiscal year ending September 30, 2021. The report is required for the city to retain its status as a Certified Local Government pursuant to the National Historic Preservation Act of 1966, as amended. Preservation Planner Vogel briefly summarized the information the city was required to provide and asked the commissioners what they believed were their most important accomplishments during the past year. These items will be listed in the "other activities" section of the FY 2021 report, which will be presented to the HPC at their October meeting.

**Chatfield Center for the Arts:** Preservation Planner Vogel provided a brief update on the progress of the arts center renovation and modernization project, which is entering the final phase of pre-construction planning. The HPC will begin work on the issuance of certificates of appropriateness next month.

**Community guide and self-guided tour:** Sturgis reported on the new visitor guide that will be published this fall by the Chatfield Alliance. She also distributed a draft version of the Alliance's self-guided tour brochure, which will focus on historic homes in the Winona Street neighborhood. There was discussion of developing self-guided tours for other neighborhoods and the desirability of the HPC partnering with the Chatfield Alliance to carry the initiative forward. Frederichs moved to seek authorization for the Heritage Preservation Commission to partner with the Chatfield Alliance in the development and publication of heritage tourism information materials; the motion was seconded by Griffith and passed 3-0 (with Sturgis abstaining). Preservation Planner Vogel opined that while such a partnership appeared to be consistent with the HPC's mission, as stated in the city's preservation ordinance, he would ask the city clerk if council authorization was required.

**Comprehensive plan:** There was discussion of updating the city's heritage preservation plan, which is part of the city's comprehensive plan, last updated in 2015. Copies of the preservation goals and priorities section of the 2015 plan were distributed. There was a consensus of opinion that revising and elaborating on the preservation program's strategic vision and goals would be a worthwhile project. No action was taken; however, it was agreed that the discussion of long-term goals should be continued at the next commission meeting.

There being no further business, the meeting was adjourned at 8:25 P.M.

Respectfully submitted,

Robert C. Vogel

Preservation Planner

**CITY OF CHATFIELD  
CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT  
FEDERAL FISCAL YEAR 2021**

This report covers historic preservation activities in the City of Chatfield during the federal fiscal year beginning October 1, 2020 and ending September 30, 2021 (FY 2021).

**Heritage Preservation Commission**

The following individuals served on the Chatfield Heritage Preservation Commission (HPC) as voting members during FY 2021: Chris Giesen (chair), Michael Martin, Ruth Ann Lund, Ben Frederichs, Myrthis Griffith, Sara Sturgis and Pam Bluhm. Ms. Sturgis is a Chatfield resident who currently serves as the director of the Fillmore County Historical Society. Ms. Bluhm is a member of the Chatfield City Council. Robert C. Vogel, the city's Preservation Planner, has served as HPC staff since 2008. He meets the Secretary of the Interior's professional standards in History and Architectural History.

**National Register of Historic Places**

The following properties are currently listed in the National Register:

- Chatfield Public Library. 304 S. Main Street
- Dickson, Samuel T., House. 225 SW Third St.
- Haven, George H., House and Annex ("The Oaks"). 130-132 Winona St.
- Lowell, Ellen M., House ("Oakenwald Terrace"). 218 Winona St.
- White, Milo, House ("Hazelwood"). 122 Burr Oak St.

No properties within the Chatfield city limits were nominated to the National Register during FY 2021.

**Local Designations**

The Chatfield Center for the Arts (Historic Chatfield High School and Auditorium-Gymnasium Addition, 405 S. Main St.) was designated a Heritage Landmark in 2012. The subject property has also been determined eligible for listing in the National Register of Historic Places. No properties were nominated for Chatfield Heritage Landmark designation during FY 2021. A total of twelve historic properties have been evaluated as eligible for local designation.

**Design Review**

By ordinance, no city building permit may be issued for a project involving a heritage landmark property without a Certificate of Appropriateness (COA) approved by the HPC. No COAs were issued during FY 2021. It is the policy of the City of Chatfield to protect all historic properties from adverse effects caused by activities permitted or funded by the city. Several projects were reviewed by HPC staff to ensure that heritage resources received consideration in project

planning. Several community development projects were reviewed administratively during FY 2021 for their effects on significant heritage preservation resources. No heritage preservation resources were destroyed, damaged or otherwise adversely impacted by development projects during FY 2021.

### **Heritage Resources Survey and Inventory**

The HPC is responsible for conducting a systematic, ongoing survey of buildings, structures, sites, objects and districts which meet established criteria for historical, architectural, archaeological, engineering and cultural significance. The city's official heritage resources inventory is part of the statewide historic properties inventory maintained by the SHPO. No previously unrecorded historic properties were identified by survey during FY 2021. Intensive survey was ongoing at several previously recorded properties.

### **Public Participation and Records Keeping**

The HPC holds regular monthly meetings, with special meetings as necessary. The commission met twelve times during FY 2021; there was also a joint meeting and workshop session held with the Chatfield City Council. All HPC meetings were conducted in accordance with city policy and complied with the Minnesota Open Meeting Law. Minutes of meetings, reports and other records of the HPC are part of the permanent record of city government operations. All HPC records are maintained in accordance with Minnesota Statutes §138.17 and are available for public inspection.

### **Other Activities**

- The HPC operated with a full complement of seven voting members during FY 2021.
- A quorum was presented for all regularly scheduled commission meetings.
- A joint HPC-City Council meeting was held on June 28, 2021 to discuss preservation program performance and goals.
- Work commenced on development of a preservation plan for the historic Haven Wall.
- Heritage preservation planning was an important part of pre-construction planning and development of plans and specifications for Phase II of the Chatfield Center for the Arts Renovation and Modernization project.
- The city successfully completed the final phase of the downtown interpretive signs project, a CLG grant funded project sponsored by the HPC.
- The HPC celebrated Preservation Month 2021 with a tour of the historic Oakenwald Terrace bed-and-breakfast, a National Register listed property, and the historic Haven Wall on Old Territorial Road, a city-owned historic site which has been determined eligible for local designation.

- The HPC and its staff worked closely with the Chatfield Alliance and the Chatfield EDA to help promote heritage tourism and publish a new visitors' guide to Chatfield.
- The 2021 Preservation Award was presented to the St. Mary's Catholic Church in recognition of their efforts to preserve and rehabilitate the historic church property.
- HPC member Sara Sturgis participated in the PreserveMN 2021 webinar sponsored by the Minnesota State Historic Preservation Office.

### **Assurances**

1. I hereby certify that the Chatfield 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 Chatfield Heritage Preservation Commission has adhered to the procedures of the State Archives Department of the Minnesota Historical Society, regarding heritage preservation commission records.

Robert C. Vogel  
Local Government Official

October 1, 2021  
Date

# Historic Preservation

## Introduction

Chatfield recognizes the importance of the past while preparing itself for the future and the city strives to provide a level of heritage preservation services that sets it apart from other communities. State law (Minnesota Statutes 471.193) provides for the creation of municipal heritage preservation programs and the establishment of heritage preservation commissions. Basic standards for local government heritage preservation programs have been developed by the U.S. Department of the Interior. As a Certified Local Government (CLG) under the National Historic Preservation Act of 1966, as amended, the City of Chatfield is able to exercise greater autonomy in implementing the National Register of Historic Places program and is eligible to receive federal grants-in-aid from the Historic Preservation Fund administered by the Department of the Interior. The city's preservation ordinance reflects the community's strong commitment to responsible heritage conservation practices and adopts the Secretary of the Interior's standards for archaeology and historic preservation as the "best management practices" to be used by city officials. The city also works closely with the State Historic

Preservation Office (SHPO) of the Minnesota Historical Society to prepare and implement its plans for heritage preservation.

The City of Chatfield has adopted a heritage preservation ordinance that provides for the establishment of a Heritage Preservation Commission (HPC) to oversee the preservation program. The HPC is specifically authorized to identify historically significant buildings, sites, structures, objects, and districts which are worthy of preservation, and to nominate properties for designation as Chatfield Heritage Landmarks (the local government equivalent of the National Register of Historic Places) by the City Council. The heritage landmark designation is a form of overlay zoning that regulates particular kinds of activities that may affect heritage resources. The preservation ordinance also sets forth the procedures used to review city permits for various types of development projects, including demolition and new construction, to evaluate their potential effects on heritage preservation resources.

**The city heritage preservation program is organized around six core program areas:**

Preservation planning. The process of establishing goals, policies and priorities for the preservation, protection and use of heritage resources; also, the development of

management plans for individual heritage preservation resources.

Identification of heritage resources (i.e., survey). The process of locating and documenting historic buildings, sites, structures, objects, and districts to produce an inventory containing information about individual heritage preservation resources.

Evaluation of heritage resources. The process of determining whether identified properties meet defined criteria of historical, architectural, archaeological or cultural significance that would make them eligible for designation as Chatfield Heritage Landmarks.

Designation of heritage landmarks. The Chatfield Heritage Landmark registry is a form of overlay zoning for properties that have been determined historically significant.

Design review. The process of certifying the appropriateness of development activities that may have an impact on significant heritage preservation resources.

Public education. Activities that interpret the city' s history, architecture, landscapes, and archaeology to residents and visitors, promote sound heritage resource management practices, and disseminate useful information about the city' s preservation program to property owners, policy makers, educators, students, and the general public.

### Purpose

The purpose of the Heritage Preservation Plan is to provide city officials, property owners, and citizens with the information needed to make wise decisions about the preservation, protection, and use of heritage resources. It is the comprehensive heritage preservation plan for the City of Chatfield. Within the framework of the comprehensive plan, the preservation plan provides the basis for merging heritage resource management with other city planning by providing basic information about the city preservation program; delineating a range of historic contexts as the organizational framework for decisions about the identification, evaluation, and treatment of heritage landmarks; establishing goals and policies for heritage preservation activities; and outlining a vision for future preservation program initiatives. This



particular version of the plan replaces the Historic Preservation element of the 2008 Comprehensive Plan.

### Conceptual Underpinnings

The primary objective of the city preservation program is to ensure that no significant heritage preservation resources are destroyed or damaged as a result of any activities funded, permitted, licensed, or supported by the City of Chatfield. The following basic concepts provide philosophical consistency for the city's preservation program:

- Historic buildings, sites, structures, objects, and districts represent scarce, non-renewable cultural resources that should be treated as critical assets for community development.
- Heritage preservation is an important public service and a legitimate responsibility of city government.
- Not everything that is old is worth preserving: protective measures should focus on significant heritage resources.

- Saving significant heritage resources for the benefit of future generations is always in the public interest; and
- Effective heritage preservation policies are those which create a partnership between the owners of heritage resources and city government.



## Preservation Goals & Priorities

### Goals

1. Identify, preserve and protect significant heritage resources within the city limits.
2. Prevent the destruction of heritage preservation resources by activities permitted, funded, licensed, or assisted by the City of Chatfield.
3. Identify and evaluate all buildings, sites, structures, objects and districts over 50 years old to determine their historical, architectural, archaeological, and cultural significance.
4. Designate significant heritage resources as Chatfield Heritage Landmarks.
5. Encourage appropriate management and treatment of heritage preservation resources.
6. Promote heritage preservation as an economic development tool and provide incentives that encourage it.
7. Create public awareness and appreciation for the value of Chatfield's heritage resources to empower a diverse and growing constituency for heritage preservation.
8. Integrate heritage preservation with other city planning for community development, housing, parks and recreation, utilities and public works.

### Policies

1. Preservation program activities will be carried out in a manner consistent with the goals and policies established by the Heritage Preservation Plan.
2. The Heritage Preservation Commission shall periodically review and update the Heritage Preservation Plan.
3. Heritage preservation will be integrated with other city planning for community development.
4. The Heritage Preservation Commission shall develop master plans for the preservation, protection and use of city-owned heritage resources.

5. The preservation planning process shall include public participation at every step, with the Heritage Preservation Commission providing a forum for open discussion of issues to ensure early and continuing citizen involvement in decision making, rather than public review of decisions already made.
6. The City of Chatfield will continue to participate in the federal-state-local government preservation partnership as a Certified Local Government pursuant to the National Historic Preservation Act of 1966, as amended.
7. The results of heritage resource surveys will be integrated into the preservation planning process to ensure that evaluation decisions are based on the best available information.
8. All heritage resources identified by survey will be evaluated against the eligibility criteria for designation as Chatfield Heritage Landmarks. The Heritage Preservation Commission may issue a finding of significance for any property which it determines eligible for designation as a heritage landmark.
9. The Heritage Preservation Commission will maintain an inventory of heritage resources worthy of preservation, including all properties designated or determined eligible for designation as Chatfield Heritage Landmarks, and will make this information available to city officials and the public.
10. In determining whether or not a heritage resource is eligible for heritage landmark designation, its age or date of construction shall not be the primary factor in evaluating its historical significance.
11. Except in extraordinary circumstances, no property will be designated a Chatfield Heritage Landmark without the consent of the owner. In the case of historic landmark districts, consent of a majority of the property owners within the district boundaries may be required.
12. The City Planner shall record the locations of all designated Chatfield Heritage Landmarks on the official zoning map.
13. Public access to information on the precise location of archaeological sites may be restricted in cases where the

city has reason to believe that the integrity of the resource may be threatened by the release of such information.\\

14. The City will demand excellence in the stewardship of publicly-owned heritage preservation resources.
15. The Heritage Preservation Commission shall be afforded a reasonable opportunity to review and comment on all plans for public works and other development projects for their potential effects on significant heritage resources.

## Implementation Benchmarks

By the year 2025, the City will have accomplished the following strategic objectives:

- Raised the visibility of the city heritage preservation program.
- Provided more technical assistance to owners of historic properties.
- Undertaken archaeological surveys to identify sites associated with the heritage of Native Americans.

- Developed voluntary, non-regulatory guidelines for the treatment of heritage resources, applicable to projects that do not require design review.
- Adopted architectural standards for new construction in historic commercial and residential neighborhoods.



- Developed a comprehensive strategy to promote heritage tourism and the development of cultural and recreational enterprises based on local heritage resources.
- Adopted innovative zoning regulations that encourage rehabilitation and adaptive reuse of older buildings by increasing land use flexibility and redevelopment options in the city's older residential and commercial districts.
- Developed user-friendly, sustainable financial assistance and economic incentive programs for the rehabilitation, maintenance, enhancement, and adaptive reuse of heritage resources.
- Improved the condition of the older buildings within the Main Street commercial historic district through building maintenance and façade improvement programs.
- Increased media coverage for heritage preservation activities.
- Updated the heritage resources inventory to meet current preservation standards and make the information more widely accessible.



