

**CITY OF CHATFIELD
HERITAGE PRESERVATION COMMISSION**

REGULAR MEETING

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

**TUESDAY, FEBRUARY 22, 2022
7:00 P.M.**

Agenda

- I. Call to order
- II. Approve minutes of November 16, 2021 and January 25, 2022 meetings
- III. Reports
 - 1. Certified Center for the Arts Phase II – progress report
- IV. Unfinished business – none
- V. New business – 2022 annual meeting
 - 1. Major HPC accomplishments in 2021
 - 2. HPC goals & objectives for 2022
 - 3. 2022 meeting dates & times
 - 4. Election of officers
- VI. Other new business
- VII. Miscellaneous
- VIII. Adjournment

**CITY OF CHATFIELD
HERITAGE PRESERVATION COMMISSION
MINUTES OF NOVEMBER 16, 2021
SPECIAL MEETING**

A special meeting of the Heritage Preservation Commission (HPC) was held in the council chambers at City Hall on November 16, 2021. This meeting was called to replace the regular meetings originally scheduled for October 26 and November 23. The meeting was called to order by Chairperson Giesen at 7:00 P.M.

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

Others present: Preservation Planner Robert Vogel.

Approval of minutes: Martin moved to approve the draft minutes of the September 28, 2021 regular meeting as presented; the motion was seconded by Frederichs and unanimously approved.

CLG annual report: Copies of the city's Certified Local Government (CLG) annual report for the federal fiscal year ending September 30, 2021 were distributed. The report is a requirement for maintaining the city's CLG status.

Haven Wall: City Planner Logan Tjossen has assigned the following street address to the historic Haven Wall: 212 Winona Street SE.

Comprehensive plan: Preservation Planner Vogel asked HPC members to carefully review the Heritage Preservation section of the 2015 comprehensive plan so that the commission can update its goals and policies. He recommended that the comprehensive plan should be a priority for the HPC's 2022 work plan. There was general agreement that the plan needed to be updated to reflect a more strategic vision of heritage preservation's role in planning for community development.

Chatfield Center for the Arts: Members reviewed the draft Certificate of Appropriateness (COA) prepared by Preservation Planner Vogel for the arts center renovation project. By ordinance, the HPC is required to issue COAs for construction work at the arts center, which is a designated Chatfield Heritage Landmark; the city code also requires the HPC to base its design review decisions on established standards and the arts center preservation plan. There was discussion of the HPC's role in the arts center project and the need to integrate heritage preservation with other project planning. Vogel advised the commission that the project would probably require additional design review by the HPC in response to changes in the project plans and specifications. Martin moved to approve COA-2021-001 subject to the conditions outlined in the certification document; the motion was seconded by Frederichs and unanimously approved.

Next meeting: Chairman Giesen recommended not having an HPC meeting in December. The consensus was to hold the next regular commission meeting on January 25, 2022.

There being no further business, the meeting was adjourned at 7:55 P.M.

Respectfully submitted,

Robert C. Vogel

Preservation Planner

**CITY OF CHATFIELD
HERITAGE PRESERVATION COMMISSION
MINUTES OF JANUARY 25, 2022
MEETING**

A meeting of the Heritage Preservation Commission (HPC) was held in the council chambers at City Hall on January 25, 2022. Due to the lack of a quorum of voting members being present, this was an informational meeting and no official action was taken. The meeting was called to order by Chairperson Giesen at 7:00 P.M.

Members present: Chris Giesen, Ben Frederichs, and Sara Sturgis.

Myrthis Griffith, Pam Bluhm, Michael Martin and Ruth Ann Lund were absent.

Others present: Preservation Planner Robert Vogel; City Clerk Joel Young.

Chatfield Center for the Arts update: Preservation Planner Vogel provided a brief summary of ongoing construction activities. New construction activity was taking place in the link between the 1916 and 1936 buildings. Interior demolition work was underway on both floors in the former school building. Several HPC members participated in the CCA steering committee's recent tour of the property. The staff anticipate providing HPC members with access to the buildings every 1-2 months during the construction phase.

Visitor guide: Sara Sturgis reported on the work of the Chatfield Alliance and shared copies of the newly printed 2022 visitor guide. 500 copies have been printed and a second print run of 1500 is planned for March. Discussion focused the need to develop marketing and educational programming that would foster public awareness of the tourism value of Chatfield's historic properties.

2023 budget: City Clerk Young asked the commission to consider submitting funding requests for special heritage preservation projects to be included in next year's general fund budget. The budget process is scheduled to begin in June. The present budget for heritage preservation consists of the preservation planning consultant's retainer fee as well as a small budget to cover incidental expenses.

Capital investment for private preservation initiatives: Chairman Giesen asked the commission to consider establishing a special fund that could be used to provide financial assistance to historic building owners interested in façade improvements and other "bricks and mortar" type projects not eligible for state and federal grant funding. The fund would probably need to start small, focusing on one or two small projects at a time, but could eventually be expanded to include both residential and commercial buildings. Various cities had created similar grassroots funding strategies for local projects as part of the economic development programs. There was discussion of how this kind of program might be implemented in Chatfield as part of a larger program to encourage private investment in heritage preservation sites and neighborhoods. The consensus of the members present was to include this initiative in the HPC's 2022 work plan that will be considered at the next meeting.

Next meeting: Chairman Giesen reminded members that the next regular meeting, scheduled for February 22, 2022, would be the commission's "annual meeting," at which time the HPC would establish its meeting schedule, adopt goals and objectives, and elect a slate of officers for 2022.

There being no further business, the meeting was adjourned at 8:30 P.M.

Respectfully submitted,

Robert C. Vogel

Preservation Planner

♦♦Chatfield Heritage Preservation Commission♦♦

Chatfield City Hall 21 Second Street SE Chatfield, Minnesota 55923

HPC GOALS & OBJECTIVES FOR 2022

1. Continue to hold monthly commission meetings.
2. Sponsor educational activities during Preservation Month (May).
3. Conduct a joint meeting with the city council.
4. Apply for Certified Local Government grant funding to update the city's comprehensive heritage preservation plan.
5. Nominate all of the National Register listed properties for designation as Chatfield Heritage Landmarks.
6. Develop and implement a master plan for conservation and public use of the Haven Wall.
7. Initiate the planning process for additional heritage site interpretive signs.
8. Establish an on-line digital library of publications relating to the preservation, protection and use of Chatfield's heritage preservation resources.

♦♦Chatfield Heritage Preservation Commission♦♦

Chatfield City Hall 21 Second Street SE Chatfield, Minnesota 55923

2022 HPC MEETING SCHEDULE

January 25, 2022 – 7:00 P.M.

February 22, 2022 – 7:00 P.M.

March 22, 2022 – 7:00 P.M.

April 26, 2022 – 7:00 P.M.

May 24, 2022 – 7:00 P.M.

June 28, 2022 – 7:00 P.M.

July 26, 2022 – 7:00 P.M.

August 23, 2022 – 7:00 P.M.

September 27, 2022 – 7:00 P.M.

October 25, 2022 – 7:00 P.M.

November 22, 2022 – 7:00 P.M.

December 27, 2022 – 7:00 P.M.