

**CITY OF CHATFIELD  
HERITAGE PRESERVATION COMMISSION**

**REGULAR MEETING**

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

**TUESDAY, JULY 26, 2022  
7:00 P.M.**

**Agenda**

- I. Call to order
- II. Approve minutes of June 28, 2022 regular meeting
- III. Reports
  - 1. Chatfield Center for the Arts Phase II progress report
  - 2. 2023 heritage preservation budget update
- IV. Unfinished business
  - 1. Haven Wall access plan & signage
  - 2. Preliminary list of Chatfield heritage tourism attractions
- V. New business
  - 1. Chatfield Center for the Arts – Certificate of Appropriateness (landscaping)
- VI. Other new business
- VII. Miscellaneous
- VIII. Adjournment

**CITY OF CHATFIELD  
HERITAGE PRESERVATION COMMISSION  
MINUTES OF JUNE 28, 2022  
REGULAR MEETING**

A meeting of the Heritage Preservation Commission (HPC) was held in the council chambers at City Hall on June 28, 2022. 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. Mike Martin, Ruth Ann Lund and Pam Bluhm were absent.

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

**Approval of minutes:** Frederichs moved to approve the draft minutes of the May 17, 2022 meeting as presented; the motion was seconded by Sturgis and unanimously approved.

**CCA progress report:** Preservation Planner Vogel provided an update on the status of the arts center renovation and modernization project. He also informed the commissioners that a second Certificate of Appropriateness (COA) would need to be approved by the HPC at their next meeting to cover the revised plans for landscaping.

**2023 budget:** The heritage preservation program budget for 2023 was discussed. The commissioners agreed to request \$25,000 for the downtown façade grants initiative and \$4700 for design services related to improving public access to the Haven Wall. There was also interest in allocating funds for printing and other education-related expenses incurred by the HPC. A more detailed description of the commission's budget request will be provided when the city clerk makes his initial budget report to the mayor and council.

**Heritage tourism:** Preservation Planner Vogel provided a brief overview of heritage tourism, which is defined as programming that encourages residents and visitors to experience a community's historic places. He referred to data which show that a high proportion of domestic and international tourists visit historic sites while traveling, and those that stay longer tend to spend more money and return more often. He advised commission members to make heritage tourism a high priority by supporting efforts to market the Chatfield Center for the Arts and other local historic properties. Members discussed how Chatfield's old buildings and other heritage preservation resources could become assets for economic development. The consensus was to pursue development of a Chatfield heritage tourism initiative as a partnership between the HPC, the EDA and other interested organizations.

**Preservation conference:** Several commission members expressed interest in attending the annual statewide preservation conference in Duluth on September 14-16, 2022. By statute, the city is required to send at least one HPC member to attend at least one day of the conference; attendance is also required to maintain the city's status as a Certified Local Government under federal law. Staff will provide commission members with information on registration, cost and the availability of financial aid as it becomes available.

There being no further business, the meeting was adjourned at 8:15 P.M.

Respectfully submitted,

Robert C. Vogel

Preservation Planner

## CERTIFICATE OF APPROPRIATENESS

This Certificate of Appropriateness (COA) is issued pursuant to the requirements of Sec. 107-6 of the City Code of the City of Chatfield.

Issuance of the COA is subject to the plans presented with the application. Approval of the COA does not relieve the applicant from obtaining any other permit required by the City of Chatfield or any applicable state or federal regulation. Any changes in the scope of work will require a new COA. This COA becomes null and void if work is not commenced within one year, or if work is suspended or abandoned for a period of one year at any time after work has commenced.

**Design review case number:** COA-2022-001.

**Name of heritage landmark:** Chatfield Center for the Arts (Historic name: Chatfield High School and Auditorium-Gymnasium Addition).

**Location:** 405 South Main Street.

**Applicant:** Chatfield Economic Development Authority (owner).

**Project name:** Chatfield Center for the Arts Phase II Renovation and Modernization.

**Description of proposed work:** This COA covers Phase II construction work related to landscaping.

**Findings of compliance with preservation standards:** Based on the plans presented, the project follows the Secretary of the Interior's Standards for the Treatment of Historic Properties, which are regulatory for Certificates of Appropriateness; the plans also reflect the best-practice guidelines and recommendations contained in the Chatfield Center for the Arts Preservation Plan approved by the city council in 2012.

**Recommendation of approval/denial:** Staff recommends approval of the Certificate of Appropriateness (COA-2022-001) by the Heritage Preservation Commission.

### Conditions of approval:

- 1) Design review for this COA was based on the plans and specifications presented with the project manual and bid permit set dated September 1, 2021, the addendum dated September 16, 2021, and the revised planting priority plan dated June 10, 2022.
- 2) The general treatment concept for this project is *rehabilitation*, defined as the process of returning a historic property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values.

- 3) The original concrete sidewalks and steps are considered distinctive historic landscape features and will be retained intact.
- 4) New plantings will be compatible with the character of the historic buildings in size, scale and color.
- 5) Excavation, grading and other earthmoving activities should be designed to minimize the disturbance of terrain around the historic buildings.
- 6) Repair and reconstruction of the stone retaining walls shall retain and reuse the original masonry; broken or deteriorated stone should be replaced with stone that matches the original as closely as possible. .
- 7) The owner shall provide the Heritage Preservation Commission and its staff with a reasonable opportunity to review and comment on all change orders and modifications made to final plans and specifications prior to the start of construction.

**Date approved by the Heritage Preservation Commission:** July 26, 2022.

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**Robert C. Vogel**  
**Preservation Planner**