

**CITY OF CHATFIELD  
HERITAGE PRESERVATION COMMISSION**

**REGULAR MEETING**

**Chatfield Center for the Arts – Board Room**

**Thursday, March 2, 2023  
5:00 P.M.**

**Agenda**

- I. Call to order
- II. Approve minutes of February 2, 2023 regular meeting
- III. Reports
  - 1. List of HPC accomplishments 2008-2022
- IV. Unfinished business
  - 1. Adopt 2023 goals & objectives
- V. New business
  - 1. Preservation Month public education activities
- VI. Other new business
- VII. Miscellaneous
- VIII. Adjournment

**CITY OF CHATFIELD  
HERITAGE PRESERVATION COMMISSION  
MINUTES OF FEBRUARY 2, 2023  
REGULAR MEETING**

A regular meeting of the Heritage Preservation Commission (HPC) was held at the Chatfield Center for the Arts on February 2, 2023. This was the HPC's "annual meeting," in accordance with the commission's by-laws. The meeting was called to order by Chairperson Giesen at 5:10 P.M.

**Roll call:** The following voting members were present: Chris Giesen (chair), Ben Frederichs, Mike Martin, Sara Sturgis, Ruth Ann Lund and Pam Bluhm.

**Also present:** Robert Vogel (Preservation Planner) and Joel Young (City Administrator).

**Approval of minutes:** Martin moved to approve the minutes of the January 24, 2023 regular meeting; the motion was seconded by Frederichs and unanimously approved.

**2023 regular meeting schedule:** Bluhm moved to change the commission's regular meeting day and time to 5:00 P.M. on the first Thursday of the month; the motion was seconded by Sturgis and unanimously approved.

**2022 accomplishments:** The commission reviewed the the HPC's work during 2022 and discussed the purpose of setting achievable goals as part of the annual work plan.

**2023 goals & objectives:** Preservation Planner Vogel distributed a list of his recommendations for 2023 goals and objectives. Final approval of the goals/objectives was deferred to the next regular meeting. Staff was also directed to reorganize the list to regroup the goals/objectives in two categories: community goals and internal (commission-focused) objectives.

**Election of officers:** Chairperson Giesen called for nominations. The following persons were nominated to serve as officers of the commission until the next annual meeting:

Chris Giesen, chairperson  
Ben Frederichs, vice chairperson  
Sara Sturgis, secretary

There being no further nominations, the Bluhm moved to close nominations and elect the nominated individuals; the motion was seconded by Lund and unanimously approved.

**Chill Fest:** The commission reviewed the handout prepared by Sturgis for the "Self-Guided Tour & History Hunt" to be held at the Chatfield Center during Chill Fest on February 4. The consensus of the group was that this kind of publicity was extremely helpful in promoting the preservation and use of historic properties. There was discussion of reusing the "history hunt" as an education and outreach tool in the future and creating a role for the HPC in other community events.

**Main Street at the Capitol:** Martin asked if the city would allow HPC members to attend the event being held in Saint Paul on February 21, sponsored by the Main Street Economic Revitalization Program. City Administrator Young stated he would forward the email invitation to the commission and asked members who wanted to attend to let him know as soon as possible so that arrangements could be made.

There being no further business, Bluhm moved to adjourn the meeting; the motion was seconded by Martin and unanimously approved at 6:10 P.M.

Respectfully submitted,

*Robert C. Vogel*  
Preservation Planner

CHATFIELD HERITAGE PRESERVATION COMMISSION  
ACCOMPLISHMENTS 2008-2022

2008

- Adopted policy statement on protection of significant heritage resources
- Amended the city preservation ordinance
- Developed comprehensive preservation plan (part of city comp plan)
- Identified downtown preservation issues and priorities

2009

- HPC involvement with Potter Auditorium steering committee
- Adopted rules and procedures for annual preservation award
- Potter Auditorium determined eligible for the National Register (SHPO finding)
- Celebrated first annual Preservation Month
- First Preservation Award given to Scott & Denise Hanson
- HPC open house at Potter Auditorium
- 2010 bonding bill request for arts center
- Assessment of Bernard Schoolhouse (at request of EDA)

2010

- Chatfield Center for the Arts \$5 million state bonding request
- Awarded a \$5000 CLG grant for a study of 300+ historic houses
- EDA applied for and received a Legacy grant to prepare as-built drawings of CCA 1916 building
- Awarded (but later declined) \$3000 Legacy grant to prepare a National Register nomination for the Chatfield Center for the Arts
- Pathfinder CRM prepared predesign plans for CCA
- First Preservation Month poster (“Old is the New Green”)
- Preservation Award given to John & Dawn Cole
- Chatfield Center for the Arts preservation plan adopted
- Public tours of the Chatfield Center for the Arts during Western Days
- HPC open house at Potter Auditorium
- HPC represented on CCA Advisory Committee

2011

- Preservation Award given to Sherry & Rick Allen
- Demolition of 1954 building at CCA (architectural recordation & monitoring)
- HPC and volunteers paint Potter Auditorium lobby, stairway, board room
- Issued findings of heritage landmark eligibility for 34 historic homes

2012

- Chatfield Center for the Arts designated a Chatfield Heritage Landmark
- Preservation Award given to Todd & Brenda Johnson

## 2013

- Preservation education/training workshops for Planning Commission and EDA
- Main Street commercial historic district inspection tour
- “Legacies of the New Deal” symposium at CCA
- HPC workshop on marketing historic buildings for redevelopment
- Interviews with property owners to determine support for creation of a Main Street commercial historic district

## 2014

- Preservation Award given to Tony & Melissa Klema
- HPC brainstorming re: revitalization of Main Street commercial area
- Initial discussions with MnDOT on rehabilitating Highway 52 monument
- Study of city park/town square historic preservation values
- Chatfield Center for the Arts Phase I renovation
- HPC walking tour of Main Street district
- Prioritization of Main Street façade improvement needs
- HPC review of CCA Phase I plans and specifications to determine compliance with preservation standards

## 2015

- Adopted updated heritage preservation plan (part of city comp plan)
- Preservation Award given to Mike Elder
- HPC review of landscaping project at Chatfield Public Library
- 14 Certificates of Appropriateness approved for CCA Phase I work
- HPC sponsored public tours of Chatfield Center for the Arts
- Revised and updated official city inventory of buildings, sites, structures and districts eligible for landmark designation
- HPC awarded \$6000 grant from the Schmidt Foundation to finance restoration of historic wooden windows in the lower level of Potter Auditorium

## 2016

- Awarded \$6000 CLG grant to complete design of 8 downtown historic interpretation signs
- Preservation Award given to Steve Harmon
- Celebrated centennial of Chatfield High School building
- Reviewed MnDOT plans for renovation of Highway 52 wayside and monument
- Study of historical and cultural values of the Haven Wall

- Provided technical assistance to owners of historic Lovell House (Oakenwald Terrace) re: restoration of stone walls

## 2017

- Developed heritage resource interpretation plan
- Preservation Award given to Angie Bicknese & Brayanna Berry
- Provided input for EDA tourism brochure
- Adopted public education goals and priorities
- Main Street façade improvement grant project completed (\$28,000 in EDA funds leveraged to finance 7 façade renovation projects worth \$40,000+)

## 2018

- Preservation Award given to Marion Lund
- Met with township officials to discuss preservation of the historic Elmira Town Hall
- Worked with State Historic Preservation Office staff to review documentation on 5 Chatfield properties currently listed in the National Register of Historic Places
- \$11,000 CLG grant received to design 8 outdoor interpretive signs to be installed in the downtown area
- HPC by-laws revised
- Revised and updated the heritage resource inventory
- Haven Wall reports

## 2019

- Preservation Award given to Rocky & Melissa Burnett
- Worked with library board and staff to design entrance renovations
- Met with MnDOT staff to discuss plans for replacement of Highway 30 bridge
- Contributed to state historic preservation 2020-2030 plan

## 2020

- Held a joint meeting with the City Council and staff to discuss the mission and long-range goals of the city's preservation program
- Preservation Award given to Fred and Deborah Gerlach in recognition of their donation of the Haven Wall to the city for public use
- Certified Local Government grant awarded to the city to complete the downtown interpretive sign project
- Completed work on restoration of the basement windows in Potter Auditorium (project funded by a grant from the Schmidt Foundation)
- Renovation of the Chatfield Public Library entrance
- Phase II of the Chatfield Center for the Arts renovation and modernization project begins (financed with \$8.3 million in state bonding)

## 2021

- Downtown interpretive signs project completed
- Preservation Award given to St. Mary's Catholic Church
- HPC field trip to the historic Lovell House (Oakwnwald Terrace), including inspection of the Haven Wall site
- Held a joint meeting with the Mayor and City Council to discuss commission goals and objectives
- Participated in a strategic planning workshop for city officials
- Worked with Chatfield Alliance to produce a new community guide and self-guided tour

## 2022

- Held a joint meeting with the Mayor and City Council to the discuss feasibility of creating a doowntown façade renovation grants program
- Initial planning phase of heritage tourism initiative
- Completed design review phase of Chatfield Center for the Arts renovation

# ♦♦Chatfield Heritage Preservation Commission♦♦

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## **HPC GOALS & OBJECTIVES FOR 2023 REVISED (FOR DISCUSSION/ADOPTION AT MARCH 2, 2023 MEETING)**

### **Community Goals –**

- Sponsor public education activities during Preservation Month (May).
- Develop a comprehensive plan for promoting heritage tourism.
- Designate the five National Register listed properties as Chatfield Heritage Landmarks.
- Complete the master planning process for the Haven Wall.
- Establish an on-line digital library of publications relating to the preservation, protection and use of Chatfield's heritage preservation resources.

### **Commission Objectives –**

- Have monthly regular meetings of the HPC with special meetings as needed.
- Fill HPC vacancies.
- Provide HPC members with training in heritage preservation,
- Hold a joint meeting with the Chatfield Center for the Arts nonprofit corporation board of directors.
- Prepare an annual report for the mayor and council documenting the activities of the city's heritage preservation program during 2022.