

**CITY OF CHATFIELD  
HERITAGE PRESERVATION COMMISSION**

**REGULAR MEETING**

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

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

**Agenda**

- I. Call to order
- II. Approve minutes of January 24, 2023 regular meeting
- III. Reports – none
- IV. Unfinished business – none
- V. New business – annual meeting
  1. Set dates/times for regular meetings
  2. Review 2022 accomplishments
  3. 2023 goals & objectives
  4. Election of officers
- VI. Other new business
- VII. Miscellaneous
- VIII. Adjournment

**CITY OF CHATFIELD  
HERITAGE PRESERVATION COMMISSION  
MINUTES OF JANUARY 24, 2023  
REGULAR MEETING**

A regular meeting of the Heritage Preservation Commission (HPC) was held at the Chatfield Center for the Arts on January 24, 2023. The meeting was called to order by Chairperson Giesen at 7:00 P.M.

**Roll call:** The following voting members were present: Chris Giesen (chair), Ben Frederichs, Mike Martin, Sara Sturgis, and Pam Bluhm. Ruth Ann Lund was absent. Myrthys Griffith's term has expired and she has declined reappointment.

**Also present:** Robert Vogel (staff).

**Approval of minutes:** Martin moved to approve the minutes of the November 28, 2022 regular meeting; the motion was seconded by Frederichs and unanimously approved.

**Chatfield Center for the Arts:** Preservation Planner Vogel reported that phase two of the arts center renovation and modernization project had been substantially completed and complied with the standards for rehabilitation, as required by Section 107-6 of the city's preservation ordinance. He recommended final certification of the work by the HPC. Martin moved final approval of the two Certificates of Appropriateness (case files COA-2021-001 and -2022-001) previously issued by the HPC; the motion was seconded by Frederichs and unanimously approved.

**Chatfield Alliance update:** Sturgis provided a brief report on the Alliance's plans for sponsoring a "history hunt" at the arts center during Chill Fest. The Alliance is also working with members of the Chatfield Historical Society to energize the organization and make the museums more accessible to the public.

**Student members:** City staff continue to work with the Chatfield High School principal to recruit students to serve on city boards and commissions. The HPC has asked for two student members to serve in an ex-officio, non-voting capacity.

**Local landmark designation of National Register properties:** Preservation Planner Vogel advised the commission that he was recommending an amendment to the city's preservation ordinance that would designate the following National Register-listed properties as Chatfield Heritage Landmarks: Chatfield Public Library, 314 Main St.; Samuel H. Dickson House, 225 3<sup>rd</sup> St.; George H. Haven House, 132 Winona St.; Ellen M. Lowell House (Oakenwald Terrace), 218 Winona St.; and Milo White House, 133 Burr Oak St. These buildings were placed on the National Register of Historic Places during the 1980s, before the city landmarks registry was created. Vogel distributed a preliminary draft of the ordinance amendment and asked if the HPC would support the proposition. Martin moved to send the draft amendment to the city administrator and city council for their consideration; the motion was seconded by Frederichs and unanimously approved.

**HPC meeting day/time change:** Commissioners discussed changing the HPC's regular monthly meeting schedule from the fourth Tuesday; there was also discussion of changing the time from 7:00 to 5:00 P.M. Vogel advised the commission that the HPC's by-laws require the commission to set the regular meeting days and times at the annual meeting. Frederichs moved to hold the 2023 annual meeting on Thursday, February 2 at 5:00 P.M., at which time the commission can adopt the new regular meeting schedule; the motion was seconded by Sturgis and unanimously approved.

**Joint meeting with CCA board and others:** Martin suggested that the HPC hold a joint meeting with the Chatfield Center for the Arts board of directors, the Chatfield EDA, and other interested parties to discuss matters of mutual interest. The consensus of the members present was that this should be a 2023 work plan priority. Vogel suggested holding the joint meeting during Preservation Month (May).

There being no further business, Martin moved to adjourn the meeting; the motion was seconded by Frederichs and unanimously approved at 7:47 P.M.

Respectfully submitted,

*Robert C. Vogel*  
Preservation Planner

# ◆◆Chatfield Heritage Preservation Commission◆◆

Chatfield City Hall 21 Second Street SE Chatfield, Minnesota 55923

## 2023 REGULAR HPC MEETING SCHEDULE

Thursday, February 2, 2023	5:00 P.M.	Annual Meeting
Thursday, March 2, 2023	5:00 P.M.	
Thursday, April 6, 2023	5:00 P.M.	
Thursday, May 4, 2023	5:00 P.M.	Preservation Month
Thursday, June 1, 2023	5:00 P.M.	
Thursday, July 6, 2023	5:00 P.M.	
Thursday, August 3, 2023	5:00 P.M.	
Thursday, September 7, 2023	5:00 P.M.	
Thursday, October 5, 2023	5:00 P.M.	
Thursday, November 2, 2023	5:00 P.M.	
Thursday, December 7, 2023	5:00 P.M.	

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## HPC GOALS & OBJECTIVES FOR 2023 -- CONSULTANT RECOMMENDATIONS FOR DISCUSSION AT THE FEBRUARY 2, 2023 ANNUAL MEETING

1. Have monthly regular meetings of the HPC with special meetings as needed.
2. Fill HPC vacancies.
3. Provide HPC members with training in heritage preservation,
4. Sponsor public education activities during Preservation Month (May).
5. Develop a comprehensive plan for promoting heritage tourism.
6. Hold a joint meeting with the Chatfield Center for the Arts nonprofit corporation board of directors.
7. Designate the five National Register listed properties as Chatfield Heritage Landmarks.
8. Complete the master planning process for the Haven Wall.
9. Establish an on-line digital library of publications relating to the preservation, protection and use of Chatfield's heritage preservation resources.
10. Prepare an annual report for the mayor and council documenting the activities of the city's heritage preservation program during 2022.