

**CITY OF CHATFIELD
HERITAGE PRESERVATION COMMISSION**

REGULAR MEETING

Chatfield Center for the Arts – Board Room

**Thursday, June 1, 2023
5:00 P.M.**

Agenda

- I. Call to order
- II. Approve minutes of May 4, 2023 regular meeting
- III. Reports
 1. Installation of interpretive signs
 2. Haven Wall accessibility plan
- IV. Unfinished business – none
- V. New business
 1. Chatfield Center for the Arts – Strategies for Heritage Tourism
- VI. Other new business
- VII. Miscellaneous
- VIII. Adjournment

**CITY OF CHATFIELD
HERITAGE PRESERVATION COMMISSION
MINUTES OF MAY 4, 2023
REGULAR MEETING**

A regular meeting of the Chatfield Heritage Preservation Commission (HPC) was held at the Chatfield Center for the Arts on May 4, 2023. 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, Ruth Ann Lund, Mike Martin and Sara Sturgis. Pam Bluhm was absent.

Also present: Preservation Planner Robert Vogel.

Approval of minutes: Martin moved to approve the minutes of the April 6, 2023 regular meeting; the motion was seconded by Frederichs and unanimously approved.

Training session: As part of the 2023 Preservation Month program, Preservation Planner Vogel presented an overview of the city's heritage preservation program, enumerating the duties and responsibilities of the HPC and summarizing the relevant sections of Chapter 107 of the city code. He also provided a brief history of local government interest in historic preservation and described the city's role in the federal-state-local government preservation partnership pursuant to Minnesota Statutes 471.193 (Municipal Heritage Preservation Act of 1971) and Title 36 Part 61.6 of the Code of Federal Regulations (Certified Local Government program). After his presentation, Vogel facilitated a roundtable discussion which focused on the Chatfield Heritage Landmarks program, its relationship to the National Register of Historic Preservation, and the process for identifying, evaluating, registering and protecting historically significant buildings, sites and districts. Individual commissioners contributed their perspectives and ideas.

Preservation Month: Commission members expressed their satisfaction with this year's Preservation Month poster and complimented Finance Director Kay Wangen's artistic skills.

City administrator search: There was discussion of the HPC's participation in the search for a new city administrator. Preservation Planner Vogel was directed to seek input from City Administrator Young and report back at the next regular commission meeting.

Haven Wall accessibility: Chairperson Giesen informed the commission that they were invited to participate in a meeting with Widseth Engineering scheduled for 11:30 A.M. on May 12. The purpose of the meeting is to discuss the scope of work for development of a site accessibility plan. The meeting will take place at the historic site. Because a quorum of voting HPC members may be in attendance, Preservation Planner Vogel was directed to post a public notice for a special HPC meeting on the city website.

There being no further business before the commission, Lund moved to adjourn the meeting; the motion was seconded by Sturgis and unanimously approved at 6:30 P.M.

Respectfully submitted,

Robert C. Vogel
Preservation Planner

**CITY OF CHATFIELD
HERITAGE PRESERVATION COMMISSION
MINUTES OF APRIL 6, 2023
REGULAR MEETING**

A regular meeting of the Chatfield Heritage Preservation Commission (HPC) was held at the Chatfield Center for the Arts on April 6, 2023. The meeting was called to order by Chairperson Giesen at 5:00 P.M.

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

Also present: Preservation planner Robert Vogel and City Administrator Joel Young.

Approval of minutes: Frederichs moved to approve the minutes of the March 2, 2023 regular meeting; the motion was seconded by Lund and unanimously approved.

Chatfield Alliance: Sturgis reported on planning for an informal meeting to discuss the potential for heritage tourism program development. She shared the draft text of an invitation she had prepared for an informational meeting hosted by the HPC and the Chatfield Alliance. After discussion, the consensus of the commission was that the brainstorming session should be held as part of the regularly scheduled HPC meeting at 5:00 P.M. on June 1, 2023. The invitation will be distributed by email to the CCA board of directors and other interested parties.

Preservation Award: The commission discussed the merits of several nominations for this year's Preservation Award. Frederichs moved to give the 2023 Preservation Award to Mike and Julie Sogla in recognition of their efforts to remodel the storefront at 209 Main Street for use as a bakery; the motion was seconded by Lund and unanimously approved.

HPC training: Preservation Planner Vogel advised the commission that as part of its Preservation Month observance, the HPC will hold a training session during the May 4 regular meeting. In addition to a general overview of the city's heritage preservation program the training session will focus on the process for identifying, evaluating and registering historic properties as Chatfield Heritage Landmarks.

There being no further business before the commission, Lund moved to adjourn the meeting; the motion was seconded by Sturgis and unanimously approved at 5:50 P.M.

Respectfully submitted,

Robert C. Vogel
Preservation Planner