

CITY OF CHATFIELD HERITAGE PRESERVATION COMMISSION
AGENDA

City Council Chambers - 21 SE Second Street, Chatfield, MN 55923
January 23, 2025, 6:00 P.M.

A. Minutes

1. [Meeting Minutes 9/5/24](#)
Motion to Approve

B. Continued Business

1. [Commission Discussion](#)
Provide a recommendation to the City Council



HERITAGE PRESERVATION COMMISSION MEETING STAFF REPORT

Meeting Date: January 23, 2025

Agenda Item: Meeting Minutes 9/5/24

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Motion to Approve

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2024.09.05 HPC Minutes.pdf](#)

Heritage Preservation Commission
Minutes
Council Chambers, Thurber Building, 21 Second Street SE
August 1, 2024, at 5:00 P.M

Call to Order: Chris Giesen called the regular meeting to order at 5:09 p.m.

Members Present: Councilor Pam Bluhm, Ruth Ann Lund, Chris Giesen, and Ben Frederichs

Member Absent: None

- I. **Approve the Agenda:** The agenda was approved by consent.
- II. **Approve minutes of August 1, 2024, Regular Meeting:** Member Lund motioned to approve the minutes as presented. Member Bluhm seconded the motion. Motion carried with all in favor.
- III. **Unfinished Business:**
 - a. **2024 Preservation Month Poster:** Members reviewed the poster design and noted agreement that the word "May" should remain on the poster.
 - b. **2024 Preservation Award:** An email was sent to Robert Vogel's daughter, however at this time no response has been received. Discussion to be continued.
 - c. **Coordinator Description:** Members reviewed the RFP and supported the content. Currently the Council is considering hiring a team member to fulfill the day-to-day responsibilities for Zoning. Should this opportunity move forward, there is the possibility of including HPC staff duties as well. Members noted a desire to utilize the team member, if possible, if not, they would like to have the RFP submitted.
 - d. **Ordinance:** Members will review the ordinance; however, they would also like to have the new coordinator review the ordinance to ensure that requirements are being met. One thought was to consider lowering the total commission number to 5 members in place of the current 7 required.
 - e. **Goals and Objectives 2024:** The goal for 2024 will be to reorganize, keep the commission going, and hire a new staff member for HPC.
 - f. **Meeting Schedule:** Meeting schedule will remain the same for the time being.
- IV. **Miscellaneous:**
 - a. **Budget:** Members noted a desire to have an allocation included in the annual budget for project for HPC.
 - b. The 2024 Preserve Minnesota conference is coming up at the end of the month, if any members would like to attend they should reach out to Administrator Peterson for assistance in completing the necessary paperwork.
- V. **Adjournment:** Member Frederich motioned to adjourn at 5:38 p.m. Member Lund seconded the motion. Motion carried with all in favor.



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Recommended Motion: Provide a recommendation to the City Council

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[Memorandum - HPC 2025.pdf](#)

Memorandum

To: Heritage Preservation, Public Services, Planning & Zoning, City Council

From: Michele Peterson

Date: December 30, 2024

Heritage Preservation Commission

The Heritage Preservation Commission governing ordinance notes that there should be seven members appointed. There are currently only four members appointed to the commission, with one of those resigning as of January 31, 2025. The last time there were seven members appointed was 2022.

Membership. The commission shall have seven members, all of whom shall be residents of the city. A member of the commission serving as of the effective date of this section who was appointed to a specific term by virtue of the provisions of Ordinance No. 333 shall continue to serve the remainder of that term. Thereafter, a new or re-appointed member of the commission shall be appointed by the mayor, subject to the approval of the council, to serve a term of three years commencing on February 1. The membership of the commission shall be drawn from persons having a demonstrated interest or expertise in the subject of historic preservation. One member of the commission shall be a member of the council. At least one member of the commission shall, as required by the provisions of Minn. Stats. § 471.193, subd. 5, also be a member of either the Fillmore or Olmsted County Historical Society.

The full ordinance can be found here: [Chapter 107 - Historical Preservation](#)

Minnesota [Statute 471.193](#) notes that commission members must reside within city limits and must demonstrate interest and expertise in historic preservation.

Since the resignation of our previous Heritage Preservation Planner, I have spoken with other planners, which noted a change in the industry as far as services that are generally available. They suggested that we have a staff member lead the commission, however contract with professional planners for special projects.

Potential Options:

1. Appoint three new commission members, and work with current staff for projects and meeting management moving forward.
2. Consider amending the ordinance, the goal would be to encompass requirements from state statute yet bring our commission into compliance. As a suggestion, reducing committee members to a total of three members. Update the language within the ordinance to align with the current [Sample Ordinance](#) from the State Historic Preservation Office (SHPO).
3. Consider amending the ordinance to allow the Planning & Zoning Commission to act as the Heritage Preservation Commission. Which would also require amendment of additional language and would therefore most likely not allow Chatfield to be considered a “Certified Local Government”, although the State would need to weigh in on that to be certain. There are other cities within the state that have a Historic Preservation Commission, that are not “Certified Local Governments”.
4. The final option would be to repeal the ordinance creating the commission. With this I would recommend that additional language be added to the Zoning ordinance to ensure the preservation of historic buildings.

It appears that any building that was previously noted as a Historic Landmark would retain that designation regardless of which option above is considered.

Action Requested: Consider the best option for moving forward, and therefore provide a recommendation to the City Council.