



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
northfieldmn.gov

Meeting Minutes - Draft Heritage Preservation Commission

Wednesday, August 7, 2024

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA CALL TO ORDER AND ROLL CALL

Acting Chair Evans called the meeting to order at 6:18 p.m.

Present: 4 - Commissioner Clifford Clark, Commissioner Robert Stangler, Commissioner Barbara Evans and Commissioner Michael Meehan

Absent: 2 - Baird Jarman and Commissioner Jesse Steed

Also present: Jake Reilly, Community Development Director; Mikayla Schmidt, City Planner; Mathias Hughey, Associate Planner; Matt Bailey, Meeting Associate; Cameron McMillan, Youth Representative (non-voting); Anna Forbord, Youth Representative (non-voting)

APPROVAL OF AGENDA

A motion was made by Commissioner Clark, seconded by Commissioner Stangler, to approve the agenda as amended to add election of new Vice Chair to replace Vice Chair Allen, who has resigned from the Commission. The motion carried by the following vote:

Yes: 4 - Commissioner Clark, Commissioner Stangler, Commissioner Evans and Commissioner Meehan

A motion was made by Commissioner Meehan, seconded by Commissioner Stangler, to approve the election of Commissioner Evans as Vice Chair to replace Vice Chair Allen, who has resigned from the Commission. The motion carried by the following vote:

Yes: 4 - Commissioner Clark, Commissioner Stangler, Commissioner Evans and Commissioner Meehan

APPROVAL OF MINUTES

1. [24-495](#) July 3, 2024 HPC Meeting Minutes

Attachments: [07-03-2024 HPC Meeting Minutes](#)

A motion was made by Commissioner Clark, seconded by Commissioner Stangler, to approve the July 3, 2024 HPC Meeting Minutes. The motion carried by the following vote:

Yes: 4 - Commissioner Clark, Commissioner Stangler, Commissioner Evans and Commissioner Meehan

OPEN PUBLIC COMMENT

No public comment was received.

REGULAR AGENDA

2. [HPC Res. 2024-009](#) HPC Resolution 2024-009 Recommending Changes to the Sign Regulations of the Historic-Overlay District.

Attachments: [1 - Text Amendment Request Resolution](#)

[2 - Exhibit A ORDINANCE xxxx](#)

[3 - PowerPoint Sign Changes August](#)

Associate Planner Mathias Hughey presented recommended changes to the sign regulations in the Historic-Overlay District. Hughey, City Planner Mikayla Schmidt, and Community Development Director Jake Reilly responded to questions and suggested revisions from the Commission concerning the allowable physical relief measurements of letters, borders, and sculptural elements on signs, the allowable range of colors, illumination of window signs, and QR codes on signs.

A motion was made by Commissioner Meehan, seconded by Commissioner Clark, to approve as amended to incorporate the HPC's suggested revisions the HPC Resolution 2024-009 Recommending Changes to the Sign Regulations of the Historic-Overlay District. The motion carried by the following vote:

Yes: 4 - Commissioner Clark, Commissioner Stangler, Commissioner Evans and Commissioner Meehan

A motion was made by Commissioner Meehan, seconded by Commissioner Clark, to extend the meeting until the end of business. The motion carried by the following vote:

Yes: 4 - Commissioner Clark, Commissioner Stangler, Commissioner Evans and Commissioner Meehan

3. [24-496](#) Update and Discussion of Downtown Redevelopment Projects.

Attachments: [1 - CC Resolution 2024-044](#)

[Hyperlink](#)

Community Development Director Jake Reilly presented an update on Downtown Development Projects including the Fifth Street and Washington Street redevelopment and the Fifth Street and Water Street redevelopment. Reilly responded to questions and comments from the Commission.

4. [24-497](#) Status update on Comprehensive Plan and relationship to 5-year Capital Improvement Plan.

Attachments: [Link to video of July 18 2024 Planning Commission meeting](#)
[0724 Monthly comprehensive plan Update](#)
[072424 SC Meeting #4 Packet](#)

Community Development Director Jake Reilly responded to questions and comments from the Commission regarding the Comprehensive Plan and its relationship to the 5-year Capital Improvement Plan.

STAFF UPDATES

5. [24-498](#) 44th Annual PreserveMN Conference

Attachments: [1 - Scholarship Notice PreserveMN 2024 Red Wing](#)

Associate Planner Mathias Hughey provided an update on the upcoming 44th Annual PreserveMN Conference in Red Wing. Scholarships will be provided for interested attendees.

6. [24-499](#) Staff Updates.

Attachments: [2 - First Reading City Council Staff Report on Outdoor Lighting Standards](#)
[3 - Draft Ordinance on Outdoor Lighting Standards](#)
[4 - Hyperlink to June 20, 2024 Planning Commission Meeting on Outdoor Lighting Standards](#)
[5 - 6.15 Repair or Removal by City Planner](#)

City Planner Mikayla Schmidt presented updates from City staff, including amendments to outdoor lighting standards. Schmidt responded to questions and comments from the Commission.

BOARD MEMBER AND COMMISSIONER REPORTS

Vice Chair Evans will look at the Central Park designation request. Evans also requests more specific wording about balconies on buildings in the Land Development Code.

ADJOURNMENT

Vice Chair Evans adjourned the meeting at 8:40 p.m.