



# City of Northfield

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

## Meeting Minutes - Draft Heritage Preservation Commission

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Wednesday, November 6, 2024

6:00 PM

Council Chambers

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

Chair Jarman called the meeting to order at 6:03 p.m.

**Present:** 6 - Baird Jarman, Commissioner Clifford Clark, Commissioner Jesse Steed, Commissioner Robert Stangler, Commissioner Barbara Evans and Commissioner Michael Meehan

*Also present: Mathias Hughey, Associate Planner; Matt Bailey, Meeting Associate; Anna Forbord, Youth Representative; Cameron McMillan, Youth Representative*

### APPROVAL OF AGENDA

**A motion was made by Commissioner Meehan, seconded by Commissioner Steed, to approve the agenda. The motion carried by the following vote:**

**Yes:** 6 - Chair Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Commissioner Evans and Commissioner Meehan

### APPROVAL OF MINUTES

1. [24-647](#) September 30, 2024 HPC Meeting Minutes

**Attachments:** [1 - September 30, 2024 HPC Meeting Minutes](#)

**A motion was made by Commissioner Evans, seconded by Commissioner Clark, to approve the September 30, 2024 HPC Meeting Minutes. The motion carried by the following vote:**

**Yes:** 6 - Chair Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Commissioner Evans and Commissioner Meehan

### OPEN PUBLIC COMMENT

*Alice Thomas of 418 College Street thanked the Commission for considering the Review of Central Park for Local Heritage Preservation Site Designation.*

### REGULAR AGENDA

2. [24-648](#) Review of the Heritage Preservation Site Designation Process.

- Attachments:** [1 - Code Excerpt: Powers and Duties HPC](#)  
[2 - Code Excerpt Sec 8.5 Heritage Preservation Site Designation](#)  
[3 - Code Excerpt Sec 8.4 Type 4 Procedure](#)

*Associate Planner Mathias Hughey reviewed the Heritage Preservation Site designation process.*

3. [BC 24-016](#) Review of Central Park (421 4th St. E.) for Local Heritage Preservation Site Designation.

- Attachments:** [1 - Central Park Designation Form and Appendices](#)  
[2 - Preservation Brief 36 Cultural Landscapes](#)

*Associate Planner Mathias Hughey asked the HPC to review the application of Central Park for Local Heritage Preservation Site Designation and make a motion for the HPC to begin the designation application process. Hughey responded to questions and comments from the HPC.*

**A motion was made by Commissioner Stangler, seconded by Commissioner Steed, to amend the local Heritage Preservation Site designation application for Central Park (421 4th St. E.) to include specific historical aspects regarding John W. North's original site plan. The motion carried by the following vote:**

**Yes:** 6 - Chair Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Commissioner Evans and Commissioner Meehan

**A motion was made by Commissioner Evans, seconded by Commissioner Clark, to approve the local Heritage Preservation Site designation application for Central Park (421 4th St. E.) as amended to include specific historical aspects of the park as John W. North first laid out. The motion carried by the following vote:**

**Yes:** 6 - Chair Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Commissioner Evans and Commissioner Meehan

4. [24-649](#) Review of the Annual Certified Local Government Report to the State Historic Preservation Office.

- Attachments:** [1 - 2024 HPC Annual Report DRAFT](#)

*Associate Planner Mathias Hughey informed that he has submitted the Review of the Annual Certified Local Government Report to the State Historic Preservation Office (SHPO).*

## STAFF UPDATES

5. [24-650](#) Staff Updates

- Attachments:** [1 - SHPO Approval Letter Re: 90% Plans](#)  
[2 - CAMP Agenda](#)

*Associate Planner Mathias Hughey presented updates from City Staff. Hughey responded to questions and comments from the HPC regarding public art proposed in the Bridge*

*Square Redevelopment Project.*

## **BOARD MEMBER AND COMMISSIONER REPORTS**

*Commissioner Evans expressed concerns regarding the City's Comprehensive Plan; requested updates from City Staff regarding Certificate of Appropriateness for the Downtown Historic District; and paid tribute to Jeanne Narum, a pioneer in historical preservation in Northfield, who passed away on October 23, 2024.*

## **ADJOURNMENT**

**Chair Jarman adjourned the meeting at 7:31 p.m.**