



City of Northfield

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

Meeting Minutes - Draft Heritage Preservation Commission

Thursday, October 12, 2023

6:00 PM

Council Chambers

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

Chair Evans called the meeting to order at 6:01 p.m.

Present: 6 - Commissioner Clifford Clark, Commissioner Jesse Steed, Commissioner Robert Stangler, Barbara Evans, Commissioner Sean Allen and Vice Chair Michael Meehan

Absent: 1 - Commissioner Baird Jarman

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

APPROVAL OF AGENDA

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

Yes: 6 - Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans, Commissioner Allen and Vice Chair Meehan

APPROVAL OF MINUTES

1. [23-1509](#) September 6, 2023 HPC Meeting Minutes

Attachments: [1 - September 6, 2023 HPC Meeting Minutes](#)

A motion was made by Commissioner Stangler, seconded by Vice Chair Meehan, to approve the September 6, 2023 HPC meeting minutes as amended to confirm Commissioner Steed's absence for the final two votes of the meeting. The motion carried by the following vote:

Yes: 6 - Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans, Commissioner Allen and Vice Chair Meehan

CONSENT AGENDA

OPEN PUBLIC COMMENT

No public comment was received.

REGULAR AGENDA

2. [HPC Res. 2023-017](#) Certificate of Appropriateness for Signage at 420 Division St S - Morris Building.

Attachments: [1 - HPC Resolution](#)
[2 - Exhibit A \(Sign Plan\)](#)
[3 - Inventory Form](#)

City Planner Mikayla Schmidt presented the request for Certificate of Appropriateness for Signage at 420 Division Street South - Morris Building. The Commission discussed the request.

A motion was made by Commissioner Steed, seconded by Commissioner Stangler, to approve the Certificate of Appropriateness for Signage at 420 Division Street South - Morris Building. The motion carried by the following vote:

Yes: 6 - Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans, Commissioner Allen and Vice Chair Meehan

3. [HPC Res. 2023-018](#) Certificate of Appropriateness for Windows at 519 Division St. S - Armory.

Attachments: [1 - Resolution](#)
[2 - Exhibit A](#)
[3 - Building Inventory Form](#)

City Planner Mikayla Schmidt presented the request for Certificate of Appropriateness for Windows at 519 Division Street South - Armory. The Commission discussed the request, including the appropriateness of the window style for the building and the history of the site within the Northfield Historic District.

A motion was made to approve the Certificate of Appropriateness for Windows at 519 Division Street South - Armory. The motion carried by the following vote:

Yes: 4 - Commissioner Steed, Commissioner Stangler, Chair Evans and Vice Chair Meehan

No: 1 - Commissioner Allen

Abstained: 1 - Commissioner Clark

4. [23-1510](#) Continued Discussion for a Pre-Application Design Review for New Construction at the former site of the Archer House.

Attachments: [1 - Archer House Architectural Plans](#)
[2 - Archer House Civil Plans](#)
[3 - Hess Roise & Co. Archer Design Review Analysis](#)
[4 - Applicant & ESG - HPC Presentation Update](#)
[5 - Hyperlink to 9.6.23 HPC Meeting](#)
[6 - Hyperlink to 7.5.23 HPC meeting](#)
[7 - Hyperlink to Downtown Design Guidelines](#)
[8 - Hyperlink to SOI Standards for New Construction](#)

City Planner Mikayla Schmidt introduced Chris Kennelly, representing Manawa LLC; Bob Loken, representing ESG Architecture & Design of Minneapolis; and Rachel Peterson, representing Hess Roise Historical Consultants; who delivered a presentation on updated plans for the redevelopment of the former Archer House site. Included in the presentation were alternate renderings of the proposed metal scrim, mechanical equipment screen, fourth floor setback/step-back, and fourth floor windows.

The Commission discussed the updated plans, including comments and questions on the setback/step-back of the metal scrim and main entrance area.

Chair Evans opened the discussion to public comment:

- Bob Thacker of 505 Ivanhoe Ave delivered to the Commission a handout of images of historical buildings around Northfield that include arched windows on the top floor and recommended that the proposed development include similar arched windows.

The Commission asked questions of Peterson and Loken on the historical appropriateness of the materials and design of the metal scrim and mechanical equipment screen; views to the river and depth of the balconies to the north and south; views of the rear of the building from the riverfront; the width of the passageways between the neighboring buildings; the height of the parapet, cornice, and guardrail on the fourth floor; the public thruway from the front of the building to the riverfront; the projected lifespan of the building; and the expected use of the residential units on the second floor as short-term rentals.

The Commission provided comments to Loken on the appropriateness of the metal scrim and the glass alternative presented as well as on the arched windows as presented in the alternate rendering.

At 7:50 p.m., the Commission voted to extend the meeting until the finish of business.

The Commission provided final comments to Loken on the general appropriateness and character of the proposed building as well as the safety of the balconies on the north and south sides of the building. Schmidt provided updates on the work being done by the City and the developers to conform to code and building requirements. The Commission thanked the presenters and City staff for their continued work on this project.

A motion was made by Vice Chair Meehan, seconded by Commissioner Steed, to extend the meeting until the finish of business. The motion carried by the following vote:

Yes: 6 - Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans, Commissioner Allen and Vice Chair Meehan

STAFF UPDATES

5. [23-1511](#) Staff Updates.

Attachments: [1 - RCHS Pumpkin Painting Event](#)

City Planner Mikayla Schmidt and Community Development Director Jake Reilly provided updates on the activities of City staff and upcoming events concerning the Commission, including involvement with the upcoming Comprehensive Plan process.

BOARD MEMBER AND COMMISSIONER REPORTS

6. [23-1512](#) Commissioner Shadowing Reports and Updates.

Attachments: [1 - B. Evans PreserveMN Conference Report](#)

Commissioners provided updates on their recent activities and, apropos of a petition from citizens concerning Central Park, expressed interest in being involved in any plans regarding Central Park. Community Development Director Jake Reilly confirmed that there are currently no plans for any changes concerning Central Park.

ADJOURNMENT

A motion was made by Commissioner Allen, seconded by Commissioner Steed, to adjourn the meeting at 8:26 p.m. The motion carried by the following vote:

Yes: 6 - Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans, Commissioner Allen and Vice Chair Meehan