



# City of Northfield

City Hall  
801 Washington Street  
Northfield, MN 55057  
ci.northfield.mn.us

## Meeting Minutes - Final Heritage Preservation Commission

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Thursday, May 12, 2022

4:00 PM

Council Chambers

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### CALL TO ORDER AND ROLL CALL

*The meeting was called to order at 4:03PM.*

*Also present: Assistant City Planner Reeve Needham, Interim Community Development Director Teresa Jensen, Meetings Associate Edward Malnar*

- Present:** 4 - Commissioner Alice Thomas, Commissioner Clifford Clark, Commissioner Jesse Steed and Barbara Evans
- Absent:** 3 - Commissioner Baird Jarman, Commissioner Michael Meehan and Commissioner Robert Stangler

### APPROVAL OF AGENDA

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

- Yes:** 4 - Commissioner Thomas, Commissioner Clark, Commissioner Steed and Chair Evans

### APPROVAL OF MINUTES

1. [22-303](#) 14 April, 2022 HPC Meeting Minutes

**Attachments:** [04-14-2022 HPC Minutes draft](#)

**A motion was made by Commissioner Thomas, seconded by Commissioner Clark, to approve the April 14 minutes as amended by correcting titles and adding reference to a speaker. The motion carried by the following vote:**

- Yes:** 4 - Commissioner Thomas, Commissioner Clark, Commissioner Steed and Chair Evans

### NEW BUSINESS

2. [BC 22-014](#) Approve amended 2022 meeting schedule.

**Attachments:** [1 - 2022 HPC Meeting Schedule amended](#)

*Assistant City Planner Needham proposed changes to the Commission's schedule of meetings.*

**A motion was made by Commissioner Thomas, seconded by Commissioner Steed, to approve amending the schedule of upcoming meetings to include 15 June and 20 July. The motion carried by the following vote:**

- Yes:** 4 - Commissioner Thomas, Commissioner Clark, Commissioner Steed and Chair Evans

3. [BC 22-015](#) Amendment to Approved Certificate of Appropriateness for the Jacob Sitze Building (300 Division St. S.).

**Attachments:** [1 - Approved Plans for Deck with Staircase](#)  
[2 - Hyperlink to October 14, 2021 HPC Meeting](#)  
[3 - Staff Report from 10-14-21 HPC Meeting](#)

*Assistant City Planner Needham presented a requested amendment to the Certificate of Appropriateness for Little Joy Coffee's outdoor deck and seating area. Commissioners considered a sample of the requested decking material and discussed how the Commission may best handle other such instances of amended applications. The Commission concluded that as this is a change to a previously approved certification, no new application is needed from the Commission, although it is responsible to approve the amendment.*

**A motion was made by Commissioner Thomas, seconded by Commissioner Clark, to approve amending the previously approved Certificate of Appropriateness for decking at Little Joy Coffee by including a new decking timber. The motion carried by the following vote:**

**Yes:** 4 - Commissioner Thomas, Commissioner Clark, Commissioner Steed and Chair Evans

4. [22-304](#) Discuss Land Development Code (LDC) Amendments to Heritage Preservation Ordinance.

**Attachments:** [1 - Draft Ordinance](#)  
[2 - MN SHPO Sample Ordinance](#)  
[3 - 2001 LDC](#)  
[4 - Peer Cities Research](#)  
[5 - Hyperlink to 5.3.22 Staff Report](#)  
[6 - Hyperlink to 5.3.22 CC Meeting](#)

*Assistant City Planner Needham presented proposed changes to the Heritage Preservation Ordinance. Changes will cover topics including the distinction between major and minor constructions, separate approval processes for major/minor constructions, permission for pre-clearance emergency construction, the process for appeals of Commission decisions, and responsibilities of public personnel or bodies. Commissioners directed Needham to incorporate their feedback and suggestions into changing the drafted ordinance amendments before presenting them to the Planning Commission.*

5. [22-305](#) Review Updates to Land Development Code Signage Regulations.

**Attachments:** [1 - Redlined Draft Changes to the LDC 6.10 Signage](#)  
[2 - Redlined Draft Changes to LDC 9.2 Definitions](#)  
[3 - Hyperlink to February 2022 HPC Agenda Packet](#)  
[4 - Hyperlink to Article 6 - Signage](#)

*Assistant City Planner Needham presented language drafted to amend the signage code. Commissioners discussed these simplifications, updates, and changes and asked questions about consistency and legal implications of the language. Commissioners*

*directed Needham to draft language with clear and consistent limitations on internally-illuminated signage and greater attention to definitions.*

## REPORTS FROM COMMISSION MEMBERS AND CHAIR

6. [22-306](#) Commissioner Shadowing Reports.

**Attachments:** [1 - Planning Commission Report 4.21.22](#)  
[2 - Housing and Redevelopment Authority Report 4.26.22](#)  
[3 - ACC and Transportation Advisory Committee Report April](#)

*Chair Evans spoke about Planning Commission and City Council meetings, historical walking tours of downtown Northfield, and efforts to support private initiatives in historical designation.*

## STAFF UPDATES

7. [22-307](#) Staff Updates.

*Assistant City Planner Needham reported that the Minnesota State Historic Preservation Office has responded to the Commission's query about Bridge Square, an update on historic designation, updates to City absentee and mural policies, and that the Boards & Commissions Appreciation event is upcoming.*

## ADJOURNMENT

**A motion was made by Commissioner Thomas, seconded by Commissioner Clark, to adjourn the meeting at 5:41PM. The motion carried by the following vote:**

**Yes:** 4 - Commissioner Thomas, Commissioner Clark, Commissioner Steed and Chair Evans