



City of Northfield

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

Meeting Minutes - Draft Heritage Preservation Commission

Wednesday, September 3, 2025

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA

CALL TO ORDER AND ROLL CALL

Community Development Director Jake Reilly announced his departure from City staff effective September 11, 2025. The HPC welcomed new youth representatives Teagan Noetzel and Astrid White and provided introductions to them.

Present: 5 - Chair Baird Jarman, Commissioner Clifford Clark, Commissioner Robert Stangler, Commissioner Sarah Beimers and Commissioner Aaron Street

Absent: 2 - Vice Chair Michael Meehan and Commissioner Amy Machacek Shonka

Also present: Jake Reilly, Community Development Director; Mathias Hughey, Associate Planner; Matt Bailey, Meeting Associate; Teagan Noetzel, Youth Representative (non-voting); Astrid White, Youth Representative (non-voting)

APPROVAL OF AGENDA

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

Yes: 5 - Chair Jarman, Commissioner Clark, Commissioner Stangler, Commissioner Beimers and Commissioner Street

APPROVAL OF MINUTES

1. [25-474](#) August 6, 2025 HPC Meeting Minutes

A motion was made by Commissioner Clark, seconded by Commissioner Stangler, to approve the August 6, 2025 HPC Meeting Minutes. The motion carried by the following vote:

Yes: 5 - Chair Jarman, Commissioner Clark, Commissioner Stangler, Commissioner Beimers and Commissioner Street

OPEN PUBLIC COMMENT

No public comment was received.

BOARD MEMBER AND COMMISSIONER REPORTS

- Chair Jarman reported that the subcommittee on solar panels (Jarman and Commissioner Beimers) has had an initial meeting.*
- Commissioner Clark reported that he has also been researching standards on solar panels with Commissioner Machacek Shonka and will provide a report to Jarman on their findings. Clark and Machacek Shonka will next turn their attention to balconies.*

- Beimers reported that she and Machacek Shonka have been reviewing demolition delay ordinances and what might be appropriate for Northfield.
- Commissioner Stangler reported that he has been researching other communities' allowances for balconies in historic districts.

REGULAR AGENDA

2. [HPC Res. 2025-006](#) Certificate of Appropriateness for Window Insert Replacement at 306 Division St. S. - the Alex Marshall Building

Associate Planner Mathias Hughey introduced the application for a Certificate of Appropriateness for Window Insert Replacement at 306 Division Street South – the Alex Marshall Building. Nathan J. Watters, representing the applicant Betteroutthere LLC, and Hughey responded to questions and comments from the HPC concerning the historicity and reparability of the current materials of the windows.

A motion was made by Commissioner Street, seconded by Commissioner Stangler, to approve as amended to add the following condition: where exterior window frames have deteriorated to a state requiring repair, those repairs will be made with selective in-kind replacement, matching material, style, profile, and color to the retained exterior window frames. The motion carried by the following vote:

Yes: 5 - Chair Jarman, Commissioner Clark, Commissioner Stangler, Commissioner Beimers and Commissioner Street
3. [25-475](#) Review and Discussion of Preliminary Plans for Improvements to Central Park

Associate Planner Mathias Hughey introduced City consultant Bruce Jacobson who presented a Review and Discussion of Preliminary Plans for Improvements to Central Park. Hughey and Jacobson responded to questions and comments from the HPC.

A motion was made by Commissioner Street, seconded by Commissioner Stangler, to extend the meeting the meeting an additional five minutes. The motion carried by the following vote:

Yes: 5 - Chair Jarman, Commissioner Clark, Commissioner Stangler, Commissioner Beimers and Commissioner Street
4. [25-476](#) Staff Updates.

Associate Planner Mathias Hughey presented updates from City staff.

STAFF UPDATES

ADJOURNMENT

Chair Jarman adjourned the meeting at 7:36 p.m.