City of Northfield

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

Meeting Agenda

Wednesday, February 4, 2026

6:00 PM

Council Chambers

Heritage Preservation Commission

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

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. 26-063 January 7, 2026 HPC Meeting Minutes

Attachments: 1 - January 7, 2026 HPC Meeting Minutes

OPEN PUBLIC COMMENT

Persons may take one opportunity to address the Board/Commission for two (2) minutes (not including interpreter's time) on any topic, even if on the agenda, with the condition that they may not speak on the same item later in the meeting. No notification of the Chair is required. However, speakers are asked to complete a sign up card. Persons wanting a response to a question must submit the question in writing to the recording secretary. Questions must include name and information on how to contact. You may use the back side of the comment cards available in the meeting room. Persons cannot gift their 2 minute speaking time to other members of the public.

BOARD MEMBER AND COMMISSIONER REPORTS

REGULAR AGENDA

Persons that wish to speak on a regular agenda item must provide name and address by completing & submitting a sign up card. Persons may also contact the staff liaison via the City's website no later than 12:00 noon on the day of the meeting. The Chair will call up individuals to speak, based on preregistration and cards submitted, after the staff report on an item. Please be respectful of the public's and the Commission's time. Members of the public wishing to speak must adhere to the following guidelines:
• Speak only once for no more than two minutes (not including interpreter's time) on the topic unless the speaker is addressed by the Commission;
• Identify your relationship to the topic;
• Have a spokesperson or two for your group to present your comments;
• Persons wanting a response to a question must submit the question in writing to the recording secretary, including name and how you would like to be contacted.

2. 26-064 Discussion on Solar Panel Regulations in the Historic-Overlay District for the Zoning Code Update.

Attachments: 1 - P23 Northfield Design Guidelines
2 - SOI Sustainability Guidelines
3 - LDC Accessory Uses

STAFF UPDATES

3. 26-065 Staff Updates.

Attachments: 1 - Upcoming Council Agenda Items
2 - 2025 Board and Commission Annual Report
3 - Hyperlink to Northfield Construction & Development Projects
4 - Hyperlink to Maryland Department of Planning Webinars

ADJOURNMENT

File #: 26-063, **Version:** 1

Heritage Preservation Commission Meeting Date: February 4, 2026

To: Members of the Heritage Preservation Commission

From: Matt Bailey, Meeting Associate

January 7, 2026 HPC Meeting Minutes

Action Requested:
Please review the January 7, 2026 HPC Meeting Minutes and approve or approve with amendments.

Summary Report:
N/A

City Plans & Policies Relevance:
N/A

Alternative Options:
N/A

Financial Impacts:
N/A

Tentative Timelines:
N/A

City of Northfield

Meeting Minutes - Draft
Heritage Preservation Commission

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

Wednesday, January 7, 2026 **6:00 PM**

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

Chair Jarman called the meeting to order at 6:05 p.m.

Present: 5 - Chair Baird Jarman, Commissioner Clifford Clark, Commissioner Robert Stangler, Vice Chair Michael Meehan and Commissioner Sarah Beimers

Absent: 2 - Commissioner Amy Machacek Shonka and Commissioner Aaron Street

Also present: Scott Wopata, Community Development Director; Mathias Hughey, Associate Planner; Matt Bailey, Meeting Associate; Teagan Noetzel (Youth Representative); Astrid White (Youth Representative)

APPROVAL OF AGENDA

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

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

APPROVAL OF MINUTES

1. 26-024 October 1, 2025 HPC Meeting Minutes

A motion was made by Commissioner Stangler, seconded by Commissioner Beimers, to approve the October 1, 20205 HPC Meeting Minutes. The motion carried by the following vote:

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

OPEN PUBLIC COMMENT

No public comment was received.

BOARD MEMBER AND COMMISSIONER REPORTS

No board member and commissioner reports were submitted.

REGULAR AGENDA

2. HPC Res. 2026-001 — Consideration of a Certificate of Appropriateness for Playground Improvements at Central Park - 421 4th St. E.

Associate Planner Mathias Hughey introduced City of Northfield consultant Bruce Jacobson, who delivered a presentation on the playground improvements at Central Park, 421 4th Street East. Hughey presented the application for a Certificate of Appropriateness for the proposed improvements. Hughey and Jacobsen responded to questions and comments from the HPC.

A motion was made by Vice Chair Meehan, seconded by Commissioner Stangler, to approve the Certificate of Appropriateness for Playground Improvements at Central Park - 421 4th Street East. The motion carried by the following vote:

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

3. 26-025 — Comments for Proposed Relocation of Sculptures from Bridge Square to Library Grounds.

Associate Planner Mathias Hughey presented draft comments on the proposed relocation of sculptures from Bridge Square to Northfield Public Library grounds. Hughey responded to questions and comments from the HPC concerning the provided sketches, funding, site appropriateness, the history of the project, and steps of the review process.

Hughey introduced the new City of Northfield Community Development Director Scott Wopata. The HPC welcomed Wopata.

The HPC will postpone comment until more information and further design details are made available.

A motion was made by Commissioner Stangler, seconded by Commissioner Beimers, to extend the meeting for 25 minutes. The motion carried by the following vote:

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

STAFF UPDATES

4. 26-026 — Staff Updates.

ADJOURNMENT

Chair Jarman adjourned the meeting at 7:58 p.m.

File #: 26-064, **Version:** 1

Heritage Preservation Commission Meeting Date: February 4, 2026

To: Members of the Heritage Preservation Commission

From: Mathias Hughey, Associate City Planner

Discussion on Solar Panel Regulations in the Historic-Overlay District for the Zoning Code Update.

Action Requested:
The HPC will review, discuss, and provide feedback to staff on the preferred direction for regulation of solar panels in the Historic Overlay District and other locally designated Heritage Preservation Sites.

Summary Report:
The City has started the process of updating its Zoning Code and Subdivision Regulations (currently the Land Development Code - LDC). As a key stakeholder in the future of Northfield's Historic District, the HPC is asked to provide clear direction on several topics of concern to the district. At prior HPC meetings these topics were identified as balconies, murals (or other public art), the Certificate of Appropriateness (COA) process including the application form, solar panels (and potentially other sustainability treatments), and demolition of undesignated properties.

The COA approval criteria include consistency with the Downtown Preservation Guidelines, page 23 of which is included as an attachment because it specifically addresses solar panels. The criteria also include consistency with the Secretary of the Interiors Standards, an illustrated guidelines document is included as an attachment, pages 14 and 15 of which specifically addresses solar panels. The guidance of these two documents leaves room for interpretation, when striking a balance between sustainability and preservation, using phrases like "recommended" and "not recommended". This allows room for local discretion and priority-setting when applying the standards.

The LDC regulates solar systems through the Accessory Uses and Structures section, which is included as an attachment. Solar systems are allowed in any district where buildings are permitted, subject to several limitations that address height, setbacks, coverage, and visibility. It also states that solar systems that have adequate access to sunlight, but can't meet those limitations, will satisfy an important criterion required for a variance. It also requires a Conditional Use Permit, plus a COA for solar in the HO district.

Key considerations for the group:

1. Is the requirement of a Conditional Use Permit in the HO district overly burdensome?
2. Would solar awnings as depicted in the SOI guide be acceptable?
3. From what vantage point should visibility be considered? i.e. directly in front of a building, across the street, on an adjacent street, an alley or bridge?
4. Under what conditions would free-standing solar systems be permitted? i.e. over parking lots? In the river-front area? Etc.

5. Would solar wall coverings on new construction be permitted.

Additional items that could also be included:

1. Consider the green or vegetated roofs depicted on pg. 19 of the illustrated guide, does visible vegetation negatively impact character?
2. Consider the same for the solar shingles and cool white metal roofs.

City Plans & Policies Relevance:
The Comprehensive Plan identifies updating the LDC as a key priority for implementing that plan. It also includes preservation and sustainability as important community priorities.

Alternative Options:
NA

Financial Impacts:
NA

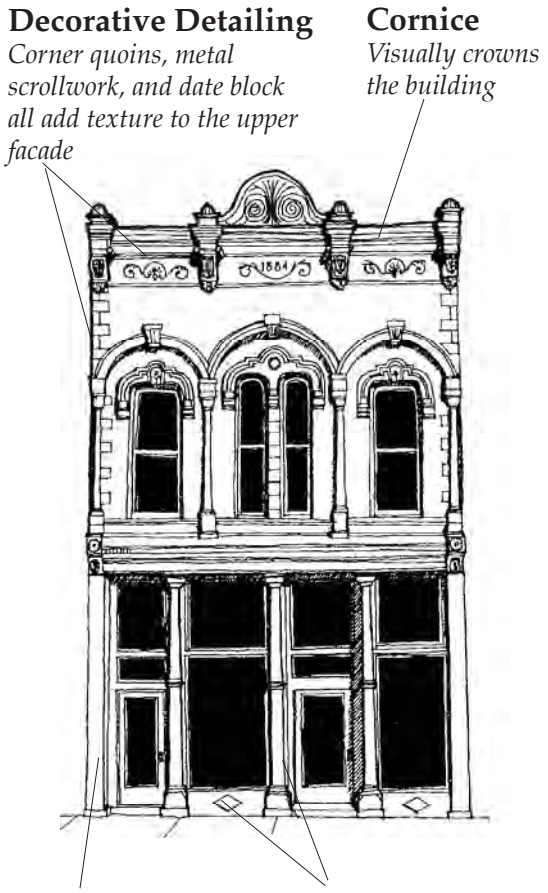
Tentative Timelines:
NA

Architectural Details

Architectural details are among the most distinctive elements which identify the different styles in downtown Northfield. Brackets, bulkheads, cornices, columns, pilasters, decorative moldings, and window hoods were used extensively to embellish buildings. These features are crucial to the historic and architectural character of the building.

Architectural details should be retained on existing structures within the historic downtown. New construction should mirror existing details, or display contemporary details that harmonize with its neighbors. It is essential that architectural detailing be carefully maintained in order to ensure its long term survival. Modern artificial siding frequently covers cornices or window trim and involves the destruction of much architectural detail. This practice is not appropriate.

Added Elements: Necessities such as electric meters and boxes, condensing units, gas meters, solar panels, air conditioners, television antennae and satellite dishes are contemporary features in downtown Northfield. They can seriously impair the visual qualities of historic architecture if improperly located. All added elements should be located on the roof or to the rear of buildings in the district and screened by appropriate plantings or fencing. Solar panels and television aerials should be situated as far out of public view as possible.



Paint Colors

Painting is the traditional method used to protect wooden and some metal and masonry buildings from the attack of moisture and other destructive environmental factors. It is more often thought of as a decorative element. Paint should provide the district's buildings with both a strong protective and a decorative surface layer. Oil based paints have traditionally been used on the district's wooden trim elements, and it is generally the best policy to continue using these paints on wood , rather than latex paints, unless careful preparations are made. Colors used originally vary with the age and style of the building. Earth tones (greens, dark reds, pale yellows and browns) were popular in the latter half of the 19th- century; lighter shades predominated in later decades. However, there is no clear rule for paint colors in a stylistically mixed group of buildings like those in the district, other than to avoid bright or unusual colors. Those who desire precise guidance can perform, or hire a consultant to undertake, paint analysis to determine paint colors at a specific time in a building's history.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION &

ILLUSTRATED GUIDELINES ON **SUSTAINABILITY** FOR REHABILITATING HISTORIC BUILDINGS

U.S. Department of the Interior
National Park Service
Technical Preservation Services

Cover Photo: Green roof at the U.S. Department of the Interior, Washington, D.C.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION &

ILLUSTRATED GUIDELINES ON SUSTAINABILITY FOR REHABILITATING HISTORIC BUILDINGS

Anne E. Grimmer with Jo Ellen Hensley | Liz Petrella | Audrey T. Tepper

U.S. Department of the Interior
National Park Service
Technical Preservation Services
Washington, D.C.

2011

Contents

Acknowledgements

The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings was produced by Anne E. Grimmer and Kay D. Weeks, first published in 1992 and reprinted in 1997. The *Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings*, which are presented in the same format, replace the chapter on "Energy Conservation" in the 1992 publication. They have been developed with the guidance and support of numerous public agencies, professional organizations and individuals.

All photographs and drawings included here not individually credited have been selected from National Park Service files.

Foreword

The *Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings* replaces the chapter on "Energy Conservation" in the *Illustrated Guidelines for Rehabilitating Historic Buildings* published in 1992. (This same guidance is presented in the chapter entitled "Energy Retrofitting" in the unillustrated *Guidelines for Rehabilitating Historic Buildings.*) The illustrated version of the *Guidelines for Rehabilitating Historic Buildings* was designed to further enhance overall understanding and interpretation of basic preservation principles. *The Illustrated Guidelines on Sustainability* begin with an overview focusing on the fact that historic buildings are themselves often inherently sustainable and that this should be used to advantage in any proposal to upgrade them. These guidelines offer specific guidance on how to make historic buildings more sustainable in a manner that will preserve their historic character and that will meet *The Secretary of the Interior's Standards for Rehabilitation.* The written guidance is illustrated with examples of appropriate or "recommended" treatments and some that are "not recommended" or could negatively impact the building's historic character. The National Park Service Branch of Technical Preservation Services has developed these illustrated guidelines in accordance with its directive to provide information concerning professional methods and techniques to ensure the preservation and rehabilitation of the historic properties that are an important part of the nation's heritage.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1

[1] Stained glass skylight provides natural light in a historic train station.

Introduction to the Standards

The Secretary of the Interior is responsible for establishing standards for all programs under Departmental authority and for advising federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic Places. In partial fulfillment of this responsibility *The Secretary of the Interior's Standards for the Treatment of Historic Properties* have been developed to guide work undertaken on historic properties; there are separate standards for preservation, rehabilitation, restoration and reconstruction. *The Standards for Rehabilitation* (codified in 36 CFR 67) comprise that section of the overall treatment standards and address the most prevalent treatment. "Rehabilitation" is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values."

Initially developed by the Secretary of the Interior to determine the appropriateness of proposed project work on registered properties supported by the Historic Preservation Fund grant-in-aid program, the Standards have been widely used over the years—particularly to determine if a rehabilitation project qualifies as a Certified Rehabilitation for Federal Historic Preservation Tax Incentives. In addition, the Standards have guided federal agencies in carrying out their responsibilities for properties in federal ownership or control; and state and local officials in reviewing both federal and non-federal rehabilitation proposals. They have also been adopted by historic district and planning commissions across the country.

The intent of the Standards is to assist in the long-term preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes and occupancy and include the exterior and the interior of the buildings. They also encompass the building's site and environment, including landscape features, as well as attached, adjacent or related new construction. To be certified for federal tax purposes, a rehabilitation project must be determined by the Secretary of the Interior to be consistent with the historic character of the structure(s) and, where applicable, the district in which it is located.

2

3

[2-3] Clerestory windows provide natural light in a historic industrial building: Before and after rehabilitation.

4

[4] Covered walkways and horizontal sun screens are distinctive and sustainable features in some mid-century modern office buildings.

As stated in the definition, the treatment "rehabilitation" assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character. For example, certain treatments—if improperly applied—may cause or accelerate physical deterioration of the historic building. This can include using improper repointing or exterior masonry cleaning techniques, or introducing insulation that may damage historic fabric. Any of these treatments will likely result in a project that does not meet the Standards. Similarly, exterior additions that duplicate the form, material and detailing of the historic structure to the extent that they compromise its historic character also will fail to meet the Standards.

The Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of the Interior regulations 36 CFR 67) pertain to all historic properties listed in or eligible for listing in the National Register of Historic Places.

1) A property shall be used for its intended historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

5

6

[5-6] Large windows and a roof monitor provide natural illumination in a historic industrial building.

7

8

[7-9] Porches and canvas awnings provide shade and keep interiors cool in historic residential and commercial buildings.

9

7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

11

[11] A vestibule helps retain interior conditioned air in the living space in this historic row house.

10

[10] Wood shutters provide natural light when open and keep interiors cool when closed in historic residential buildings.

12

13

[12-14] Roof monitors provide natural light in historic industrial buildings

14

GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

Introduction to the Guidelines

The *Guidelines for Rehabilitating Historic Buildings* were initially developed in 1977 to help property owners, developers and federal managers apply *The Secretary of the Interior's Standards for Rehabilitation* during the project planning stage by providing general design and technical recommendations. Unlike the Standards, the Guidelines are not codified as program requirements.

The Guidelines are general and intended to provide guidance to help in interpreting and applying the Standards to all rehabilitation projects. They are not meant to give case-specific advice. For instance, they cannot tell owners or developers which features in a historic building are important in defining the historic character and must be retained. This case-by-case determination is best accomplished by seeking assistance from qualified historic preservation professionals in the very early stages of project planning.

Like the Standards, the Guidelines pertain to historic buildings of all materials, construction types, sizes and occupancy; and apply to exterior and interior work, as well as new additions and the building's site and environment. The Guidelines are presented in a "Recommended" vs. "Not Recommended" format. Those approaches, treatments and techniques that are consistent with *The Secretary of the Interior's Standards for Rehabilitation* are listed in the "Recommended" column on the left; those approaches, treatments and techniques which could adversely affect a building's historic character are listed in the "Not Recommended" column on the right. To provide clear and consistent guidance for property owners, developers and federal agency managers, the "Recommended" courses of action are listed in order of historic preservation concerns so that a rehabilitation project may be successfully planned and completed—one that, first, assures the preservation of a building's important or "character-defining" architectural materials, features and spaces and, second, makes possible an efficient contemporary use. The guidance that follows begins with the most basic and least invasive approaches that will help the project achieve the desired goal, before considering work that may involve more change and potentially greater impact on the historic character of the building.

Sustainability

Before implementing any energy conservation measures to enhance the sustainability of a historic building, the existing energy-efficient characteristics of the building should be assessed. Buildings are more than their individual components. The design, materials, type of construction, size, shape, site orientation, surrounding landscape and climate all play a role in how buildings perform. Historic building construction methods and materials often maximized natural sources of heating, lighting and ventilation to respond to local climatic conditions. The key to a successful rehabilitation project is to identify and understand any lost original and existing energy-efficient aspects of the historic building, as well as to identify and understand its character-defining features to ensure they are preserved. The most sustainable building may be one that already exists. Thus, good preservation practice is often synonymous with sustainability. There are numerous treatments--traditional as well as new technological innovations--that may be used to upgrade a historic building to help it operate even more efficiently. Increasingly stricter energy standards and code requirements may dictate that at least some of these treatments be implemented as part of a rehabilitation project of any size or type of building. Whether a historic building is rehabilitated for a new or a continuing use, it is important to utilize the building's inherently-sustainable qualities as they were intended. It is equally important that they function effectively together with any new measures undertaken to further improve energy efficiency.

15

[15] Glass skylight illuminates historic shopping arcade.

16

17

[16-18] Inherently sustainable features of historic buildings: Shutters and a deep porch keep the interior cool in a historic house in a warm climate (top); a skylight provides natural light to the interior of this mid-20th century house (center); partially glazed partitions and doors allow natural light into the corridor of a historic office building (bottom).

18

PLANNING

RECOMMENDED	NOT RECOMMENDED
Forming an integrated sustainability team when working on a large project that includes a preservation professional to ensure that the character and integrity of the historic building is maintained during any upgrades.	Omitting preservation expertise from a sustainability project team.
Analyzing the condition of inherently-sustainable features of the historic building, such as shutters, storm windows, awnings, porches, vents, roof monitors, skylights, light wells, transoms and naturally-lit corridors, and including them in energy audits and energy modeling, before planning upgrades.	Ignoring inherently-sustainable features of the existing historic building when creating energy models and planning upgrades.
Identifying ways to reduce energy use, such as installing fixtures and appliances that conserve resources, including energy-efficient lighting or energy-efficient lamps in existing light fixtures, low-flow plumbing fixtures, sensors and timers that control water flow, lighting and temperature, before undertaking more invasive treatments that may negatively impact the historic building.	
Prioritizing sustainable improvements, beginning with minimally invasive treatments that are least likely to damage historic building material.	Beginning work with substantive or irreversible treatments without first considering and implementing less invasive measures.

MAINTENANCE

RECOMMENDED	NOT RECOMMENDED
Maintaining historic buildings regularly to preserve historic fabric and maximize operational efficiency.	Delaying maintenance treatments which may result in the loss of historic building fabric or decrease the performance of existing systems or features.
Retaining and repairing durable historic building materials	Removing durable historic building materials and replacing them with materials perceived as more sustainable; for instance, removing historic heart pine flooring and replacing it with new bamboo flooring.
Using environmentally-friendly cleaning products that are compatible with historic finishes.	Using cleaning products potentially harmful to both historic finishes and the environment.
Using sustainable products and treatments, such as low VOC paints and adhesives and lead-safe paint removal methods, as much as possible, when rehabilitating a historic building.	

19

20

Recommended: [19] Caulking the gap between the aluminum storm window and wood window frame helps maximize thermal efficiency in this historic residence.

[20] Using sustainable cleaning products preserves both the environment and the historic building.

21

22

Not Recommended: [21-22] The peeling paint on an exterior window sill and on the interior of a window indicates that these features have not received regular maintenance. The broken casement window hardware also needs to be repaired to make the window operable.

23

24

Recommended: [23-25] Historic exterior storm windows have been well maintained and continue to perform as intended.

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Maintaining windows on a regular basis to ensure that they function properly and are completely operable.	Neglecting to maintain historic windows and allowing them to deteriorate beyond repair with the result that they must be replaced.
Retaining and repairing historic windows when deteriorated.	Removing repairable historic windows and replacing them with new windows for perceived improvement in energy performance.
Weather stripping and caulking historic windows, when appropriate, to make them weather tight.	
Installing interior or exterior storm windows or panels that are compatible with existing historic windows.	Replacing repairable historic windows with new insulated windows.

25

26

Recommended: [26] The new metal interior storm window was carefully matched to the exterior window as part of the rehabilitation of this historic armory building.

Not Recommended: [27] A broken sash cord can be repaired easily and does not justify replacement of the window.

27

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Installing compatible and energy-efficient replacement windows that match the appearance, size, design, proportion and profile of the existing historic windows and that are also durable, repairable and recyclable, when existing windows are too deteriorated to repair.	Installing incompatible or inefficient replacement window units that are not durable, recyclable or repairable when existing windows are deteriorated beyond repair or missing.
Replacing missing windows with new, energy-efficient windows that are appropriate to the style of historic building and that are also durable, repairable and recyclable.	
Retrofitting historic windows with high-performance glazing or clear film, when possible, and only if the historic character can be maintained.	

31

32

Not Recommended: [31-32] Ill-fitting exterior aluminum storm windows viewed from both inside and outside are clearly not energy efficient.

Not Recommended: [30] Not only have incompatible windows that do not fit the size and shape of the historic window openings been installed, but the original openings have also been shortened to install through-the-wall HVAC units.

28

29

Recommended: [28-29] These exterior storm windows match the pane configuration of the historic interior windows in a residence and in a multi-story hotel building.

30

33

34

35

Recommended: [33-35] Original metal windows were appropriately repaired as part of the rehabilitation of this historic industrial building.

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Retrofitting historic steel windows and curtain-wall systems to improve thermal performance without compromising their character.	
Installing clear, low-emissivity (low-e) glass or film without noticeable color in historically-clear windows to reduce solar heat gain.	Retrofitting historically-clear windows with tinted glass or reflective coatings that will negatively impact the historic character of the building.
Installing film in a slightly lighter shade of the same color tint when replacing glazing panels on historically-dark-tinted windows to improve daylighting.	Introducing clear glazing or a significantly lighter colored film or tint than the original to improve daylighting when replacing historically dark-tinted windows.

36

37

38

Recommended: [36-38] Original metal windows were retained and made operable during the rehabilitation of this historic mill complex. Installing patio slider doors as interior storm windows was a creative and successful solution to improve the energy efficiency of the existing windows.

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Maintaining existing, reinstalling or installing new, historically-appropriate shutters and awnings.	Removing historic shutters and awnings or installing inappropriate ones.
Repairing or reopening historically-operable interior transoms, when possible, to improve air flow and cross ventilation.	Covering or removing existing transoms.

39

Recommended: [39-40] The original windows, which were deteriorated beyond repair, featured a dark tint. They were replaced with a slightly lighter-tinted glazing to improve daylighting in this mid-century modern office building.

40

41

Recommended: [41] Traditional canvas awnings should be retained when they exist on historic buildings.

42

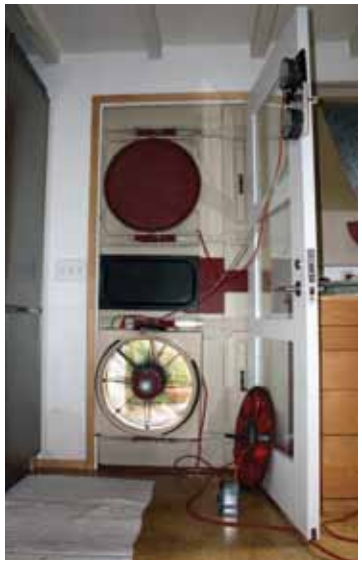
Recommended: [42] Transoms and screen doors are distinctive and practical features that provided cross ventilation in this historic hotel.

43

Recommended: [43] The wall and door glazing ensures that the corridor receives natural daylight and the operable transom helps air to circulate in this historic office building.

Recommended: [44-45] A blower door test is a useful tool to help identify air infiltration in a historic building before undertaking weatherization or retrofit treatments. *Top Photo: Robert J. Cagnetta, Heritage Restoration, Inc.*

44



45

Recommended: [46] A hand-held infrared scanner reveals areas that are not well insulated and that allow heat transfer through the walls of a building.

46

Recommended: [47-48] Insulation should be installed first in unfinished areas such as attics, crawl spaces and basements of residential buildings.

WEATHERIZATION AND INSULATION

RECOMMENDED	NOT RECOMMENDED
Using a variety of analytical tools, such as a comprehensive energy audit, blower door tests, infrared thermography, energy modeling or daylight modeling, to gain an understanding of the building's performance and potential before implementing any weatherization or retrofit treatments.	Implementing energy-retrofit measures without first diagnosing the building's performance and energy needs.
Developing a weatherization plan based on the results of the energy analysis of the building's performance and potential.	
Eliminating infiltration first, beginning with the least invasive and most cost-effective weatherization measures, such as caulking and weather stripping, before undertaking more invasive weatherization measures.	Undertaking treatments that result in loss of historic fabric, for example, installing wall insulation that requires removing plaster, before carrying out simple and less damaging weatherization measures.
Understanding the inherent thermal properties of the historic building materials and the actual insulating needs for the specific climate and building type before adding or changing insulation.	
Insulating unfinished spaces, such as attics, basements and crawl spaces, first.	Insulating a finished space, which requires removing historic plaster and trim, before insulating unfinished spaces.

47

48

WEATHERIZATION AND INSULATION

RECOMMENDED	NOT RECOMMENDED
Using the appropriate type of insulation in unfinished spaces and ensuring the space is adequately ventilated.	Using wet-spray or other spray-in insulation that is not reversible or may damage historic materials.
	Adding insulation in cavities that are susceptible to water infiltration.
Ensuring that air infiltration is reduced before adding wall insulation.	Insulating walls without first reducing air infiltration.
Installing appropriate wall insulation, only if necessary, after lower impact treatments have been carried out.	Installing wall insulation that is not reversible and that may cause damage to historic building materials.
	Installing insulation on the exterior of a historic building, which results in the loss of historic materials and may alter the proportion and relationship of the wall to the historic windows and trim.
Removing interior plaster only in limited quantities and when absolutely necessary to install appropriate insulation.	Removing all interior plaster to install appropriate insulation.
Replacing interior plaster—removed to install insulation—with plaster or gypsum board to retain the historic character of the interior, and in a manner that retains the historic proportion and relationship of the wall to the historic windows and trim.	Replacing interior plaster—removed to install insulation—with gypsum board that is too thick and that alters the historic proportion and relationship of the wall to the historic windows and trim.
Reinstalling historic trim that was removed to install insulation.	Replicating trim rather than retaining and reinstalling historic trim that is repairable.

52

53

Recommended: [52-53] The original proportion and relationship of the wall to the windows and trim, which is important in defining the character of these historic interior spaces, has been retained here.

54

Recommended: [54] This rigid insulation has been correctly installed in the wall cavity so that when the gypsum board is hung the original proportion and relationship of the wall to the trim will be retained.
Photo: Robert J. Cagnetta, Heritage Restoration, Inc.

51

Not Recommended: [49] The original proportion and relationship of the wall to the door trim has been all but lost because the gypsum board installed was too thick.

[50-51] When wall insulation was installed here the walls were furred out, which created deep, historically inappropriate window recesses. The repairable historic trim was also not reinstalled.

49

50

HEATING, VENTILATING AND AIR CONDITIONING (HVAC) AND AIR CIRCULATION

RECOMMENDED	NOT RECOMMENDED
Retaining and maintaining functional and efficient HVAC systems.	Replacing existing HVAC systems without testing their efficiency first.
Upgrading existing HVAC systems to increase efficiency and performance within normal replacement cycles.	Replacing HVAC systems prematurely when existing systems are operating efficiently.
Installing an energy-efficient system that takes into account whole building performance and retains the historic character of the building and site when a new HVAC system is necessary.	Installing an inefficient HVAC system or installing a new system based on pre-retrofit building performance when a smaller system may be more appropriate.

55

Recommended: [55-57] Wood vents in the gable ends of a historic house and a barn and cast-iron oval vents in a masonry foundation traditionally helped air circulate.

56

57

HEATING, VENTILATING AND AIR CONDITIONING (HVAC) AND AIR CIRCULATION

RECOMMENDED	NOT RECOMMENDED
Supplementing the efficiency of HVAC systems with less energy-intensive measures, such as programmable thermostats, attic and ceiling fans, louvers and vents, where appropriate.	
Retaining or installing high efficiency, ductless air conditioners when appropriate, which may be a more sensitive approach than installing a new, ducted, central air-conditioning system that may damage historic building material.	Installing through-the-wall air conditioners, which damages historic material and negatively impacts the building's historic character.
	Installing a central HVAC system in a manner that damages historic building material.

60

Recommended: [60] Original radiators that are still functional and efficient were retained in the rehabilitation of this historic house.

58

Recommended: [58] Ceiling fans enhance the efficiency of HVAC systems in historic buildings.

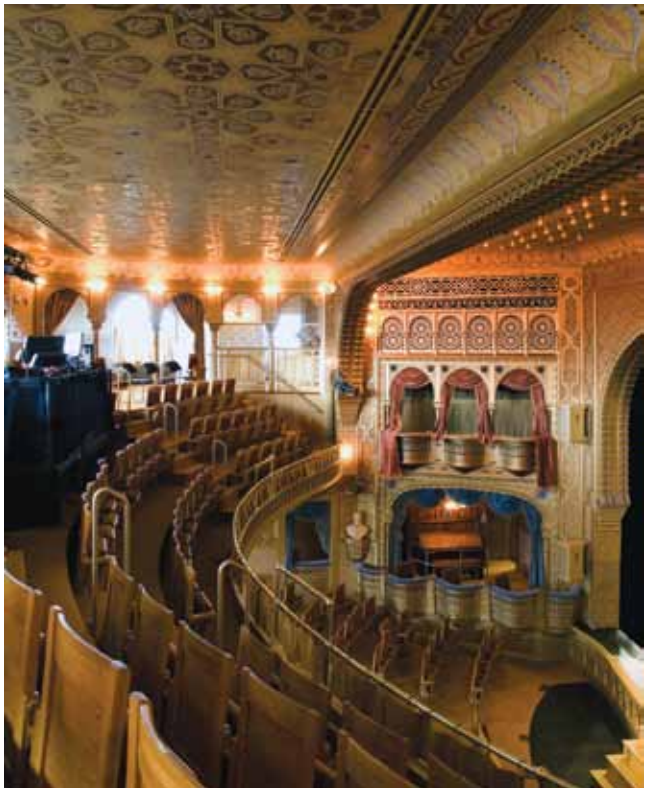
59

Recommended: [59] Installing a programmable thermostat can help existing systems to operate more efficiently.

61

Not Recommended: [61] The cuts made in the brick and the decorative stone trim to install through-the-wall air conditioners have not only destroyed building material, but have also negatively impacted the character of this historic apartment building.

62



HEATING, VENTILATING AND AIR CONDITIONING (HVAC) AND AIR CIRCULATION

RECOMMENDED	NOT RECOMMENDED
Installing new mechanical ductwork sensitively or using a mini-duct system, so that ducts are not visible from the exterior and do not adversely impact the historic character of the interior space.	Installing new mechanical ductwork that is visible from the exterior or adversely impacts the historic character of the interior space.
Leaving interior ductwork exposed where appropriate, such as in industrial spaces, or when concealing the ductwork would destroy historic fabric.	Leaving interior ductwork exposed in highly-finished spaces where it would negatively impact the historic character of the space.
Leaving interior ductwork exposed and painting it, when concealing it would negatively impact historic fabric, such as a historic pressed metal ceiling.	Leaving exposed ductwork unpainted in finished interior spaces, such as those with a pressed metal ceiling.
Placing HVAC equipment where it will operate effectively and efficiently and be minimally visible and will not negatively impact the historic character of the building or its site.	Placing HVAC equipment in highly-visible locations on the roof or on the site where it will negatively impact the historic character of the building or its site.

63

64

65

Recommended: [62-63] Carefully installed new mechanical ductwork is barely visible in the elaborately decorated ceiling of this historic theater.
[64] The ductwork has been left unpainted which is compatible with this historic industrial interior.
[65] To avoid damaging the metal ceiling, the ductwork was left exposed and it was painted to minimize its impact, thus preserving the historic character of this former bank.

66

Not Recommended: [66] Interior ductwork has been inappropriately left exposed and unpainted here in this traditionally-finished school entrance hall.

HEATING, VENTILATING AND AIR CONDITIONING (HVAC) AND AIR CIRCULATION

RECOMMENDED	NOT RECOMMENDED
Commissioning or examining the performance of the HVAC system and continuing to examine it regularly to ensure that it is operating efficiently.	Installing a new HVAC system without commissioning or testing its efficiency after installation.
Investigating whether a geothermal heat pump will enhance the heating and cooling efficiency of the building before installing one.	Installing a geothermal heat pump without evidence that it will improve the heating and cooling efficiency of the building.
	Installing a geothermal system where there is a significant landscape or where there are archeological resources that could be damaged.

67

Recommended:[67] A professional energy auditor analyzes the performance of an existing furnace to ensure it is operating efficiently.

[68-69] A geothermal system, evidenced by a panel in the sidewalk, was installed on the site of this historic firehouse during rehabilitation.

68

70

Recommended: [70-71] A geothermal system was installed on the property of this historic mansion, but only after an archeological investigation was conducted of the grounds.

71

69

SOLAR TECHNOLOGY

RECOMMENDED	NOT RECOMMENDED
Considering on-site, solar technology only after implementing all appropriate treatments to improve energy efficiency of the building, which often have greater life-cycle cost benefit than on-site renewable energy.	Installing on-site, solar technology without first implementing all appropriate treatments to the building to improve its energy efficiency.
Analyzing whether solar technology can be used successfully and will benefit a historic building without compromising its character or the character of the site or the surrounding historic district.	Installing a solar device without first analyzing its potential benefit or whether it will negatively impact the character of the historic building or site or the surrounding historic district.
Installing a solar device in a compatible location on the site or on a non-historic building or addition where it will have minimal impact on the historic building and its site.	Placing a solar device in a highly-visible location where it will negatively impact the historic building and its site.
Installing a solar device on the historic building only after other locations have been investigated and determined infeasible.	Installing a solar device on the historic building without first considering other locations.

72

73

Recommended: [72-73] Solar panels were installed appropriately on the rear portion of the roof on this historic row house that are not visible from the primary elevation.

74

Recommended: [74] Free-standing solar panels have been installed here that are visible but appropriately located at the rear of the property and compatible with the character of this industrial site.

75

Not Recommended: [75] Solar roof panels have been installed at the rear, but because the house is situated on a corner, they are highly visible and negatively impact the character of the historic property.

SOLAR TECHNOLOGY

RECOMMENDED	NOT RECOMMENDED
Installing a low-profile solar device on the historic building so that it is not visible or only minimally visible from the public right of way: for example, on a flat roof and set back to take advantage of a parapet or other roof feature to screen solar panels from view; or on a secondary slope of a roof, out of view from the public right of way.	Installing a solar device in a prominent location on the building where it will negatively impact its historic character.
Installing a solar device on the historic building in a manner that does not damage historic roofing material or negatively impact the building's historic character and is reversible.	Installing a solar device on the historic building in a manner that damages historic roofing material or replaces it with an incompatible material and is not reversible.
	Removing historic roof features to install solar panels.
	Altering a historic, character-defining roof slope to install solar panels.
	Installing solar devices that are not reversible.
Installing solar roof panels horizontally -- flat or parallel to the roof—to reduce visibility.	Placing solar roof panels vertically where they are highly visible and will negatively impact the historic character of the building.

76

77

79

Not Recommended: [79] Although installing solar panels behind a rear parking lot might be a suitable location in many cases, here the panels negatively impact the historic property on which they are located.

Recommended: [76-77] Solar panels, which also serve as awnings, were installed in secondary locations on the side and rear of this historic post office and cannot be seen from the front of the building. [78] Solar panels placed horizontally on the roof of this historic building are not visible from below.

78

WIND POWER—WIND TURBINES AND WINDMILLS

RECOMMENDED	NOT RECOMMENDED
Considering on-site, wind-power technology only after implementing all appropriate treatments to the building to improve energy efficiency, which often have greater life-cycle cost benefit than on-site renewable energy.	Installing on-site, wind-power technology, without first implementing all appropriate treatments to the building to improve energy efficiency.
Analyzing whether wind-power technology can be used successfully and will benefit a historic building without compromising its character or the character of the site or the surrounding historic district.	Installing wind-powered equipment without first analyzing its potential benefit or whether it will negatively impact the character of the historic building or the site or the surrounding historic district.
Installing wind-powered equipment in an appropriate location on the site or on a non-historic building or addition where it will not negatively impact the historic character of the building, the site or the surrounding historic district.	Placing wind-powered equipment on the site where it is highly visible when it is not compatible with the historic character of the site.

80

Recommended: [80] It is often best to install wind-powered equipment in off-site, rural locations to avoid negatively impacting a historic building and its site.

[81] This wind turbine is located in a large parking lot next to a historic manufacturing complex and it is compatible with the character of the industrial site.

[82] This 2011 Kansas postage stamp features a traditional windmill and modern wind turbines to illustrate the importance of wind power in the growth of the state.

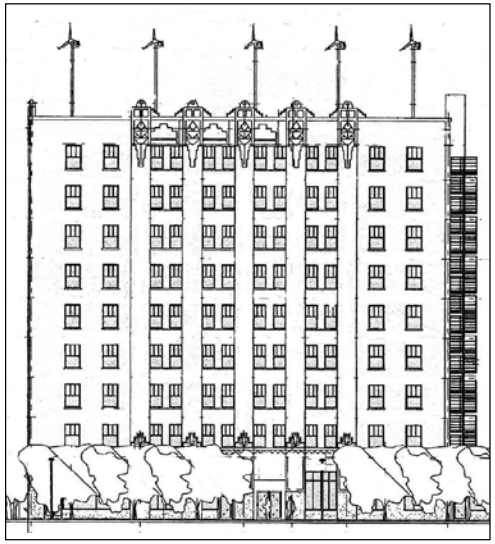
81

82

WIND POWER—WIND TURBINES AND WINDMILLS

RECOMMENDED	NOT RECOMMENDED
Installing wind-powered equipment on the historic building without damaging the roof or walls or otherwise negatively impacting the building's historic character.	Installing wind-powered equipment on the historic building in a manner that damages the roof, compromises its structure or negatively impacts the building's historic character.
	Removing historic roof features to install wind-powered equipment, such as wind turbines.
	Installing wind-powered equipment on the historic building that is not reversible.
	Installing wind-powered equipment on the primary façade of a historic building or where it is highly visible.
Investigating off-site, renewable energy options when installing on-site wind-power equipment would negatively impact the historic character of the building or site.	

84



83

Not Recommended:
[83-84] This historic hotel is a prominent and highly visible local landmark, and the wind turbines proposed to be added on the roof would negatively impact its historic character.

ROOFS—COOL ROOFS AND GREEN ROOFS

RECOMMENDED	NOT RECOMMENDED
Retaining and repairing durable, character-defining historic roofing materials in good condition.	Replacing durable, character-defining historic roofing materials in good condition with a roofing material perceived as more sustainable.
Analyzing whether a cool roof or a green roof is appropriate for the historic building.	
Installing a cool roof or a green roof on a flat-roofed historic building where it will not be visible from the public right of way and will not negatively impact the building's historic character.	Installing a cool roof or a green roof without considering whether it will be highly visible from the public right of way and will negatively impact the building's historic character.
Selecting appropriate roofing materials and colors when putting a new cool roof on the historic building.	Installing a cool roof that is incompatible in material or color with the historic building.
Ensuring that the historic building can structurally accommodate the added weight of a green roof and sensitively improving the structural capacity, if necessary.	Adding a green roof that would be too heavy and would damage the historic building or supplementing the structural capacity of the historic building in an insensitive manner.

85

86

Recommended: [85-86] A cool or green roof is best installed on a flat roof where it cannot be seen from the public right of way and will not negatively impact the character of the historic building.

87

Not Recommended: [87] Historic roofing materials in good condition should be retained rather than replaced with another material perceived as more sustainable, such as, in this case, solar roofing shingles.

88

Not Recommended: [88] This new, cool white metal roof is not an appropriate material or color for this historic mid-20th century house.

ROOFS—COOL ROOFS AND GREEN ROOFS

RECOMMENDED	NOT RECOMMENDED
Ensuring that the roof is water tight and that roof drains, gutters and downspouts function properly before installing a green roof.	Installing a green roof without ensuring that the roof covering is water tight and that drainage systems function properly.
Including a moisture-monitoring system when installing a green roof to protect the historic building from added moisture and accidental leakage.	
Selecting sustainable native plants that are drought resistant and will not require excessive watering of a green roof.	
Selecting appropriately-scaled vegetation for a green roof that will not grow so tall that it will be visible and detract from the building's historic character.	Selecting vegetation for a green roof that will be visible above the roof or parapet.

89

90-91

92

Recommended: [89-92] Low-scale and sustainable native plants are appropriate for these roof gardens on historic buildings.

93

Not Recommended: [93] The vegetation on these green roofs has grown too tall and negatively impacts the character of these historic commercial buildings.

94

95

Recommended: [94-95] Permeable pavers were used at this historic residential property for a driveway and parking (above) and a hard-packed, construction aggregate provides environmentally-friendly paths for visitors at this historic site (below).

[96] Mature trees and a water feature contribute to the sustainability of this mid-twentieth century property.

SITE FEATURES AND WATER EFFICIENCY

RECOMMENDED	NOT RECOMMENDED
Respecting an important cultural landscape and significant character-defining site features when considering adding new sustainable features to the site.	Installing new sustainable site features without considering their potentially negative impact on an important cultural landscape and character-defining site features.
Using to advantage existing storm-water-management features, such as gutters, downspouts and cisterns, as well as site topography and vegetation that contribute to the sustainability of the historic property.	Ignoring existing features that contribute to the sustainability of the historic property.
Adding natural, sustainable features to the site, such as shade trees, if appropriate, to reduce cooling loads for the historic building.	Removing existing natural features, such as shade trees, that contribute to the building's sustainability.
	Planting trees where they may grow to encroach upon or damage the historic building.
Using permeable paving where appropriate on a historic building site to manage storm water.	

96

97

Not Recommended: [97] This tree, which was planted too close to the building, has caused the masonry wall to retain moisture that damaged the mortar and required that the brick be repointed in this area.

SITE FEATURES AND WATER EFFICIENCY

RECOMMENDED	NOT RECOMMENDED
Avoiding paving up to the building foundation to reduce heat island effect, building temperature, damage to the foundation and storm-water runoff.	Paving up to the building foundation with impermeable materials.
Landscaping with native plants, if appropriate, to enhance the sustainability of the historic site.	Introducing non-native plant species to the historic site that are not sustainable.
Adding features, such as bioswales, rain gardens, rain barrels, large collection tanks and cisterns, if compatible, to the historic building site to enhance storm-water management and on-site water reuse.	

98

99

Recommended: [98-100] Rain gardens and rain-water collection tanks are features that may be added to a historic property to improve storm-water management and increase on-site water use.

100

101

Not Recommended: [101] Splash back from the impermeable concrete paving next to the foundation is damaging these stones.

102

Recommended: [102-103]
Small, covered atriums that are compatible with the character of these historic warehouses have been inserted to light the interior.

103

Not Recommended: [104-106]
Skylights added on a primary roof elevation negatively impact the character of these historic houses.

104

105

106

DAYLIGHTING

RECOMMENDED	NOT RECOMMENDED
Retaining features that provide natural light to corridors, such as partial glass partitions, glazed doors and transoms, commonly found in historic office buildings.	Removing or covering features that provide natural light to corridors, such as partial glass partitions, glazed doors and transoms, commonly found in historic office buildings.
Reopening historic windows that have been blocked in to add natural light and ventilation.	Blocking in historic window openings to accommodate new building uses.
Adding skylights or dormers on secondary roof elevations where they are not visible or are only minimally visible so that they do not negatively impact the building's historic character.	Adding skylights or dormers on primary or highly-visible roof elevations where they will negatively impact the building's historic character.
Adding a small light well or light tubes, where necessary and appropriate, to allow more daylight into the historic building.	
Inserting a small atrium, only when necessary, to allow more daylight into the building in a manner that is compatible with the historic character of the building.	Cutting a very large atrium into the historic building that is not compatible with the building's historic character.
	Creating an open, uncovered atrium or courtyard in the historic building that appears to be an outdoor space, rather than an interior space.

DAYLIGHTING

RECOMMENDED	NOT RECOMMENDED
Installing light-control devices on the historic building where appropriate to the building type, such as light shelves in industrial or mid-century modern buildings, awnings on some commercial and residential buildings and shutters on residential buildings that had them historically.	Installing light-control devices that are incompatible with the type or style of the historic building.
Installing automated daylighting controls on interior lighting systems that ensure adequate indoor lighting and allow for energy-saving use of daylighting.	
Adding new window openings on secondary and less visible facades, where appropriate, to allow more natural light into the historic building.	Adding new window openings on primary elevations that will negatively impact the character of the historic building.

107

Recommended: [107] Traditional canopies compatible with the industrial character of this former factory building were installed when it was converted for residential use.

[108-109] The original, partially-glazed doors and office partitions, as well as skylights, that let natural light into the corridors were retained as part of the rehabilitation of this early-20th century building.

108

109

110

111

Recommended: [110] A clerestory window lights the interior corridor of this historic mill building.

[111] A limited number of new window openings may be added to non-character-defining, secondary facades to allow natural light into formerly windowless spaces.

ground surface.

(d) Only boilers or furnaces certified by the U.S. Environmental Protection Agency as Phase 2 qualified models are allowed.

(3) **Permitted and Prohibited Fuels.**

(a) Fuel burned in any new or existing outdoor wood furnace shall be only natural untreated wood, wood pellets, corn products, biomass pellets, or other listed fuels specifically permitted by the manufacturer's instructions such as fuel oil, natural gas, or propane backup.

(b) The following fuels are strictly prohibited in new or existing outdoor wood furnaces:

(i) Grass clippings and other landscaping or vegetative refuse;

(ii) Wood that has been painted, varnished or coated with similar material and/or has been pressure-treated with preservatives and contains resins or glues as in plywood or other composite wood products.

(iii) Rubbish or garbage, including but not limited to food wastes, food packaging, or food wraps.

(iv) Any plastic materials, including but not limited to nylon, PVC, ABS, polystyrene or urethane foam, and synthetic fabrics, plastic films and plastic containers.

(v) Rubber, including tires or other synthetic rubber-like products.

(vi) Any other items not specifically allowed by the manufacturer or this section.

(G) **Porches.** Screened porches or other porch types that are enclosed by walls and a roof shall be considered a part of the principal structure and may not encroach into the setback and build to requirements with Section 3.1.5(F), Allowed Encroachments into Setbacks and Build-to Lines.

(H) **Solar Energy Sources and Systems.**

(1) **Placement and Design Standards.** Northfield encourages the installation of productive solar energy systems and recognizes that a balance must be achieved between character and aesthetic considerations and the reasonable desire of building owners to harvest their renewable energy resources. Roof and ground-mounted solar energy systems that meet the provisions of Section (b) below are permitted accessory uses in all districts where buildings are permitted. Pursuant to Minn. Stat. § 462.357, subd. 6(2), solar energy systems that cannot satisfy the standards set forth in subparagraphs (a) through (e) below and receive adequate access to direct sunlight shall satisfy the practical difficulties standard applicable to variance applications under Section 8.5.16 of this Chapter 34.

(a) Height - Solar energy systems must meet the following height requirements:

(i) Building mounted solar energy systems shall not exceed the maximum allowed height in any zoning district.

(ii) Freestanding solar energy systems shall not exceed 20 feet in height in any zoning district when oriented at maximum tilt.

(b) Setback—Solar energy systems must meet the following setback requirements:

(i) Building mounted solar energy systems - The collector surface and mounting devices for building mounted solar energy systems shall not extend beyond the required setbacks of the building on which the system is mounted.

(ii) Freestanding solar energy systems - Freestanding solar energy systems may not extend into the side-yard or rear setback when oriented at minimum design tilt.

(c) Coverage - Freestanding solar energy systems are not allowed in a front yard.

(i) They may cover no more than 35 percent of a rear yard, and no more than 3 freestanding accessory solar structures are allowed on lots with one- and two- family dwellings.

(d) **Visibility**

(i) Building-mounted solar energy systems shall be designed to be flush- mounted with the roof when facing the public right-of-ways other than alleys. The color of the solar collector is not required to be consistent with other roofing materials.

(ii) Building-integrated Photovoltaic Systems: Building-integrated photovoltaic systems shall be allowed regardless of visibility, provided the building component in which the system is integrated meets all required setback and land use standards for the district in which the building is located.

(e) Historic Buildings - Solar energy systems on buildings within designated historic districts or on locally designated historic buildings (exclusive of State or Federal historic designation) will require a conditional use permit and the accompanied Historic Preservation Committee review.

(2) **General Standards.**

(a) Feeder lines - Any electric lines accompanying a solar energy system, other than those attached to on- site structures by leads, shall be buried within the interior of the subject parcel, unless there are existing lines in the area which the lines accompanying an solar energy system can be attached.

(b) Commercial - All solar energy systems shall be limited to the purpose of on- site energy production, except that any additional energy produced above the total onsite demand may be sold to the operator's regular electrical service provider in accordance Minn. Stat. § 216B.164 or successor statute.

(c) Northfield encourages solar access to be protected in all new subdivisions and allows for existing solar to be protected consistent with Minnesota Statutes. Any solar easements filed, must be consistent with Minn. Stats. § 500.30.

(3) **Abandonment.** A solar energy system that is allowed to remain in a nonfunctional or inoperative state for a period of 12 consecutive months, and which is not brought in operation within the time specified by the city, shall be presumed abandoned and shall constitute a public nuisance that may be removed by the City and the costs thereof certified as a special assessment against the owner of the property on which the abandoned solar energy system was located.

(l) **Swimming Pools, Hot Tubs, and Spas.**

File #: 26-065, **Version:** 1

Heritage Preservation Commission Meeting Date: February 4, 2026

To: Members of the Heritage Preservation Commission

From: Mathias Hughey, Associate City Planner

Staff Updates.

Action Requested:
Staff provide updates to the Heritage Preservation Commission.

Summary Report:
City Council Information

- The upcoming agenda items list is attached for reference.
- The 2025 Board and Commission Annual Report is attached for reference.

Zoning Code Update & Redesign

- Kick off meetings have been held with Houseal Lavigne (HL) the consultant selected for the Zoning Code update.
- There will be two subcommittees, a Zoning Technical Advisory Committee, and a Zoning Policy Advisory Committee, the former will be involved in examining language, tables, and graphics to technical accuracy, the latter will provide broader policy direction. If any members of the HPC are interested in serving on one of these committees, please let staff know.
- There will be an open house and public engagement opportunity with the consultant on March 11th at the Historic Northfield Depot. Tentatively scheduled for 6:00 - 7:30 PM, members of the commission are encouraged to attend.

Planning Applications & Related Updates

- See hyperlink on the City's Development Map.
- The Archer project has been put on hold / is not moving forward at this time per the development team. Financing for the project has been the major factor holding them off from beginning construction. The city is working with the development team to continue keeping the site safe and any other ways the city can support the project coming to fruition. New banners, designed by Rocky Casillas Aguirre, have been installed on the security fencing along Division St. to improve the aesthetics.
- Staff continue to work with Post Consumer Brands on the Ames Mill Dam. The main discussion includes timeline of transferring ownership of the dam. The dam is part of our Downtown Historic District, so a certificate of appropriateness and Section 106 review will be required.

Certificates of Appropriateness for Minor Work

- No signs or minor COAs have been approved since the last meeting. Staff is working with the new occupant of the Rebstock Bakery (410 Division St. S.) on their new awning sign.

Training Opportunities

- The Maryland Department of Planning has free webinars on a variety of topics. Please see the link in the attachments to view and/or subscribe.
- The National Alliance for Preservation Commissions has webinars related to historic preservation. The city is a member and can share webinar links if there is interest.

Alternative Options:
N/A

Financial Impacts:
N/A

Tentative Timeline:
N/A

City of Northfield

Upcoming Agenda Items

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

City Council

Tuesday, February 10, 2026

TMP 25-647 Consider approval of agreement with Post Holding Inc. for Ames Mill Dam Ownership Transfer to the City of Northfield.

Drafter: Bennett

Notes: Regular #3 (15 min.)

TMP 25-874 Consider Approving Minnesota Employment and Economic Development Grant Agreement for Phase II of the Northfield Skateboard Park Project.

Drafter: Bennett

Notes: consent

TMP 25-921 Consider Approval of Contract for NW Area Trunk Sanitary Sewer Preliminary Design and Environmental Review.

Drafter: Bennett

Notes: Consent

TMP 26-068 Consider Approving Disbursements totaling $

Drafter: Grant

Notes: consent

TMP 26-091 Consider Approval of Mayoral Board and Commission Appointments.

Drafter: Hoffman

Notes: consent

TMP 25-942 Consider Resolution to Accept Public Improvements - Kraewood Development

Drafter: Simonson

Notes: consent

TMP 25-846 Consider Resolution approving Contract with the State of Minnesota for the Reconstruction of the Mill Towns State Trail in Sechler Park.

Drafter: Bennett

Notes: Consent

TMP 25-914 Consider Resolution Dedicating Source of Public Revenue for the Local Housing Trust Fund.

Drafter: Martig

Notes: consent

TMP 25-916 Consider Resolution Awarding Bond Sale for Utility Bonds for Jefferson Parkway/Sandstone Street Utility Extension Project.

Drafter: Bennett

Notes: Regular #1 (__ min.)

TMP 25-696 Consider Resolution Approving Plans and Specifications and Order Advertisement for Bids for the 2026 Mill and Overlay & Mill Towns State Trail Project (STRT2026-A83).

Drafter: Simonson

Notes: Regular #2 (__ min.)

TMP 26-007 First Reading Consideration of a Zoning Map Amendment for 304 2nd St. W.

Drafter: Hughey

Notes: consent

TMP 26-083 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 25-724 Consider Approval of January 20, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

Tuesday, February 17, 2026

TMP 26-071 Consider Motion Approving Permanent and Temporary Easements for the Spring Creek Road Reconstruction & Mill Towns State Trail Improvements Project.

Drafter: Simonson

Notes: Consent after TMP 25-699

TMP 26-102 Consider Motion approving Contract Amendment #1 with ISG for Professional Services for the Mill Towns State Trail (Woodley St. to Waterford Bridge)

Drafter: Bennett

Notes: Consent

TMP 26-022 Council Resolution Amending Redevelopment Tax Increment Financing District and a TIF Assistance Agreement for the Archer Redevelopment Project.

Drafter: Martig

Notes: Regular #2 (30 min.)

TMP 25-699 Consider Accepting Bids and Awarding Contract - Spring Creek Road Reconstruction & Mill Towns State Trail Project (STRT2026-A84).

Drafter: Simonson

Notes: Consent

TMP 25-815 Consider Resolution Approving a New Joint Resolution for Orderly Annexation By and Between Bridgewater Township and the City of Northfield.

Drafter: Martig

Notes: consent; on hold until further discussion (12-11-25)

TMP 26-008 2nd Reading Consideration of a Zoning Map Amendment for 304 2nd St. W.

Drafter: Hughey

Notes: consent

TMP 26-009 Summary Publication of a Zoning Map Amendment for 304 2nd St. W.

Drafter: Hughey

Notes: consent

TMP 25-974 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 25-725 Consider Approval of February 3, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

TMP 25-742 Consider Approval of February 10, 2026 City Council Work Session Minutes.

Drafter: Peterson

Notes: consent

Tuesday, March 3, 2026

TMP 25-786 Review and Discussion of Organized Collection for Curbside Compost Service (food/wet waste) & Request for Proposal.

Drafter: Bennett

Notes: Regular #__ (60 min.)

TMP 25-883 Approve Vehicle for Hire License Renewals.

Drafter: Peterson

Notes: consent

TMP 25-884 Approve Refuse License Renewals.

Drafter: Peterson

Notes: consent

TMP 25-885 Consider Approval of Liquor License Renewals.

Drafter: Peterson

Notes: consent

TMP 26-016 Consider Resolution Authorizing the Purchase of Property at 1400 Jefferson Road for Northfield Hospital & Clinic.

Drafter: Martig

Notes: Regular #1 (15 min.)

TMP 26-003 First Reading of Ordinance to Amend Chapter 34: Land Development Code: Article 5. Subdivision of Land. 5.26 Parks, Trails and Open Space Dedication Related to Park & Trail Dedication Fees.

Drafter: Schmidt

Notes: Regular #__ (20 min.)

Ord. 1082 Consider Ordinance Amending Northfield City Code, Chapter 30 - Health and Sanitation, Article II. - Tobacco (First Reading).

Drafter: Martig

Notes: Regular #__ (45 min.); Postponed from Aug. 2025

TMP 25-819 Presentation on Youth First Activities

Drafter: Hoffman

Notes: Presentation #1 (10 min.); confirmed 10/22/25

TMP 25-743 Consider Approval of February 17, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

Tuesday, March 10, 2026

TMP 25-832 Review of Tree Ordinance (Beumer/Zweifel Request).

Drafter: Bennett

Notes: #1 (__ min.)

Tuesday, March 17, 2026

TMP 26-006 Summary Publication Notice for the Text Amendment to Park Dedication Fees.

Drafter: Schmidt

TMP 25-697 Consider Accepting Bids and Awarding Contract - 2026 Mill and Overlay & Mill Towns State Trail Improvements Project (STRT2026-A83)

Drafter: Simonson

Notes: Consent

TMP 26-005 Second Reading of Ordinance to Amend the Text Related to Park & Trail Dedication Fees.

Drafter: Schmidt

Notes: Consent

TMP 25-977 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 25-767 Consider Approval of March 3, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

TMP 25-744 Consider Approval of March 10, 2026 City Council Work Session Minutes.

Drafter: Peterson

Notes: consent

Tuesday, April 7, 2026

TMP 25-899 Consider Approval of Mayoral Board/Commission Youth Appointments.

Drafter: Hoffman

Notes: consent

TMP 25-900 Consider Approval of Mayoral Board and Commission Appointments.

Drafter: Hoffman

Notes: consent

TMP 26-096 Consider Project Partnership Agreement with Army Corps of Engineers for Northwest Water Tower Grant.

TMP 25-799 Approve Resolution accepting the Rice County All Hazard Mitigation Plan.

Drafter: Schroepfer

Notes: consent

TMP 25-745 Consider Approval of March 17, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

Tuesday, April 21, 2026

TMP 25-359 Consider Approval of Mayoral Board and Commission Appointments.

Drafter: Hoffman

Notes: consent

TMP 25-951 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-746 Consider Approval of April 7, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

TMP 25-747 Consider Approval of April 14, 2026 City Council Work Session Minutes.

Drafter: Peterson

Notes: consent

THE CITY OF
NORTHFIELD
ESTD MINNESOTA 1855

2025 Board & Commission Annual Report

Table of contents

Arts and Culture Commission

Accomplishments

- Honored Bob Gregory-Bjorklund as the 2025 Living Treasure in April
- Commissioned two large-scale downtown murals
- Selected an artist to install a large-scale mosaic mural in the new Ice Arena
- Installed an exhibit of Mark Daehlin's "Freedom Road Heroes" Civil Rights portraits in City Hall

The Arts and Culture Commission will not continue in 2026. We thank the members of the Arts and Culture Commission for their service.

Charter Commission

Accomplishments

A new set of officers for the charter commission was elected. Unlike some years past, we had a full complement of 7 Charter Commission members. Our commission this year was blessed with dedicated members who brought a broad variety of experience and skills to the commission, and who put in many, many hours of dedicated work both at commission meetings and on appointed committees.

The Commission prepared and approved the 2024 annual report which was provided and accepted by the Chief Judge of the third judicial district.

The Commission continued its discussion from 2024 regarding a need to clarify Section 3.5 of the Charter which addresses filling vacancies in the City Council and the office of Mayor. Amendment to any section of the Charter is a monumental task. It requires a great deal of work and requires input from multiple sources – e.g. comparisons to similar provisions in other city charters; examination of state statutes which address similar issues; input from the Minnesota League of Cities, and Minnesota case law which often guides and establishing boundaries for what is legally permissible and what is not. In the end no Charter provision can be adopted without the unanimous consent of the City Council and the Mayor.

After much work and discussion, the Charter Commission forwarded to the City Council a proposed amendment to Section 3.5 which clarified provisions dealing with the specific times when vacancies occur; when elections will help to fill those vacancies; and specifying the time at which a term filled by a vacancy will end. After presentations to the City Council at public hearings, this proposed amendment was adopted unanimously by the City Council, and the Charter was amended accordingly.

Projects working on for next year

In 2024 the Charter Commission began work on a possible amendment to Charter section 4.1. After some public and city administration input, the issue as to the specific time when council and mayoral terms begin and end may need clarification. The examination of this issue, as with any issue which may lead to a Charter amendment, may require an extensive effort which would occupy much of the 2026 calendar year.

The Charter Commission, as always, will remain open to any proposals from the commission, the city administration, and the public which will assist the commission in its duty to keep the Charter clear, understandable, and timely.

Economic Development Authority

Accomplishments

- Facilitated the expansion, relocation and retention of Loon Liquors, LLC to Northfield's downtown! This included applying for and receiving an asbestos mitigation grant from DEED for the building, facilitating the building purchase, and administering two EDA revolving loans to gap their financing. They also received one of the SMIF/DEED grants through the City.
- Completed the Connecting Business and Community program with the University of MN Extension, which included interviewing over 50 local businesses
- Executed a Request for Proposals for the redevelopment of the 5th St. E. and Washington St. S. parking lot. Selected Streetfront to pursue redevelopment of the site.
- SMIF/ DEED Mainstreet grant – EDA administered $750,000 in renovation and construction grants for downtown buildings and businesses, funded by MN DEED, with the help of SMIF.
- Micro grants program: administered 4 $5,000 grants for local small businesses, including Awakened Healing, Tin Tea, Relationship Therapy, and Verbena Vinyl
- Façade improvement program: granted two façade projects, the Northside Boards building and By All Means Graphics, for brick, window, and door work

Projects working on for next year

- Strategic planning session
- Provide feedback on the zoning code update.
- Continue to support the 5th and Washington redevelopment
- Initiate a micro-loan program, currently being drafted

Environmental Quality Commission

Accomplishments

- Initiated a Zero Waste Campaign by launching a community survey targeting both businesses and residents to gauge support for a potential bag fee ordinance aimed at reducing waste and promoting sustainable consumer habits.
- Hosted the “Lower Your Energy Costs” community education event in partnership with Rotary and the Minnesota Center for Energy and Environment (MNCEE), providing residents with resources, incentives, and actionable steps to improve home energy efficiency.
- Coordinated HVAC contractor training with MNCEE to ensure local contractors became certified and knowledgeable about available tax credits, rebates, and energy-efficiency programs, ultimately increasing access to benefits for Northfield residents.

Projects working on for next year

- Host a forum and education campaign on the climate change implications of agricultural practices and dietary choices
- Outreach Campaign to residents to encourage composting
- Continue educational/promotional campaign focused on home energy efficiency and electrification and EV adoption

Heritage Preservation Commission

Accomplishments

- Applied for and received a Certified Local Government (CLG) Grant to create an updated Preservation Plan for the city.
- Helped to update the Land Development Code regarding the sign ordinance.
- Responded to MNDOT's 106 Review regarding the Highway 19 resurfacing project.
- Designated Central Park as a Local Heritage Preservation Site.
- Approved 4 Certificates of Appropriateness (COA) for Major Work, 2 COAs for Minor Work, 10 signs, and provided comment on the adjacent Loon Liquor project.

Projects working on for next year

- Hire a consultant and develop an updated Preservation Plan.
- Provide guidance on the zoning code update regarding balconies, murals, solar panels, the COA process, etc.
- Continue to respond to applications by reviewing COAs as required.

Hospital Board

Accomplishments

- Northfield Hospital + Clinics was included in Becker's list of 100 Great Community Hospitals. Becker's exclusive list honors community hospitals that achieve clinical excellence and personalized, whole-person care delivery.
- In 2025 the birth center and OBGYN practice are on track to deliver over 700 babies! Under the leadership and direction of the Board of Directors, the hospital completed a strategic plan for OBGYN care to support both our growing obstetrical population and expand mid-life gynecological care by strengthening and growing women's health programs.
- NH+C launched a new pain management service to address unmet needs in our community. Through a team-based care approach the clinicians at Northfield Hospital + Clinics work together to eliminate pain and improve quality of life.

Projects working on for next year

- Medicaid restrictions and changes to Medicare Advantage will require continued NH+C Board focus and attention in 2026. Northfield Hospital is well positioned for continued financial success as an independent hospital and clinic system.
- The Hospital Board and leadership are actively monitoring changes to healthcare access in our neighboring communities. As other rural communities see reductions in local hospital-based services, NH+C will grow our regional care model to expand essential services like obstetrical and surgical services.
- The Northfield Hospital + Clinics board is continuing to focus on supporting high quality care across all our locations. We are committed to excellence in patient care and experience!

Housing and Redevelopment Authority

Accomplishments

- Secured a matching grant from the Minnesota Housing Finance Agency (MHFA) for the Local Housing Trust Fund, which will be allocated to Down Payment Assistance and Home Rehabilitation programs.
- Submitted a matching grant application to support a potential Workforce Housing development on City-owned land at Meadows Park; the application was not awarded.
- Implemented a municipal 4d tax program under the Low-Income Rental Classification (LIRC) program, providing reduced property tax rates to owners of affordable rental properties – an important housing preservation tool.
- Provided financial support to key community partners, including:
    - Northfield Union of Youth's Wallflower Project and Wallflower House
    - Community Action Center's rent stabilization programs
    - Rice County Habitat for Humanity's affordable housing programs

Projects working on for next year

- Develop legislative priorities that strengthen and support housing initiatives in Northfield.
- Update Down Payment Assistance and Home Rehabilitation Loan programs to ensure compliance with the MHFA Local Housing Trust Fund grant requirements.
- Advance housing development on HRA-owned land including necessary predevelopment activities.
- Provide guidance on the zoning code update, focusing on best practices for housing preservation and strengthening the local housing ecosystem.

Membership of the Housing and Redevelopment Authority will transition to the City Council in 2026. We thank the members of the Housing and Redevelopment Authority for their service.

Human Rights Commission

Accomplishments

- Drafted the LGBTQIA+ Sanctuary City Resolution, which passed the City Council unanimously in August 2025.
- Planned for the city's 2026 Martin Luther King Jr. Celebration, newly in partnership with the Northfield Public Schools.
- Being present and public, including tabling at Pride and Hispanic Heritage Celebration, and speaking at large public actions related to Gaza and ICE presence in Northfield.

Projects working on for next year

- Exploring certification program for LGBTQIA+ safe businesses.
- Facilitate more “Know Your Rights” trainings/education for the community.
- Exploring how to support our Northfield immigrant community members in the face of ICE presence in our community.

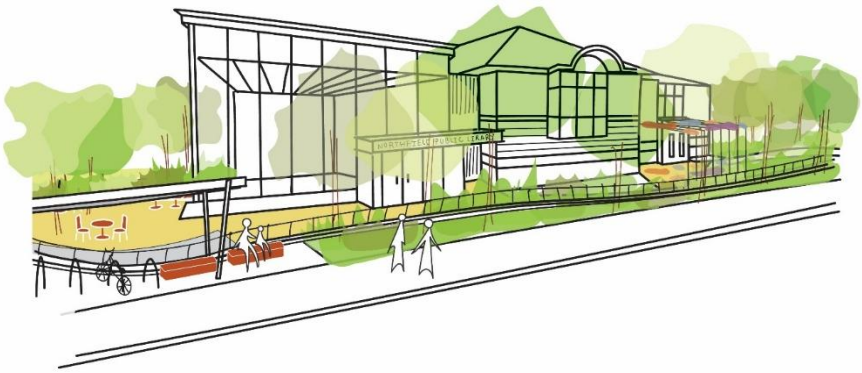
Library Board

Accomplishments

- Updated strategic plan
- Finished reviewing and revising all library policies
- Sought community input on accessible, sustainable, and safe site plans

Projects working on for next year

- Achieving certification as a “sustainable library” through the Sustainable Libraries Initiative
- Approve sustainable, accessible, and safe site plans
- Launch fundraising campaign, grant-seeking, to refurbish library’s grounds
- Draft and approve missing policies



Mayor’s Youth Council

Accomplishments

It has been another successful year for the Mayor's Youth Council. In April, the City Council voted to approve MYC's request to amend the Council's rules so that members of the public do not have to provide their full address during public comment. In May, MYC members led a field trip to City Hall for more than 80 Greenvale Park Elementary 5th graders, where they learned about how City Council meetings operate and got the chance to share their ideas during a mock "public comment" session. In October, MYC members designed a civically engaged trunk for Northfield High School's Trunk or Treat event where visitors had a chance to vote on fun Halloween-related questions.

Projects working on for next year

In the upcoming year, Mayor's Youth Council is focusing on increasing community awareness about the group. They produce a regular newsletter updating students on what is happening at the City Council level, plan to table at Winter Walk, and hope to expand on the previous year's early youth engagement activities in the spring. They also plan to focus on greater communication and collaboration with other youth board and commission members beginning in December.

Northfield Area Fire and Rescue Services Board

Accomplishments

- Administrative efficiencies: 2025 moved NAFRS to Quickbooks Online and automated accounts receivable applications allowing more time spent on operations and risk reduction vs. data entry and manual processes.
- Strengthen Community Risk Reduction (CRR) work with meetings at independent living communities, property owners/managers, and individual residents educating them on fire safety and prevention.
- Fire ISO Classification – as part of a scheduled review, successfully lowered the Insurance Service Office (ISO) rating's from a Class 4 to a Class 3. The lower the classification, the better suited the fire department and municipal water/hydrant systems can lower insurance loss in the area. This classification fits into the formula insurance carriers use to price property insurance.
- Call reduction – Continue to work on the fire code enforcement and call follow up to prevent repeat fire alarm calls where systems or conditions are the cause. Work with Rice/Steele Dispatch to focus on medical call dispatch for when Rescue Squad is needed. Most times, NH+C Ambulance and law enforcement response suffices. This lowers burnout of volunteer responders.

Projects working on for next year

- Supporting Fire command staff in recruitment and retention of paid-on-call firefighters, including continued diversity.
- Continue supporting community risk reduction and capital purchases for equipment, technology, training, and safety for NAFRS.
- Expand the data and technology into responding apparatus to give crew as much information on the call. Also gaining efficiency tools with crews to/from Dispatch communications.
- Coordination with MnDOT on Trunk Highway 3 corridor planning, bridge replacement planning

Northfield Transportation Advisory Committee

Accomplishments

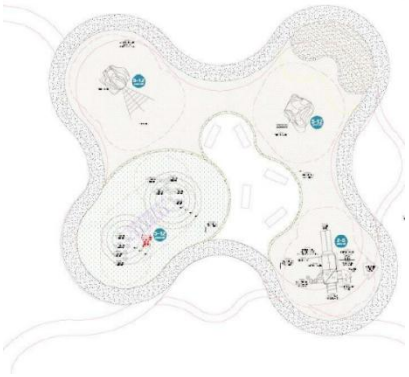
- Recommendations for the Trunk Highway 246 Turnback from County Road 1 to Trunk Highway 3
- Coordination with other Jurisdictions on the Decker Ave Corridor Study by Rice County
- Update from MnDOT and coordination related Bridge Replacement on Trunk Highway 3
- Rice County/Dundas coordination related to trail connection to Cannon River Regional Park
- Grand opening of Transit Hub.

Projects working on for next year

- Improving Transit in Northfield
- Coordination with MnDOT on Trunk Highway 3 corridor planning, bridge replacement planning

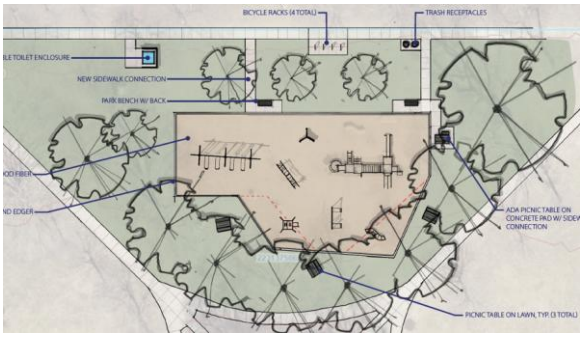
Park and Recreation Advisory Board

Accomplishments



- Designate Central Park as a local heritage preservation site.
- Relocated Archery Range due to development of surrounding area at old location.
- Develop, Design, and Approve Discovery Zone Playground in Riverside Park. The discovery zone will be a nature-based play park, using different natural materials vs typical metal and plastic equipment.
- Develop and design Central Park playground improvement project.
- Develop and design Dresden Hill playground improvement project.

Dresden Hill Park Design



Central Park Design

The Park and Recreation Advisory Board will not continue in 2026. We thank the members of the Park and Recreation Advisory Board for their service.

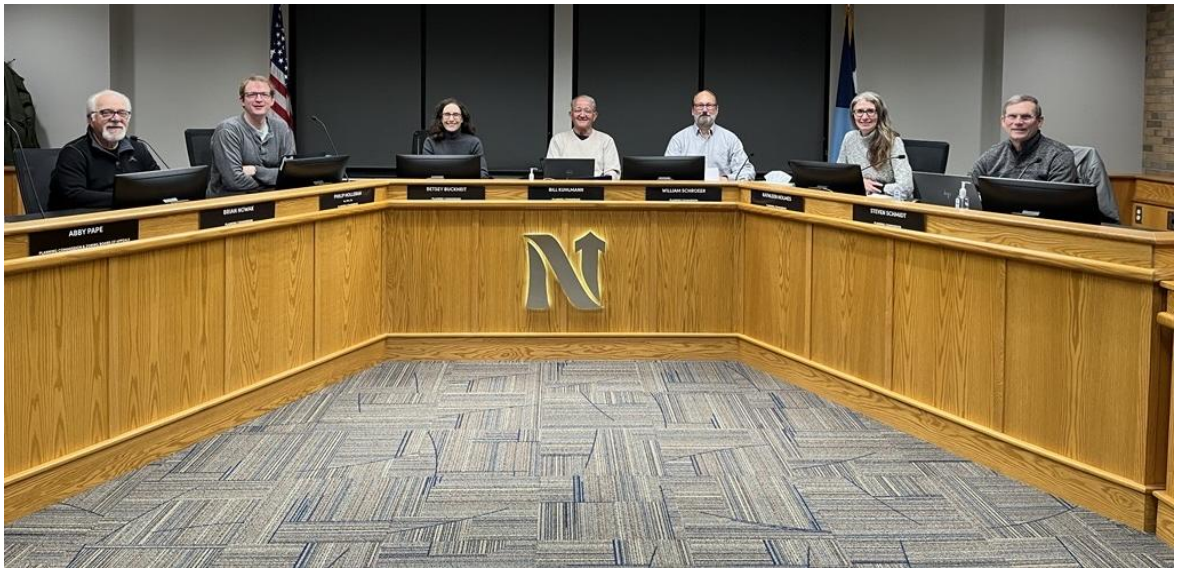
Planning Commission/Zoning Board of Appeals

Accomplishments

- Completed the Comprehensive Plan 2045 update!
- Started the zoning code update process and hired a consultant for the zoning code update & redesign.
- Processed two annexation applications for properties adjacent to the Northwest Industrial Park.
- Processed three conditional use permits (Loon Liquors, St. Olaf College, and Northfield Dispensary).
- Completed and sent recommendations to the city council on text amendments for adding cannabis to our zoning code, updated the permitted use table, and adding language on short-term rentals.

Projects working on for next year

- Kick off and continue the zoning code update & redesign! Completion of the update is scheduled for April of 2026.
- Process zoning applications that are received, which include annexations, conditional use permits, subdivisions, variances and more!
- Work with the community, the city council, and all other boards and commissions on the zoning code update.
- Continue promotion of the 2045 Comprehensive Plan!



Youth Substance Abuse Prevention Alliance

Accomplishments

Some accomplishments were the Be Safe Be Sober/Prom Readiness campaign, TTHY (quarterly mailings to parents of students grades 5-12 education on the harms of substances and the value youth place on the voice of their parents), Night to Unite, and Continued parent education around the dangers of vaping and other substances through several different modalities.

Projects working on for next year

For next year, we are going to work on pursuing avenues to limit nicotine access for minors. We want to explore connections between mental health and substance use in youth and continue parent education around substance use and mental health.