

CITY OF NORTHFIELD, MINNESOTA  
HERITAGE PRESERVATION COMMISSION RESOLUTION HPC #2024-008

A RESOLUTION BY THE HERITAGE PRESERVATION COMMISSION OF THE CITY OF  
NORTHFIELD, MINNESOTA, APPROVING A CERTIFICATE OF APPROPRIATENESS  
FOR 323-325 Division St. S., *Northfield, MN*

- WHEREAS, the applicant, Merchants Bank (the “Applicant”), is seeking a Certificate of Appropriateness (“COA”) from the City of Northfield Heritage Preservation Commission (“HPC” or “Commission”) for replacing the second-story windows of the building as more particularly described in Exhibit A, which is attached hereto and incorporated herein by reference (the “Work”), for certain property owned by Merchants Bank located at 323-325 Division St. S. in the City of Northfield (the “Property”); and
- WHEREAS, the Property is located within a designated historic district, the Northfield Commercial Historic District, a locally designated district and a district on the National Register of Historic Places; and
- WHEREAS, according to Northfield City Code (the “City Code”), Chapter 34, Section 8.5.8 (A), unless otherwise exempted in Section 7.8.3 or unless otherwise provided in Section 8.5.8, a COA is required for construction, exterior alteration or rehabilitation, moving or demolition of a building or structure on a city-owned or privately owned heritage preservation site; and
- WHEREAS, according to City Code, Chapter 34, Section 8.5.8 (A), unless otherwise provided in City Code, no zoning certificate or building permit shall be issued before a COA has received approval; and
- WHEREAS, according to City Code, Chapter 34, Section 8.5.8 (A)(1), the proposed Work is classified as Major Work requiring the Type 3 review procedure as established in Section 8.4.6, Type 3 Review Procedure (Heritage Preservation Commission Decision); and
- WHEREAS, according to City Code, Chapter 34, Section 8.5.8 (D), for proposed new construction, as well as alteration, remodeling, rehabilitation, relocation or addition to an existing building, structure or historic object, the HPC, based upon the above review procedure, shall consider the following in evaluating an application for a COA, and shall make written findings regarding approval or denial of the same by resolution (Criterion (a) below must be met and criteria (b) through (g) shall be considered, if applicable to an application):
- (a) For all applications, the proposed action fully complies with all applicable requirements of this LDC;

- (b) That the proposed action is in harmony with the intent purpose of the H-O district for sites located in the H-O district;
- (c) That the proposed action would complement other structures within the H-O district for sites located in the H-O district;
- (d) That the proposed action is consistent with the Downtown Preservation Design Guidelines for sites located in the H-O district, and consistent with the Secretary of the Interior's Standards for Treatment of Historic Properties for sites located within or outside the H-O district;
- (e) Consideration should be given to the amount and quality of original material and design remaining in the building or structure when applying criteria, guidelines and standards;
- (f) For new construction, the building or addition should be compatible with:
  - (i) scale, texture, materials, and other visual qualities of the surrounding buildings and neighborhoods;
  - (ii) the height, width, depth, massing and setback of the surrounding buildings; and
  - (iii) the amount of solid wall to window and door openings, and the replacement of window and door openings, should be proportional to that of the surrounding buildings and neighborhood; and
- (g) Consideration shall be given to clear cases of economic hardship or to deprivation of reasonable use of the owner's property.

; and

WHEREAS, according to City Code, Chapter 34, Section 8.5.8 (D), the Applicant bears the burden of proof of meeting the foregoing criteria; and

WHEREAS, according to City Code, Chapter 34, Section 8.5.8 (E), this decision of the HPC shall be final unless timely appealed to the City Council by filing a written notice of appeal with the City Clerk no later than ten (10) days after date of the HPC's decision; and

WHEREAS, the Commission held a duly noticed public meeting, on July 3, 2024, to consider testimony from the Applicant and the public regarding the COA, and has considered such testimony and reviewed the requested COA on the Property according to the above criteria.

NOW THEREFORE BE IT RESOLVED BY THE HERITAGE PRESERVATION COMMISSION OF THE CITY OF NORTHFIELD, MINNESOTA, that the Commission has duly considered the required criteria contained in City Code as applicable to the above-requested COA regarding the Property, and hereby adopts the findings of fact contained in the staff report regarding the same, which is attached hereto and incorporated herein by reference as Exhibit B, along with the above recitals hereto.

BE IT FURTHER RESOLVED that the requested COA is hereby approved, based upon the above-referenced adopted findings and subject to the following condition.

- (a) Only the four (4) windows on the northern building will feature grids, the four (4) windows on the southern building will not have grids adhered to the panes.

PASSED by the Heritage Preservation Commission of the City of Northfield this 3rd day of July 2024.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Member

VOTE:      \_\_\_\_ CLARK      \_\_\_\_ EVANS      \_\_\_\_ JARMAN  
         \_\_\_\_ MEEHAN      \_\_\_\_ STANGLER      \_\_\_\_ STEED      \_\_\_\_ ALLEN

**EXHIBIT A**

**DESCRIPTION OF PROPOSED WORK**

**EXHIBIT B**

**FINDINGS OF FACT**