



City of Northfield

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

Meeting Minutes - Draft Heritage Preservation Commission

Wednesday, May 1, 2024

6:00 PM

Council Chambers

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

Chair Jarman called the meeting to order at 6:11 p.m.

- Present:** 4 - Baird Jarman, Commissioner Jesse Steed, Commissioner Robert Stangler and Commissioner Barbara Evans
- Absent:** 3 - Commissioner Clifford Clark, Vice Chair Sean Allen and Commissioner Michael Meehan

Also present: Jake Reilly, Community Development Director; Mathias Hughey, Associate Planner; Matt Bailey, Meeting Associate; Anna Forbord, Youth Representative (non-voting); Cameron McMillan, Youth Representative (non-voting)

APPROVAL OF AGENDA

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

- Yes:** 4 - Chair Jarman, Commissioner Steed, Commissioner Stangler and Commissioner Evans

APPROVAL OF MINUTES

1. [24-284](#) April 3, 2024 HPC Work Session Minutes

Attachments: [1 - April 3, 2024 HPC Work Session Minutes](#)

A motion was made by Commissioner Stangler, seconded by Commissioner Evans, to approve the April 3, 2024 HPC Work Session Minutes.

A motion was made by Commissioner Evans, seconded by Commissioner Steed, to approve as amended to rephrase final sentence in Item 1, 24-237, as "Wallace responded to questions and comments from the HPC on specific design elements, including lighting and how it affects nearby buildings," the April 3, 2024 HPC Work Session Minutes. The motion carried by the following vote:

- Yes:** 4 - Chair Jarman, Commissioner Steed, Commissioner Stangler and Commissioner Evans

2. [24-285](#) April 3, 2024 HPC Meeting Minutes

Attachments: [1 - April 3, 2024 HPC Meeting Minutes](#)

A motion was made by Commissioner Steed, seconded by Commissioner Stangler, to approve the April 3, 2024 HPC Meeting Minutes. The motion carried by the following vote:

Yes: 4 - Chair Jarman, Commissioner Steed, Commissioner Stangler and Commissioner Evans

OPEN PUBLIC COMMENT

No public comment was received.

REGULAR AGENDA

3. [HPC Res. 2024-004](#) Certificate of Appropriateness for Painting at 313 Division St S, Northfield News Building

Attachments: [1 - HPC Resolution](#)

[2 - Project Scope](#)

[3 - Historic Inventory Form](#)

Associate Planner Mathias Hughey presented the application for Certificate of Appropriateness for Painting at 313 Division Street South, Northfield News Building. The HPC discussed the approval criteria outlined in the Northfield City Ordinances, Chapter 34 - Land Development Code and the findings of appropriateness in the application.

A motion was made by Commissioner Evans, seconded by Commissioner Stangler, to approve the Certificate of Appropriateness for Painting at 313 Division Street South, Northfield News Building. The motion carried by the following vote:

Yes: 4 - Chair Jarman, Commissioner Steed, Commissioner Stangler and Commissioner Evans

STAFF UPDATES

Community Development Director Jake Reilly presented updates from City staff:

- Economic Development Associate Anna Watson will be departing this week for a new position in Saint Paul.*
- The City has been awarded a Certified Local Government (CLG) grant to host a National Alliance of Preservation Commission's Commission Assistance and Mentoring Program (CAMP) in Northfield this summer with a date to be determined.*

BOARD MEMBER AND COMMISSIONER REPORTS

- *Commissioner Evans' class at the Elder Collegium continues, and she praised the willingness of members of the Northfield community to participate in educational efforts concerning historical Northfield.*
- *Commissioner Stangler requested the addition of a permanent agenda item for additional business, questions, and discussion.*
- *Commissioner Evans posed questions to City staff regarding the presentation at the April 3, 2024 HPC Work Session by Lindsey Wallace, Planning Manager of 106 Group on the Bridge Square redevelopment, specifically the respective responsibilities of the HPC, the Planning Commission, and the Minnesota State Historic Preservation Office (SHPO) outlined in the presentation. Community Development Director Jake Reilly responded to the points raised by Evans.*
- *Youth Representative Forbord asked City staff what aspects of the Bridge Square redevelopment are covered by national, state, and local regulations on and designations of parks. Reilly responded to her question, and Evans provided additional context.*
- *Stangler expressed concern regarding the use of City of Northfield logos, letterhead, and presentation templates in materials presented to Board and Commissions by outside consultants.*
- *Evans requested that all materials to be presented before the HPC in the future be provided in advance and not at the meeting itself.*

ADJOURNMENT

Chair Jarman adjourned the meeting at 7:12 p.m.