



City of Northfield

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

Meeting Minutes - Draft Heritage Preservation Commission

Monday, January 6, 2025

6:00 PM

Council Chambers

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

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

Present: 5 - Baird Jarman, Commissioner Robert Stangler, Commissioner Michael Meehan, Commissioner Sara Beimers and Commissioner Aaron Street

Absent: 2 - Commissioner Clifford Clark and Commissioner Amy Machacek Shonka

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

APPROVAL OF AGENDA

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

Yes: 5 - Commissioner Jarman, Commissioner Stangler, Commissioner Meehan, Commissioner Beimers and Commissioner Street

APPROVAL OF MINUTES

1. [24-767](#) December 4, 2024 HPC Meeting Minutes

Attachments: [1 - December 4, 2024 HPC Meeting Minutes](#)

A motion was made by Commissioner Stangler, seconded by Commissioner Street, to approve the December 4, 2024 HPC Meeting Minutes as amended to append the names of the Mover and Second on the vote on HPC Res. 2024-010. The motion carried by the following vote:

Yes: 5 - Commissioner Jarman, Commissioner Stangler, Commissioner Meehan, Commissioner Beimers and Commissioner Street

OPEN PUBLIC COMMENT

No public comment was received.

REGULAR AGENDA

2. [BC 24-023](#) Introductions of Heritage Preservation Commission Members and Staff
The Heritage Preservation Commission members and City Staff introduced themselves.

3. [24-768](#) Election of Heritage Preservation Commission Officers of Chair and Vice-Chair.
Associate Planner Mathias Hughey provided an overview of the Boards and Commissions elections process.

The Election for the 2025 HPC Chair proceeded as follows: Commissioner Meehan nominated 2024 Chair Jarman to serve as 2025 Chair. Jarman accepted the nomination. Jarman nominated Meehan to serve as Chair. Meehan declined the nomination. With no other nominations, Jarman was re-appointed Chair.

The Election for the 2025 HPC Vice-Chair proceeded as follows: Commissioner Stangler nominated Meehan to serve as Vice-Chair. Meehan accepted the nomination. With no other nominations, Meehan was appointed Vice-Chair.

4. [24-769](#) 2025 Board and Commission Onboarding and Refresher.

Attachments: [1 - Board and Commission Member Orientation Video](#)
[2 - Board and Commission Work With Youth Video](#)
[3 - City Council & Board/Commission Member Guide](#)
[4 - Northfield City Code/Charter](#)
[5 - Board and Commission Rules of Business](#)
[6 - 2021-2024 City of Northfield Strategic Plan](#)

Associate Planner Mathias Hughey provided the Commissioners with materials for orientation to rules, regulations, and procedures for Boards and Commissions.

5. [24-770](#) Orientation and Overview of the Heritage Preservation Commission.

Attachments: [1 - Statewide HPC Training Presentation](#)
[2 - Commission Training](#)
[3 - Orientation Documents](#)
[4 - Hyperlink to Downtown Design Guidelines](#)
[5 - Hyperlink to Complete Statewide HPC Training Materials](#)
[6 - Hyperlink to HPC Webpage](#)

Associate Planner Mathias Hughey provided the Commissioners with materials for orientation to background, expectations, and procedures for the Heritage Preservation Commission.

6. [HPC Res. 2025-001](#) Recommendation to Designate Central Park (421 4th St. E.) as a Local Heritage Preservation Site.

Attachments: [1 - Resolution WORD](#)
[2 - Resolution PDF](#)
[3 - EXHIBIT B FINDINGS](#)
[4 - Central Park Designation Form and Appendices](#)
[5 - Original Northfield Plat](#)
[6 - Northfield Central Park SHPO Letter](#)
[7 - Link to November 6, 2024 HPC Meeting](#)
[8 - Preservation Brief 36 Cultural Landscapes](#)

Associate Planner Mathias Hughey introduced HPC Resolution 2025-001, Recommendation to Designate Central Park (421 Fourth Street East) as a Local Heritage Preservation Site.

Alice Thomas of 418 College Street spoke on the history of public efforts to get Central Park designated as a Local Heritage Preservation Site and thanked the HPC for considering the recommendation for designation.

Hughey responded to questions and comments from the HPC. The HPC discussed the resolution.

A motion was made by Commissioner Street, seconded by Commissioner Stangler, to approve an amendment to the application for Local Heritage Preservation Site designation in HPC Resolution 2025-001 extending the period of significance of Central Park to 1954 to include the construction of the circular central wall. The motion carried by the following vote:

Yes: 5 - Commissioner Jarman, Commissioner Stangler, Commissioner Meehan, Commissioner Beimers and Commissioner Street

A motion was made by Commissioner Stangler, seconded by Commissioner Street, to approve as amended HPC Resolution 2025-001, Recommendation to Designate Central Park (421 Fourth Street East) as a Local Heritage Preservation Site. The motion carried by the following vote:

Yes: 5 - Commissioner Jarman, Commissioner Stangler, Commissioner Meehan, Commissioner Beimers and Commissioner Street

7. [24-771](#) Discussion of the HPC 2025 Work Plan

Attachments: [1 - HPC Action Plan 2024 - redlined](#)

This agenda item was postponed until a future HPC meeting.

STAFF UPDATES

Associate Planner Mathias Hughey provided updates from City Staff concerning the Bridge Square redevelopment plan and the City's comprehensive plan.

BOARD MEMBER AND COMMISSIONER REPORTS

No reports were submitted.

ADJOURNMENT

Chair Jarman adjourned the meeting at 8:29 p.m.