



# City of Northfield

City Hall  
801 Washington Street  
Northfield, MN 55057  
ci.northfield.mn.us

## Meeting Minutes - Draft Heritage Preservation Commission

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Thursday, June 10, 2021

4:00 PM

Council Chambers

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### CALL TO ORDER AND ROLL CALL

*The meeting was called to order at 4:00PM.*

*Also present: City Planner Mikayla Schmidt, Community Development Director Mitzi Baker, Administrative Associate Kari Bonde, Meetings Associate Edward Malnar, Jim Bonhoff, Al Martinez*

**Present:** 7 - Jason Menard, Chair Barbara Evans, Commissioner Jan Gilblom, Commissioner Alice Thomas, Commissioner Baird Jarman, Commissioner Clifford Clark and Commissioner Michael Meehan

### APPROVAL OF AGENDA

**A motion was made by Commissioner Menard, seconded by Commissioner Clark, to approve the agenda as amended by adding the review of Coco's Place signage proposal as the first item of New Business. The motion carried by the following vote:**

**Yes:** 7 - Commissioner Menard, Chair Evans, Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

### APPROVAL OF MINUTES

1. [21-334](#) May 13, 2021 HPC Meeting Minutes.

**Attachments:** [1 - 05-13-2021 HPC Minutes](#)

**A motion was made by Commissioner Clark, seconded by Commissioner Gilblom, to approve the May 13 minutes as amended by clarifying the motion on 504/506 Division St. The motion carried by the following vote:**

**Yes:** 7 - Commissioner Menard, Chair Evans, Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

**21-358 UNFINISHED BUSINESS**

### NEW BUSINESS

2. [BC 21-011](#)

**Attachments:** [1 - 504 & 506 Division St. S. Pictures](#)

*CD Director Baker answered questions about the process of rescinding past actions.*

**A motion was made by Commissioner Menard, seconded by Chair Evans, to**

approve rescinding the May 13 decision on Coco's Place proposed signage. The motion failed by the following vote:

**Yes:** 2 - Commissioner Menard and Chair Evans

**No:** 5 - Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

## 2. Certificate of Appropriateness for Proposed Signage for Coco's Place

*City Planner Schmidt presented a revised proposal for Coco's Place and answered questions about the proposal. Jim Bonhoff provided materials for the commission to review. Members discussed code guidance on signage fonts and historical appropriateness.*

**A motion was made by Commissioner Menard, seconded by Commissioner Gilblom, to approve Coco's Place proposed signage. The motion passed by the following vote:**

**Yes:** 4 - Commissioner Menard, Chair Evans, Commissioner Gilblom and Commissioner Jarman

**No:** 3 - Commissioner Thomas, Commissioner Clark and Commissioner Meehan

3. [BC 21-011](#) Certificate of Appropriateness for Proposed Changes to 504 & 506 Division St. S.

**Attachments:** [1 - 504 & 506 Division St. S. Pictures](#)

*City Planner Schmidt presented on options for windows for the properties.*

**A motion was made by Commissioner Thomas, seconded by Commissioner Meehan, to approve certification for 504/506 Division St. The motion carried by the following vote:**

**Yes:** 7 - Commissioner Menard, Chair Evans, Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

4. [BC 21-012](#) Review and Make a Recommendation of the Northfield Depot Reassessed as a Local Heritage Preservation Site to City Council.

- Attachments:** [1 - Cover Memo from STND](#)  
[2 - Local Designation Form - redacted](#)  
[3 - Appendix A](#)  
[4 - Appendix B](#)  
[5 - Appendix C - Part 1](#)  
[6 - Appendix C - Part 2](#)  
[7 - Appendix D](#)  
[8 - Appendix E](#)  
[9 - Appendix F - Part 1](#)  
[10 - Appendix F - Part 2](#)  
[11 - Save the Northfield Depot PowerPoint Presentation](#)  
[12 - Northfield Depot Designation Letter - MN SHPO](#)

*Commissioner Thomas presented the work done for historical restoration of the Northfield Depot.*

**A motion was made by Commissioner Clark, seconded by Commissioner Menard, to approve the reinstatement of local heritage preservation site designation for the Northfield Depot. The motion carried by the following vote:**

**Yes:** 6 - Commissioner Menard, Chair Evans, Commissioner Gilblom, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

**Abstained:** 1 - Commissioner Thomas

5. [21-335](#) Continued Discussion and Feedback on Draft Wall Sign Checklist

- Attachments:** [1 - 05-13-21 Sign Checklist Memo](#)  
[2 - 05-13-21 Checklist for Wall Signs](#)  
[3 - 03-11-21 Memo re: Sign Checklist from Commissioner Thomas](#)  
[4 - 03-11-21 DRAFT General Check List for Wall Signs](#)  
[5 - Sign Permit App. for Historic District](#)

*No action was taken on this item at this meeting.*

## REPORTS FROM COMMISSION MEMBERS AND CHAIR

6. [21-336](#) Commissioner Shadowing Reports

- Attachments:** [1 - 2021 May PR HRA - B. Evans](#)  
[2 - 2021 May EDA - J. Gilblom](#)  
[3 - 2021 May ACC TAC - A. Thomas](#)

*Chair Evans presented a report on historical preservation project analysis. Other staff reports were provided to Commissioners in writing.*

## STAFF UPDATES

7. [21-337](#) Staff Updates.

*Commissioner Clark expressed interest in having topics of debate included in the minutes once again.*

## **ADJOURNMENT**

*The meeting was adjourned at 5:32PM.*