



# City of Northfield

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

## Meeting Minutes - Draft Heritage Preservation Commission

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Wednesday, June 5, 2024

6:00 PM

Council Chambers

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

*Chair Jarman called the meeting to order at 6:02 p.m.*

- Present:** 6 - Baird Jarman, Commissioner Clifford Clark, Commissioner Jesse Steed, Commissioner Robert Stangler, Commissioner Barbara Evans and Vice Chair Sean Allen
- Absent:** 1 - 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 Stangler, to approve the agenda as amended to add an item concerning an adjustment to the Commission meeting calendar and to change the topic of item 4 from Certificate of Appropriateness for Painting to Certificate of Appropriateness for Signs. The motion carried by the following vote:

- Yes:** 6 - Chair Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Commissioner Evans and Vice Chair Allen

### APPROVAL OF MINUTES

1. [24-360](#) May 1, 2024 HPC Meeting Minutes

**Attachments:** [1 - May 1, 2024 HPC Meeting Minutes](#)

A motion was made by Commissioner Steed, seconded by Commissioner Evans, to approve the May 1, 2024 HPC Meeting Minutes. The motion carried by the following vote:

- Yes:** 6 - Chair Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Commissioner Evans and Vice Chair Allen

### OPEN PUBLIC COMMENT

*No public comment was received.*

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## REGULAR AGENDA

2. [24-361](#) 2025 Board and Commission Appointment Process Update

*Associate Planner Mathias Hughey and Community Development Director Jake Reilly provided updates on the 2025 Board and Commission Appointment Process concerning deadlines and eligibility.*

3. [HPC Res. 2024-005](#) HPC Resolution 2024-005 - Certificate of Appropriateness for Signs at 313 Division St S, Northfield News Building

**Attachments:** [1 - HPC Resolution 2024-005](#)  
[2 - Sign Drawing](#)  
[3 - FINDINGS OF FACT](#)  
[4 - Historic Inventory Form](#)

*Associate Planner Mathias Hughey presented the application for a Certificate of Appropriateness for Signs at 313 Division St S, Northfield News Building. The HPC discussed the application with Hughey and with Jim Bonhoff, the designer of the sign in the application.*

**A motion was made by Commissioner Evans, seconded by Commissioner Steed, to approve HPC Resolution 2024-005 - Certificate of Appropriateness for Signs at 313 Division St S, Northfield News Building. No vote on this motion was taken.**

**A motion was made by Vice Chair Allen, seconded by Commissioner Clark, to approve HPC Resolution 2024-005 - Certificate of Appropriateness for Signs at 313 Division St S, Northfield News Building as amended to require removal of the existing sign bracket and lights as a condition of granting the Certificate of Appropriateness. The motion carried by the following vote:**

**Yes:** 6 - Chair Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Commissioner Evans and Vice Chair Allen

4. [HPC Res. 2024-006](#) HPC Resolution 2024-006 - Certificate of Appropriateness for Painting at 325 Division St S, Second Mergen Building

**Attachments:** [1 - HPC Resolution 2024-006](#)  
[2 - Sign Drawing](#)  
[3 - FINDINGS OF FACT](#)  
[4 - Historic Inventory Form - 105-107 E 4th St](#)  
[5 - Historic Inventory Form - 325 Division St S](#)

*Associate Planner Mathias Hughey presented the application for a Certificate of Appropriateness for Painting at 325 Division St S, Second Mergen Building. The HPC discussed the application with Hughey and with Jim Bonhoff, the designer of the sign in the application.*

**A motion was made by Commissioner Clark, seconded by Commissioner Stangler, to approve HPC Resolution 2024-006 - Certificate of Appropriateness for Painting at 325 Division St S, Second Mergen Building. The motion carried by the following vote:**

**Yes:** 6 - Chair Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Commissioner Evans and Vice Chair Allen

5. [HPC Res. 2024-007](#) HPC Resolution 2024-007 - Certificate of Appropriateness for Signs at 310 Division St S, Bushnell Building

**Attachments:** [1 - HPC Resolution 2024-007](#)

[2 - Sign Drawing](#)

[3 - FINDINGS OF FACT](#)

[4 - Historic Inventory Form](#)

*Associate Planner Mathias Hughey presented the application for a Certificate of Appropriateness for Signs at 310 Division St S, Bushnell Building. The HPC discussed the application with Hughey and with Jim Bonhoff, the designer of the sign in the application, expressing concerns regarding the use of what might be considered more than the two lettering styles permitted under the City Code.*

**A motion was made by Vice Chair Allen, seconded by Commissioner Evans, to approve HPC Resolution 2024-007 - Certificate of Appropriateness for Signs at 310 Division St S, Bushnell Building. The motion carried by the following vote:**

**Yes:** 6 - Chair Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Commissioner Evans and Vice Chair Allen

## 6. Adjustment of HPC Commission Meeting Calendar

*Community Development Director Jake Reilly proposed a new date for the October 2, 2024 HPC Meeting due to the originally scheduled meeting falling on Rosh Hashanah. The Commissioners agreed to meet on September 25, 2024.*

**A motion was made by Commissioner Evans, seconded by Commissioner Stangler, to approve the adjustment of the HPC Meeting Calendar to move the October 2, 2024 meeting to September 25, 2024. The motion carried by the following vote:**

**Yes:** 6 - Chair Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Commissioner Evans and Vice Chair Allen

## STAFF UPDATES

7. [24-362](#) Staff Updates

**Attachments:** [1 - 2024-04-17-SHPO Letter Re Grist Mill](#)

*Associate Planner Mathias Hughey presented updates from City staff. Hughey and Community Development Director Jake Reilly responded to questions and comments from the HPC concerning the letter received from the Minnesota State Historic Preservation Office (SHPO) concerning the Bridge Square-Riverside Park Improvement Project. Additional discussion was had concerning attendance at the upcoming National Alliance of Preservation Commissions CAMP event.*

**BOARD MEMBER AND COMMISSIONER REPORTS**

*Commissioner Evans viewed an online presentation from the National Alliance of Preservation Commissions on developing historically appropriate infill. She also attended the Cemetery Stories presentation (in which Youth Representative Anna Forbord participated) in Valley Grove and attended the groundbreaking ceremony for the Northfield Depot.*

**ADJOURNMENT**

*Chair Jarman adjourned the meeting at 7:49 p.m.*