



City of Northfield

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

Meeting Minutes - Final Heritage Preservation Commission

Wednesday, July 3, 2024

6:00 PM

Council Chambers

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

Vice Chair Allen called the meeting to order at 6:03pm.

Rollcall

- Present:** 5 - Commissioner Clifford Clark, Commissioner Jesse Steed, Commissioner Barbara Evans, Vice Chair Sean Allen and Commissioner Michael Meehan
- Absent:** 2 - Baird Jarman and Commissioner Robert Stangler

ALSO PRESENT

Associate Planner Mathias Hughey, City Planner Mikayla Schmidt and Administrative Associate Kari Bonde.

APPROVAL OF AGENDA

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

- Yes:** 5 - Commissioner Clark, Commissioner Steed, Commissioner Evans, Vice Chair Allen and Commissioner Meehan

APPROVAL OF MINUTES

1. [24-425](#) June 5, 2024 HPC Meeting Minutes

Attachments: [1 - June 5, 2024 HPC Meeting Minutes](#)

A motion was made by Commissioner Clark, seconded by Commissioner Steed, to approve the June 5, 2024 HPC Meeting Minutes. The motion carried by the following vote:

- Yes:** 5 - Commissioner Clark, Commissioner Steed, Commissioner Evans, Vice Chair Allen and Commissioner Meehan

OPEN PUBLIC COMMENT

No comments.

REGULAR AGENDA

2. [HPC Res. 2024-008](#) Certificate of Appropriateness for window sash replacements on 323-325 Division St S. - Second Mergen Building.

Attachments: [1 - HPC Resolution 2024-008 Conditional Approval](#)
[2 - Exhibit A - Description of Proposed Work](#)
[3 - Proposed Work Supplement](#)
[4 - Exhibit B - Findings of Fact](#)
[5 - Supplemental Memo](#)
[6 - Historic Inventory File](#)

Kirk Muhlenbruck, President of Merchant's Bank spoke on the project and answered questions from the Commission.

A motion was made by Commissioner Evans, seconded by Commissioner Clark, to approve HPC Resolution 2024-008, Certificate of Appropriateness for window sash replacements on 323-325 Division St. S. - Second Mergen. The motion carried by the following vote:

Yes: 5 - Commissioner Clark, Commissioner Steed, Commissioner Evans, Vice Chair Allen and Commissioner Meehan

3. [BC 24-010](#) Continued Discussion on Signage Regulations within the Historic District

Attachments: [1 - Redline Draft](#)
[2 - LDC Article 6: Signage](#)
[3 - 12.7.22 HPC Staff Report](#)
[4 - 12.7.22 HPC Supplemental Memo](#)
[5 - NPS Brief](#)

Associate City Mathias Hughey introduced this item and asked Commissioners to review the attached redline ordinance, discuss proposed changes, and provide feedback. Changes include: language changes, placement and attachment of signs, colors, illumination & ghosts signs, procedures. Feedback from tonight will be brought back for the August meeting.

STAFF UPDATES

None.

BOARD MEMBER AND COMMISSIONER REPORTS

Commissioner Steed announced that his term is ending this year and he will not be reapplying for the HPC next year.

Commissioner Evans would like the Central Park request to move forward.

Vice Chair Allen is on the board for the Public Art Committee for Bridge Square and would like for the HPC to get a presentation from them on where they currently are at.

Commissioners all agreed that an update on the Bridge Square changes and the art work would be nice.

ADJOURNMENT

Vice Chair Allen adjourned the meeting at 7:53pm.