

CITY OF NORTHFIELD, MINNESOTA
HERITAGE PRESERVATION COMMISSION RESOLUTION HPC #2025-006

A RESOLUTION BY THE HERITAGE PRESERVATION COMMISSION OF THE CITY OF
NORTHFIELD, MINNESOTA, APPROVING A CERTIFICATE OF APPROPRIATENESS
FOR 306 Division St. S., *Northfield, MN*

- WHEREAS, the applicant, Betteroutthere LLC (the “Applicant”), is seeking a Certificate of Appropriateness (“COA”) from the City of Northfield Heritage Preservation Commission (“HPC” or “Commission”) for replacing the upper-story window inserts of the building as more particularly described in Exhibit A, which is attached hereto and incorporated herein by reference (the “Work”), for certain property owned by Betteroutthere LLC located at 306 Division St. S. in the City of Northfield (the “Property”); and
- WHEREAS, the Property is located within a designated historic district, the Northfield Commercial Historic District, a locally designated district and a district on the National Register of Historic Places; and
- WHEREAS, according to Northfield City Code (the “City Code”), Chapter 34, Section 8.5.8 (A), unless otherwise exempted in Section 7.8.3 or unless otherwise provided in Section 8.5.8, a COA is required for construction, exterior alteration or rehabilitation, moving or demolition of a building or structure on a city-owned or privately owned heritage preservation site; and
- WHEREAS, according to City Code, Chapter 34, Section 8.5.8 (A), unless otherwise provided in City Code, no zoning certificate or building permit shall be issued before a COA has received approval; and
- WHEREAS, according to City Code, Chapter 34, Section 8.5.8 (A)(1), the proposed Work is classified as Major Work requiring the Type 3 review procedure as established in Section 8.4.6, Type 3 Review Procedure (Heritage Preservation Commission Decision); and
- WHEREAS, according to City Code, Chapter 34, Section 8.5.8 (D), for proposed new construction, as well as alteration, remodeling, rehabilitation, relocation or addition to an existing building, structure or historic object, the HPC, based upon the above review procedure, shall consider the following in evaluating an application for a COA, and shall make written findings regarding approval or denial of the same by resolution (Criterion (a) below must be met and criteria (b) through (g) shall be considered, if applicable to an application):
- (a) For all applications, the proposed action fully complies with all applicable requirements of this LDC;

- (b) That the proposed action is in harmony with the intent purpose of the H-O district for sites located in the H-O district;
- (c) That the proposed action would complement other structures within the H-O district for sites located in the H-O district;
- (d) That the proposed action is consistent with the Downtown Preservation Design Guidelines for sites located in the H-O district, and consistent with the Secretary of the Interior's Standards for Treatment of Historic Properties for sites located within or outside the H-O district;
- (e) Consideration should be given to the amount and quality of original material and design remaining in the building or structure when applying criteria, guidelines and standards;
- (f) For new construction, the building or addition should be compatible with:
 - (i) scale, texture, materials, and other visual qualities of the surrounding buildings and neighborhoods;
 - (ii) the height, width, depth, massing and setback of the surrounding buildings; and
 - (iii) the amount of solid wall to window and door openings, and the replacement of window and door openings, should be proportional to that of the surrounding buildings and neighborhood; and
- (g) Consideration shall be given to clear cases of economic hardship or to deprivation of reasonable use of the owner's property.

; and

WHEREAS, according to City Code, Chapter 34, Section 8.5.8 (D), the Applicant bears the burden of proof of meeting the foregoing criteria; and

WHEREAS, according to City Code, Chapter 34, Section 8.5.8 (E), this decision of the HPC shall be final unless timely appealed to the City Council by filing a written notice of appeal with the City Clerk no later than ten (10) days after the date of the HPC's decision; and

WHEREAS, the Commission held a duly noticed public meeting on September 3, 2025, to consider testimony from the Applicant and the public regarding the COA, and has considered such testimony and reviewed the requested COA on the Property according to the above criteria.

NOW THEREFORE BE IT RESOLVED BY THE HERITAGE PRESERVATION COMMISSION OF THE CITY OF NORTHFIELD, MINNESOTA, that the Commission has duly considered the required criteria contained in City Code as applicable to the above-requested COA regarding the Property, and hereby adopts the findings of fact contained in the staff report regarding the same, which is attached hereto and incorporated herein by reference as Exhibit B, along with the above recitals hereto.

BE IT FURTHER RESOLVED that the requested COA is hereby approved based upon the above-referenced adopted findings.

PASSED by the Heritage Preservation Commission of the City of Northfield, this 3rd day of April 2025.

Chair

Member

VOTE: ____ CLARK ____ MACHACEK SHONKA ____ JARMAN
 ____ MEEHAN ____ STANGLER ____ BEIMERS ____ STREET

EXHIBIT A

DESCRIPTION OF PROPOSED WORK

Replacement of a total of 23 windows as inserts in the residential units of the second floor of the 306 Division St S building due to poor efficiency and condition of the windows affecting the living circumstances of the tenants. The current windows feature non-original window inserts, per the installer, they appear to be replacements from the 90s in the river-facing apartments and the 70s (definitely later than the period of historical significance, unclear when by records) in the street-facing apartments. Pictures attached. Existing frames will be retained and repainted as necessary to match the new inserts. Window Inserts will be double-hung style with no grids or grills.

EXHIBIT B

FINDINGS OF FACT

The Northfield city ordinances outline in Chapter 34 – Land Development Code (LDC), Section 8.5.8 the Heritage Preservation Commission’s Certificate of Appropriateness process and approval criteria. The HPC shall consider the following in evaluating an application for a certificate of appropriateness for a zoning certificate and/or building permit. Criterion (A) below must be met and criteria (B) through (G) shall be considered:

Criteria A. For all applications, the proposed action fully complies with all applicable requirements of the LDC;

Findings: The proposed work complies with the LDC. Further details on the applicable sections of the Northfield LDC are included below.

Criteria B. That the proposed action is in harmony with the purpose of the H-O district for sites located in the H-O district;

Findings: The proposed action is in harmony with the intent of the H-O district. Within the LDC Section 2.5.3, Historic Overlay District (H-O) purpose is defined “(a) Safeguard the heritage of the city by preserving sites and structures which reflect elements of the city's cultural, social, economic, political, visual or architectural history; (b) Protect and enhance the city's appeal to residents, visitors and tourists and serve as a support and stimulus to business and industry; (c) Foster civic pride in the beauty and notable accomplishments of the past; and, (d) Promote the preservation and continued use of historic sites and structures for the education and general welfare of the people of the city.”

- a) The applicant is proposing maintenance and investment to preserve the building.
- b) Replacing the deteriorated windows enhances the building’s appeal to residents and visitors.
- c) The proposed window inserts will extend the useful life of the building and foster more pride in the building’s history.
- d) The proposed window inserts promote the continued use of the historic building.

Criteria C. That the proposed action would complement other structures within the H-O district for sites located in the H-O district;

Findings: The changes will complement other structures within the H-O district.

Criteria D. That the proposed action is consistent with the Downtown Preservation Design Guidelines for sites located in the H-O district, and consistent with the Secretary of the Interior's Standards for Treatment of Historic Properties for sites located within or outside the H-O district;

Findings: The work on the building is consistent with the Downtown Preservation Design Guidelines and the SOI Standards. The existing window inserts are not original, and are likely not from the period of significance. The upper story was extensively remodeled in 1957 to convert the level into apartments. The existing inserts feature an aluminum

sliding track, and likely date from this remodel or later. The proposed rehabilitation replaces deteriorated elements with modern materials, without changing the profile of the window frames.

Criteria E, Consideration should be given to the amount and quality of original material and design remaining in the building or structure when applying criteria, guidelines, and standards;

Findings: The lower storefront has been significantly altered since the period of significance. The upper story retains most of its original character, but the windows include inserts that are not original to the building. The existing window frames, which are likely to be original or date from the period of significance, will be retained. Repainting the original frames is appropriate maintenance of historic wood window frames.

Criteria F, For new construction, the building or addition should be compatible with: (i) scale, texture, materials, and other visual qualities of the surrounding buildings and neighborhoods; (ii) the height, width, depth, massing, and setback of the surrounding buildings; and (iii) the amount of solid wall to window and door openings, and the replacement of window and door openings, should be proportional to that of the surrounding buildings and neighborhood;

Findings: Not applicable.

Criteria G, Consideration shall be given to clear cases of economic hardship or to deprivation of reasonable use of the owner's property.

Findings: Not applicable.

Staff Recommendation

Staff recommends approval of the Certificate of Appropriateness for the window insert replacements.

Attached is a draft resolution for the HPC to review. HPC members can contact staff in advance to make edits if there are any proposed changes.