



# City of Northfield

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

## Meeting Minutes - Draft Heritage Preservation Commission

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Wednesday, November 2, 2022

6:00 PM

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### CALL TO ORDER AND ROLL CALL

*Chair Evans called the meeting to order at 6:00pm*

*Also present: Jim Bohnhoff, Jessica Peterson White, Assistant City Planner Reeve Needham, Meeting Associate Kaitlin Moe*

**Present:** 5 - Commissioner Alice Thomas, Commissioner Baird Jarman, Commissioner Michael Meehan, Commissioner Jesse Steed and Barbara Evans

**Absent:** 2 - Commissioner Clifford Clark and Commissioner Robert Stangler

### APPROVAL OF AGENDA

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

**Yes:** 4 - Commissioner Thomas, Commissioner Jarman, Commissioner Meehan and Chair Evans

**Not Present:** 1 - Commissioner Steed

### APPROVAL OF MINUTES

1. [22-714](#) September 15, 2022 HPC-PC Meeting Minutes.

**Attachments:** [HPC Minutes 08 Sep 22 - draft](#)

*Meeting minutes lists the members of Planning Commission but needs to have HPC member listed. Staff can make the changes and finalize.*

**A motion was made by Commissioner Meehan, seconded by Commissioner Jarman, to approve the September 8 2022 minutes. The motion carried by the following vote:**

**Yes:** 4 - Commissioner Thomas, Commissioner Jarman, Commissioner Meehan and Chair Evans

**Not Present:** 1 - Commissioner Steed

2. [22-715](#) October 5, 2022 HPC Meeting Minutes

**Attachments:** [10-05-2022 HPC Meeting Minutes](#)

**A motion was made by Commissioner Thomas, seconded by Commissioner Jarman, to approve the October 5 2022 minutes. The motion carried by the following vote:**

**Yes:** 4 - Commissioner Thomas, Commissioner Jarman, Commissioner Meehan and Chair Evans

**Not Present:** 1 - Commissioner Steed

## NEW BUSINESS

3. [BC 22-032](#) Request for Signage at 312-314 Division St S - McKay and Tosney Buildings.

**Attachments:** [1 - Signage Proposal](#)

[2 - Building Inventory](#)

[3 - Old Signage](#)

*Commissioner Steed arrived at 6:04pm*

*Jessica Peterson White, owner of Content Bookstore and Jim Bohnhoff presented a request for new signage at 312-314 Division Street South for the McKay and Tosney Buildings. This will add better signage and attention to the bookstore. The most desirable place for the signs is between the awning and windows. Three separate signs for approval by commission. Staff recommends the proposed signage be amended with the changes/requirements. Want to preserve the building by limiting the amount of attachments into the brick. Current design conflicts with current ordinance guidelines. According to the ordinance, the sign needs to have a raised rectangular boarder in order to distinguish the signage from the building.*

*A motion was made by Commissioner Thomas and seconded by Commissioner Steed, to approve the Northfield Yarn signage. The motion carried by the following vote:*

*Yes: 3 - Steed, Jarman, Thomas.*

*No : 2 - Evans and Meehan.*

*A motion was made by Commissioner Jarman and seconded by Commissioner Steed to approve the Content Bookstore sign. The motion carried by the following vote:*

*yes: 3 - Steed, Jarman, Thomas.*

*No : 2 - Evans, Meehan.*

*A motion was made by Commissioner Jarman and seconded by Commissioner Steed to approve the Content Kids sign. The motion carried by the following vote:*

*No: 5 - Steed, Jarman, Thomas, Evans, Meehan*

4. [BC 22-033](#) Request for Signage for Free Range Mental Health at 103 3rd St W - Plummer Corner.

**Attachments:** [1 - Proposed Signage](#)

[2 - Building Inventory](#)

[3 - Image of old Irwin Law Sign](#)

*Assistant City Planner Needham introduces colors and ideas for signage at 103 3rd St W for Free Range Mental Health. Jim Bohnhoff here to represent applicant.*

*A motion was made by Commissioner Steed and seconded by Commissioner Thomas to approve the sign as presented. The motion carried by the following vote:*

*No: 5 - Steed, Jarman, Thomas, Evans, Meehan*

*A motion was made by Commissioner Meehan and seconded by Commissioner Thomas to approve the sign with some letters raised in order to comply with the city ordinance. The motion carried by the following vote:*

*Yes: Steed, Jarman, Thomas, Evans, Meehan*

5. [22-716](#) Discussion of Color Palette for Downtown Design Guidelines.

**Attachments:** [1 - Leadville Color Palette](#)  
[2 - Denison Color Palette](#)  
[3 - Douglas Historic District Color Palette](#)  
[4 - Sumter Color Palette](#)  
[5 - Hyperlink to Historic Color Article](#)  
[6 - Hyperlink Albany Article of Colors](#)  
[7 - Hyperlink to Thesis on Evolution of Historic Color Palettes](#)

*Assistant City Planner Needham introduces discussion with commission members on a color palette for downtown design guidelines. A possible option for presenting these colors could be creating a color palette online to function as color guidelines for applicants to choose from.*

## REPORTS FROM COMMISSION MEMBERS AND CHAIR

6. [22-717](#) Commissioner Shadowing Reports.

**Attachments:** [1 -10.10.22 ACC Shadowing Report](#)

*Chair Evans remarks on training event held for HPC.*

## STAFF UPDATES

7. [22-718](#) Staff Updates.

**Attachments:** [1 - 2022 Annual HPC Report](#)

*The annual report of the HPC will be presented to the city council on November 15th.*

## ADJOURNMENT

**A motion was made by Commissioner Thomas, seconded by Commissioner Steed, to adjourn the meeting at 7:47pm. The motion carried by the following vote:**

**Yes:** 5 - Commissioner Thomas, Commissioner Jarman, Commissioner Meehan, Commissioner Steed and Chair Evans