



City of Northfield

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

Meeting Minutes - Draft Heritage Preservation Commission

Wednesday, February 7, 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 6:04 p.m.

Present: 6 - Commissioner Clifford Clark, Commissioner Jesse Steed, Commissioner Robert Stangler, Commissioner Barbara Evans, Vice Chair Sean Allen and Commissioner Michael Meehan

Absent: 1 - Baird Jarman

Also present: Mikayla Schmidt, City Planner; Jake Reilly, Community Development Director; Matt Bailey, Meeting Associate; Anna Forbord, Youth Representative (non-voting)

APPROVAL OF AGENDA

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

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

APPROVAL OF MINUTES

1. [24-104](#) January 3, 2023 HPC Meeting Minutes

Attachments: [1 - January 3, 2024 HPC Meeting Minutes](#)

A motion was made by Commissioner Evans, seconded by Commissioner Steed, to approve the January 3, 2024 HPC Meeting Minutes. The motion carried by the following vote:

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

OPEN PUBLIC COMMENT

Barb Wormson of 1605 Independence Avenue spoke in favor of having the State Historical Preservation Office (SHPO) review any proposed redesign of Central Park.

REGULAR AGENDA

2. [24-105](#) Comprehensive Plan Update and Engagement Exercise.

Attachments: [1 - January Comprehensive Plan Update](#)
[2 - Stakeholder Interview Guide](#)
[3 - Link to the City Comprehensive Plan webpage](#)

Community Development Director Jake Reilly asked the members of the HPC to introduce themselves. Reilly then conducted an engagement exercise with the HPC to solicit their comments on the process and ideas for the future of Northfield.

3. [HPC Res. 2024-001](#) Certificate of Appropriateness for Signage at 419 Division St. S. - Lockwood Opera House.

Attachments: [1 - HPC Resolution](#)
[2 - Inventory Form - 419 Division St. S.](#)

City Planner Mikayla Schmidt introduced the application from Verbena Vinyl for a Certificate of Appropriateness for Signage at 419 Division Street South - Lockwood Opera House.

A motion was made by Commissioner Evans, seconded by Commissioner Meehan, to approve the Certificate of Appropriateness for Signage at 419 Division St. S. - Lockwood Opera House. The motion carried by the following vote:

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

4. [HPC Res. 2024-002](#) Certificate of Appropriateness for an Awning at 410 Division St. S - Rebstock Bakery.

Attachments: [1 - HPC Resolution](#)
[2 - Inventory Form - 410 Division St. S.](#)
[3 - Images](#)
[4 - Color Swatch](#)

City Planner Mikayla Schmidt introduced the application from The Robins Egg for Certificate of Appropriateness for an Awning at 410 Division Street South - Rebstock Bakery. The business owners spoke in regards to their application and responded to questions and comments from the Commission.

A motion was made by Commissioner Evans, seconded by Commissioner Stangler, to amend the Certificate of Appropriateness for an Awning at 410 Division St. S - Rebstock Bakery to allow for approval of the awning contingent on approval of the logo on the permanent awning which is used as the bakery's signage based on signage regulations to be discussed later in the meeting. The motion carried by the following vote:

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

No: 1 - Commissioner Clark

A motion was made by Commissioner Evans, seconded by Commissioner Stangler, to approve as amended the Certificate of Appropriateness for an Awning at 410 Division St. S - Rebstock Bakery. The HPC requests that the business owners return for full approval of the awning once any changes to signage regulations have been finalized. The motion carried by the following vote:

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

5. [24-106](#) Bridge Square Design and Plans Update.

- Attachments:** [1 - SHPO 60% Comments 01-24-24](#)
[2 - Bridge Square 60% Plan Set](#)
[3 - Damon Farber Presentation 12-06-2023](#)
[4 - 106 Group Presentation 12-06-23](#)
[5 - Bridge Square Arch Phase I Survey 10-31-2023 - redacted](#)
[6 - Hyperlink to 08-08-2023 City Council Meeting w. Presentation on Bridge Sq.](#)
[7 - 08-08-2023 City Council Presentation on Bridge Sq.](#)
[8 - SHPO Comments 07-14-23](#)
[9 - SHPO Comments 05-06-22](#)

City Planner Mikayla Schmidt presented comments from the Minnesota State Historic Preservation Office (SHPO) on the 60% plans for the Bridge Square Design and Plans. Schmidt responded to questions and comments from the HPC concerning the appropriateness of the proposed trees and benches in the design, the inclusion of outdated designs in the plans provided to the Commission, the specifics of the remaining 40% of the design to be completed, and the possibility of allowing the filling of obsolete sewer pipes with sand in order to preserve existing trees instead of removing both the pipes and the trees.

6. [24-107](#) Continued Discussion on Signage Regulations within the Historic District.

Attachments: [1 - Redlined Draft 02-07-2024](#)
[2 - Redlined Draft 06-07-2023](#)
[3 - Awning Signage Code from Comparable Cities](#)
[4 - Handouts from Baird Jarman - Historic Photos](#)
[5 - Hyperlink to 4.5.23 HPC Meeting Staff Report](#)
[6 - Hyperlink to 12.7.22 HPC Meeting Staff Report](#)
[7 - Hyperlink to 12.7.22 HPC Supplemental Memo](#)
[8 - Hyperlink to LDC Article 6 Signage](#)
[9 - Hyperlink to NPS Brief](#)

City Planner Mikayla Schmidt asked the HPC to continue discussing the signage regulations within the Historic District as previously discussed on June 7, 2023. The discussion centered specifically on shape of signs and borders, the placement of signage on awnings, and lettering style and color requirements. The HPC generally preferred a rectangular shape of both sign and border and allowing either raised or recessed borders and lettering. The Commission also discussed limiting the size of logos or lettering on the angled portion of an awning and whether regulations on awnings should be considered separate from regulations on wall signage or should be considered as part of the total signage allotment of the building. Additional concerns regarding fixed and retractable awnings were discussed. Discussion will continue in later HPC meetings, with Schmidt providing more precisely worded options for discussion and voting.

7. [24-108](#) Review 2024 - 2025 Heritage Preservation Commission Action Plan.

Attachments: [1 - HPC Action Plan 2024 - 2025 - redlined](#)

City Planner Mikayla Schmidt presented the 2024 HPC Action Plan. Commissioner Evans provided additional historical context for the plan.

STAFF UPDATES

8. [24-109](#) Staff Updates.

City Planner Mikayla Schmidt provided updates from City Staff and an update on the Transit Hub design project. The Commission discussed the updated Transit Hub design, and Schmidt responded to questions and comments from the Commission.

BOARD MEMBER AND COMMISSIONER REPORTS

9. [24-110](#)

Commissioner Shadowing Reports.

No reports from Commissioners were given. Commissioner Evans requested guidance from City Staff on how to handle actions taken by businesses before they have been approved by the HPC. Evans also requested guidance on petitions (in particular the petition currently circulating regarding the Central Park redesign) and any possible conflicts of interest for HPC members who may have signed such petitions if the matter comes up for a vote from the HPC.

ADJOURNMENT

Vice-Chair Allen adjourned the meeting at 8:22 p.m.