



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
ci.northfield.mn.us

Meeting Minutes - Draft Heritage Preservation Commission

Thursday, February 10, 2022

4:00 PM

Council Chambers

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 4:00PM.

Also present: Youth Representatives Jackson Hessian and Anna Neseth, City Planner Mikayle Schmidt, Assistant City Planner Reeve Needham, Meetings Associate Edward Malnar

Present: 4 - Commissioner Alice Thomas, Commissioner Clifford Clark, Commissioner Jesse Steed and Commissioner Robert Stangler

Absent: 2 - Commissioner Baird Jarman and Commissioner Michael Meehan

APPROVAL OF AGENDA

The agenda was approved as amended by moving item 6 (sign request) before any other New Business. This version of the agenda was adopted by Chair Evans with no vote taken.

APPROVAL OF MINUTES

1. [22-086](#) December 9, 2021 HPC Meeting Minutes

Attachments: [1 - 12-09-2021 HPC Minutes](#)

A motion was made by Commissioner Clark, seconded by Commissioner Stangler, to approve the December 9 meeting minutes as amended by including a supplemental document detailing the December 9 meeting's discussion with park planner David Bennett. The motion carried by the following vote:

Yes: 4 - Commissioner Thomas, Commissioner Clark, Commissioner Steed and Commissioner Stangler

NEW BUSINESS

6. [BC 22-005](#) Request for Signage for Bearded Mermaid at the Arcade Building - 309 Division Street South.

Attachments: [1 - Proposed Bearded Mermaid Sign](#)
[2 - Building Facade and Bracket](#)

Assistant City Planner Reeve Needham introduced the sign design for Bearded Mermaid, presented by Nick Sotostrom. Members discussed the design of the sign, which matches the business' branch in St. Paul.

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

Yes: 4 - Commissioner Thomas, Commissioner Clark, Commissioner Steed and Commissioner Stangler

2. [22-087](#) Introductions of the Commission, Commissioners, and Staff

Attachments: [1 - HPC Orientation Documents](#)

All members introduced themselves and their background and motivation for serving on the Commission. The Commissioners welcomed new members Robert Stangler, Jesse Steed, and Youth Representatives Jackson Hessian and Anna Neseth.

Youth Representative Anna Neseth arrived at 4:27PM.

3. [BC 22-003](#) Heritage Preservation Commission 2022 Election of Officers

Commissioner Thomas nominated Michael Meehan for Vice Chair, seconded by Commissioner Stangler. Meehan was unanimously elected Vice Chair.

A motion was made by Commissioner Clark, seconded by Commissioner Thomas, to approve nomination of Barb Evans for Chair of the Commission. The motion carried by the following vote:

Yes: 4 - Commissioner Thomas, Commissioner Clark, Commissioner Steed and Commissioner Stangler

4. [BC 22-004](#) 2022 Proposed HPC Meeting Schedule.

Attachments: [1 - 2022 HPC Meeting Schedule](#)

The Commission agreed by verbal assent to change the dates of the June and December meetings from the second Thursday of the respective months. June's meeting will be moved to June 15 and December's to December 1.

5. [22-088](#) Review HPC Bylaws.

Attachments: [1 - HPC Bylaws 2020](#)

Assistant City Planner Reeve Needham presented the process of reviewing commission bylaws. Commissioners discussed the timeliness of receiving information before meetings. This process was tabled for a later meeting.

7. [22-089](#) Updates on Bridge Square Renovations.

City Planner Mikayla Schmidt described the flow of the Park Plan approval process and the opportunity for the HPC to review the plan. Schmidt and Needham played the presentation made to promote the new Park Plan. Commissioners insisted that this process deserves and needs to proceed through this Commission, some expressing their disappointment in feeling distant from an official process that concerns major changes to Bridge Square and the Historic District. The Commission formed a subcommittee, including Commissioners Thomas, Evans, and Steed, to review the Bridge Square proposed design plan in detail with Assistant City Planner Reeve Needham, arranged a time to meet, and requested to be fully informed on the planner David Bennett's work so far.

8. [22-090](#) Discussion of Land Development Code Sign Requirements in Relation to the

Historic District.

Attachments: [1 - Example Sign Regulation Language from Other Cities](#)
[2 - Ordinance 1006](#)
[3 - Sign Research Presentation](#)
[4 - Preservation Brief on Signs](#)
[5 - AT Discussion of Sign Regulations](#)

Assistant City Planner Reeve Needham presented details of Northfield's code requirements for signs and comparisons to peer cities' requirements. Needham focused on rules concerning color, signage text, and use of window space. Commissioners listed topics that have caused past trouble or deserve more attention and clarity to be added into a docket of areas of the code to review.

9. [22-091](#) Review of Wall Sign Checklist.

Attachments: [1 - Historic Sign Permit Checklist](#)
[2 - Checklist Feedback - A. Thomas](#)

City Planner Mikayla Schmidt presented the proposed checklist for signage requesters and described revisions or suggestions for editing. Commissioner Thomas offered detailed feedback on the edited checklist. Commissioners discussed the status of the checklist and requested a final draft in March.

Commissioner Steed left the meeting at 5:30, and Youth Representative Anna Neseth at 5:35PM.

10. [22-092](#) Review Heritage Preservation Commission Work Plan.

Attachments: [1 - HPC Action Plan 2019](#)
[2 - HPC Action Plan draft 2022 - Redlined](#)
[3 - HPC Action Plan draft 2022 - Clean](#)

Chair Evans presented work on the Commission's work plan and solicited input from staff on advancing the plan. Evans asked Assistant City Planner Reeve Needham to explain efforts to update and streamline the 2019 plan in order to make a new plan for 2022-23. Commissioners considered the work plan line by line to review changes and suggest other changes, clarify progress toward and completion of tasks that no longer need to appear on the new plan, and propose additions to the document.

Youth Representative Jackson Hessian left the meeting at 6:07PM.

REPORTS FROM COMMISSION MEMBERS AND CHAIR

11. [22-093](#) Commissioner Shadowing Reports.

Attachments: [1 - 01-13-22 AT Shadowing Report](#)

STAFF UPDATES

12. [22-094](#) Staff Updates

Attachments: [1 - 2022 Fees Clean](#)
[2 - 2022 Fees Redlined](#)

Assistant City Planner Reeve Needham reported HPC commissioners would be deemed to have entered a conflict of interest position should they join a citizens board to do with the Archer House construction, explained the new structure of fees for HPC actions (both flat rate and percentage-based), and indicated upcoming training events.

ADJOURNMENT

Chair Evans adjourned the meeting at 6:20PM.