



# City of Northfield

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

## Meeting Minutes - Final Heritage Preservation Commission

---

Wednesday, April 5, 2023

6:00 PM

Council Chambers

---

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

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

- Present:** 4 - Commissioner Robert Stangler, Barbara Evans, Commissioner Baird Jarman and Commissioner Clifford Clark
- Absent:** 3 - Commissioner Jesse Steed, Commissioner Sean Allen and Vice Chair Michael Meehan

### 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:** 4 - Commissioner Stangler, Chair Evans, Commissioner Jarman and Commissioner Clark

### APPROVAL OF MINUTES

**A motion was made by Commissioner Jarman, seconded by Commissioner Clark, to approve the minutes with ammendments. The motion carried by the following vote:**

- Yes:** 4 - Commissioner Stangler, Chair Evans, Commissioner Jarman and Commissioner Clark

1. [23-1056](#) March 1, HPC Meeting Minutes

**Attachments:** [03-01-23 HPC Meeting Minutes](#)

*Amendments to the minutes include re-locating when Commissioner Allen arrived to the meeting and reorganizing the Roll Call.*

### OPEN PUBLIC COMMENT

### NEW BUSINESS

2. [BC 23-010](#) Provide Comment Letter on Proposed Transit Hub Concept Plan next to the Northfield Depot.

- Attachments:** [1 - Draft HPC Comment Letter](#)  
[2 - Transit Hub Concept Plans](#)  
[3 - Hyperlink to 3.1.23 HPC Agenda Item](#)  
[4 - Hyperlink to 3.1.23 HPC Meeting Video](#)  
[5 - Hyperlink to Save the Northfield Depot](#)

*Members of the commission review the Comment Letter on Proposed Transit Hub Concept Plan which will be built next to the Northfield Depot. HPC members workshop the letter in order to use clearer and cohesive language to allow for better flow and understanding on the expected construction.*

3. [23-1057](#) Continued Discussion on Signage Regulations within the Historic District.

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

*Assistant City Planner needham asks members of the HPC to review the current signage regulations within the historic district. Commission members discuss maintaining the 'Northfield aesthetic' in regards to the cohesiveness and historic look of Downtown Northfield while also implementing much more inclusive guidelines for applicants. Sign qualities discussed by the commission include sign shape, color, material, attachment method, and telephone numbers/websites. No changes were made to the current regulations draft, this was a discussion of the regulations in order to provide insight for the final draft which the HPC will continue to work on throughout the year.*

**A motion was made by Commissioner Jarman, seconded by Commissioner Clark, to extend the meeting time after 7:30pm. The motion carried by the following vote:**

**Yes: 4 - Commissioner Stangler, Chair Evans, Commissioner Jarman, Commissioner Clark**

4. [23-1058](#) Provide input on MnDOT Bridge Study.

- Attachments:** [1 - Hyperlink to Website](#)

*The department of transportation is conducting a bridge study on recent bridges around Minnesota and is wondering if any bridges in Northfield have any historic significance. The commission doesn't know of any bridges with significant historic background.*

## REPORTS FROM COMMISSION MEMBERS AND CHAIR

5. [23-1059](#) Commissioner Shadowing Reports.

- Attachments:** [EDA Report](#)

*Chair Evans is currently teaching a class on historic architecture through the Elder Collegium. Commissioner Jarman will pitch in with this class as well. Chair Evans will also be attending the Minnesota Society of Architectural Historians meeting on the 19th*

of April.

## STAFF UPDATES

6. [23-1060](#) Staff Updates.

*Assistant City Planner Needham invites members of the HPC to a happy hour with Revitalize MN to hear updates on the historic tax credit on April 19th at 4:30. Next month, the HPC has a full agenda and might need to start their meeting earlier than 6:00pm.*

## ADJOURNMENT

**A motion was made by Commissioner Jarman, seconded by Commissioner Clark, to adjourn the meeting at 8:10pm. The motion carried by the following vote:**

**Yes:** 4 - Commissioner Stangler, Chair Evans, Commissioner Jarman and Commissioner Clark