



City of Northfield

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

Meeting Minutes - Final Heritage Preservation Commission

Wednesday, June 7, 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

Also present: Assistant City Planner Reeve Needham and Meeting Associate Kaitlin Moe

Present: 7 - Commissioner Baird Jarman, Commissioner Clifford Clark, Commissioner Jesse Steed, Commissioner Robert Stangler, Barbara Evans, Commissioner Sean Allen and Vice Chair Michael Meehan

APPROVAL OF AGENDA

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

Yes: 7 - Commissioner Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans, Commissioner Allen and Vice Chair Meehan

APPROVAL OF MINUTES

1. [23-1209](#) May 3, HPC Meeting Minutes

Attachments: [1 - HPC Work Session Minutes 05-03-23](#)
[2 - HPC Minutes 05-03-23](#)

A motion was made by Commissioner Stangler, seconded by Commissioner Steed, to approve the work session minutes as amended. The motion carried by the following vote:

Yes: 7 - Commissioner Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans, Commissioner Allen and Vice Chair Meehan

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

Yes: 7 - Commissioner Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans, Commissioner Allen and Vice Chair Meehan

OPEN PUBLIC COMMENT

REGULAR AGENDA

2. [HPC Res. 2023-011](#) Certificate of Appropriateness for Signage at 409 Division St S - Wheeler Building.

Attachments: [1 - HPC Resolution](#)
[2 - Exhibit A: Sign Plan](#)
[3 - Inventory Form](#)

A motion was made by Commissioner Jarman, seconded by Commissioner Stangler, to approve the Certificate of Appropriateness for signage at 409 Division St S. The motion carried by the following vote:

Yes: 7 - Commissioner Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans, Commissioner Allen, and Vice Chair Meehan

3. [23-1210](#) Continued Discussion on Signage Regulations within the Historic District.

Attachments: [1 - Redlined Draft](#)
[2 - Hyperlink to 4.5.23 HPC Meeting Staff Report](#)
[3 - Hyperlink to 12.7.22 HPC Meeting Staff Report](#)
[4 - Hyperlink to 12.7.22 HPC Supplemental Memo](#)
[5 - Hyperlink to LDC Article 6 Signage](#)
[6 - Hyperlink to NPS Brief](#)

Members of the commission continued their discussion surrounding signage regulations within the historic district in Northfield. The commission centered their discussion on language within the signage regulations such as descriptions of material, sign shape, color, illumination, and attachment method. Commission members came to various agreements surrounding the regulations and will finalize within the next few months.

4. [23-1211](#) 2024 Board and Commission Appointment Process Update.

STAFF UPDATES

5. [23-1212](#) Staff Updates.

Attachments: [1 - Hyperlink to John Sitze Building Video](#)
[2 - Hyperlink to Lyceum Building Video](#)
[3 - Northfield Parking Study Phase 1](#)

BOARD MEMBER AND COMMISSIONER REPORTS

6. [23-1213](#) Commissioner Shadowing Reports.

Attachments: [1 - PC Meeting 5.18.23](#)
[2 - HRA Meetings April-May](#)

ADJOURNMENT

A motion was made by Commissioner Clark, seconded by Commissioner Stangler, to adjourn the meeting at 7:32pm. The motion carried by the following vote:

Yes: 7 - Commissioner Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans, Commissioner Allen and Vice Chair Meehan