

## ORDINANCE NO. XXXX

### AN ORDINANCE AMENDING NORTHFIELD CITY CODE, CHAPTER 34 – LAND DEVELOPMENT CODE

**THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT** (new material is underlined; deleted material is lined out; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as to their number and title):

SECTION 1. Northfield Code, Chapter 34 – Land Development Code, Article 6. – Signage, Section 6.10 – Standards for Permanent Signs by Zoning District, Clause (F) - Signs in the H-O District and on Heritage Preservation Sites, is hereby amended, as follows:

**(F) Signs in the H-O District and on Heritage Preservation Sites.**

- (1) This subsection applies to the H-O district and other sites that have been designated as heritage preservation sites.
- (2) Sign computations shall follow the guidelines for the base zoning district.
- (3) Signage shall be designed to enhance and complement the historic character of buildings within the downtown district. Wherever possible, sign review shall be informed by the use of historic photographs or visual records of the building or site.
- (4) Prior to the issuance of a zoning certificate, the applicant shall be required to apply for, and receive, a Certificate of Appropriateness for the sign.
- (5) Heritage Preservation Commission and city staff shall review the sign permit application in accordance with the following guidelines:
  - (a) All sign permits for property within the H-O District shall comply with both the C1 and H-O District requirements of this section.
  - (b) Temporary signs meeting the requirements of ~~this subsection~~ 6, Placement, and 11, Illumination, do not require review by the Heritage Preservation Commission and can be approved by the City Planner following Section 6.11 Temporary Signs.
  - (c) Pylon signs are prohibited.
  - (d) Signage should meet the Northfield Downtown Preservation Design Guidelines and the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- (6) **Placement.** ~~Signs shall be positioned so that they are an integral design feature of the building, i.e., signs shall complement and enhance the architectural features of the building. Signs shall be placed so that they do not destroy architectural details such as stone arches, glass transom panels, or decorative brickwork. Unless other placement is specifically approved by the Heritage Preservation Commission for reasons stated in the Certificate of Appropriateness issued by the Heritage Preservation Commission, signs may~~ shall be placed ~~only~~ as follows:
  - (a) At or above the horizontal lintel, storefront cornice, or beltcourse, or above the storefront windows;
  - (b) Projecting from the building;
  - (c) Applied to or painted on canvas/fabric awnings only on the valance;
  - (d) In areas where signs were historically attached (see Figure 6-3 for examples); or
  - (e) Wall signs for first floor businesses shall be beneath the second floor windows.



Figure 6-3: Illustration of where signs are historically attached to buildings in the downtown historic district.

- (7) **Sign Shape.** Signs shall be designed to match the historic time period elements. Wall signs shall include a raised rectangular border that sets the sign apart from the building surface or hanging space. Wall signs shall make use of individual raised letters. Projecting signs may be fabricated in a variety of shapes appropriate to the building or business.

**OPTION 1: Sign Shape.** Wall signs shall; 1. contain a raised rectangular border or, 2. if no border is used, then the primary message of the sign shall be made of raised or recessed lettering.

**OPTION 2: Sign Shape.** A raised rectangular border may be appropriate for the placement of some wall signs.

**OPTION 3: Sign Shape.** The primary message of wall signs shall be made of raised or recessed lettering.

- (8) **Colors.** Sign colors shall coordinate with the building façade to which the sign is attached. A combination of soft/neutral shades and dark/rich shades will best reflect the historical time period. No more than two colors shall be used for the sign letters. The Heritage Preservation Commission may adopt a historic preservation color palette as part of the Northfield Downtown Preservation Design Guidelines.

(97) **Material.** Signs and sign letters should shall be made of wood, metal or weatherproof material. If modern materials, such as acrylic, vinyl, or plastic, are used for signs, they shall be painted and/or made to simulate the texture and depth of traditional downtown sign materials, such as wood and metal. that is in keeping with the corresponding historic period of the building. Signs that appear to be made of plastic are prohibited. Signs Brackets for projecting signs shall be made of iron or other painted metal, and shall be secured at the top of the sign, and anchored into the mortar, not the masonry. Sign brackets shall appear to be made of metal.

**(8) Attachment Method.** Signs and brackets shall be anchored into the mortar, not the masonry.

- (10) **Message.** The sign message shall be legible and shall relate to the nature of the business. These requirements may be accomplished through the use of words, pictures, names, symbols and logos. Logos, if used, shall be incorporated into signage designs compatible with the Historic District.

(11-9) **Telephone Numbers and Websites. Lettering.** Lettering styles shall be legible and shall relate to the character of the property's use and the era of the building. Lettering on wall signs is encouraged to be of a serif lettering style. Wall signs shall contain no more than two lettering styles, and the lettering and any logo shall occupy no more than 60 percent of the total sign area and shall not extend outside of sign borders. If telephone numbers and websites are desired, the heritage preservation commission encourages them to be located on window and door signs. Telephone numbers and websites may be included on other sign types, provided they are clearly secondary (<50%) to the primary message of the sign and occupy no more than 12 percent of the total sign area.

~~(12~~ 10) **Illumination.**

(a) External illumination for signs shall not blink or fluctuate. Light rays shall shine only upon the sign.

(b) Internally illuminated signs are prohibited except for window signs.

~~External illumination of signs is permitted by incandescent, LED, or fluorescent light, but shall emit a continuous white light that prevents direct shining onto the ground or adjacent buildings. Exposed neon signs shall be permitted when installed inside windows or the interior of the building. With the exception of lighted "open" signs, or temporary window displays of products sold using non-twinkling, non-intermittent, non-flashing lighting strings, internally illuminated signs are not permitted. For purposes of this clause, internally illuminated sign means the illumination of a sign by self-illumination or by an artificial source of light either on the face of the sign, such as light emitting diodes (LEDs) or light bulbs, or contained within such sign, including, but not limited to, fluorescent and neon signs.~~

(c) Flashing, intermittent, rotating signs or signs that create the illusion of movement are prohibited.

Exceptions to this guideline shall be allowed for public and institutional uses service, time/temperature and theater signs.

~~(131) Historic Building Names/Years/Ghost Signs.~~ Permanent historic names and years, and ghost signs on buildings shall not be removed and shall be reviewed by the HPC ~~heritage preservation commission~~ when changed or painted. These signs are not subject to the standard sign area requirement.

**(12) Ghost Signs.** Ghost signs on buildings shall not be removed and shall be maintained and reviewed by the city planner. Any additional proposed changes beyond maintenance shall be reviewed by the HPC. These signs are not subject to the standard sign area requirement.

SECTION 2. Northfield Code, Chapter 34 – Land Development Code, Article 8. – Development Procedures, Section 8.5.8 – Heritage Preservation Commission's Certificate of Appropriateness, Subsection (A) – Applicability, is hereby amended, as follows:

**8.5.8 Heritage Preservation Commission's Certificate of Appropriateness.**

(A) **Applicability.** Unless otherwise exempted in Section 7.8.3, Exemptions, or unless otherwise provided in this Section, in the H-O district no zoning certificate or building permit for construction, exterior alteration or rehabilitation, moving, or demolition of a building or structure on a city-owned or privately owned heritage preservation site shall be issued until the project has been submitted to, and received approval of a certificate of appropriateness from the heritage preservation commission from either the heritage preservation commission or the city planner subject to the below review procedures. The city planner or the city's planner's designee shall classify proposed work as described below into one of the following two categories, which shall determine the applicable review procedure as provided in clause (C) of this Section:

**Option 1:**

(1) Major Work:

(i) New construction including the expansion or enlargement of an existing building or site.

(ii) Demolition in whole or in part.

(iii) Moving of historic buildings, structures, or objects.

(iv) Remodeling, exterior alteration or rehabilitation that will change the exterior appearance including but not limited to signage, painting, lighting, landscaping, and awnings.

(v) Any other major work determined by the city planner, in the city planner judgment, not meeting the definition of minor work.

(2) Minor Work (minor alterations in keeping with the integrity of the heritage preservation site and do not impact the overall architectural character and visual character):

(i) Ordinary and routine maintenance such as tuck-pointing.

(ii) Maintenance or reconstruction where any exterior surface materials are to be replaced with historically appropriate identical materials and where such replacement materials will be installed to the original historical configuration. This includes, but is not limited to; repainting, reroofing, residing, and replacement of windows with the same form, materials and finish.

(iii) Minor amendments to an approved major work COA.

Option 2:

(3) Signage: all permanent signage shall be subject to review of a subcommittee of 3 HPC members. The subcommittee shall have the discretion to forward on a signage application to the full commission if the application does not meet the criteria or there are further questions.

SECTION 3 Northfield Code, Chapter 34 – Land Development Code, Article 9. – Definitions, Section 9.2 – Definitions, be amended to insert in the existing list of definitions the following new definition in alphabetical order, as follows:

**Sign, Internally Illuminated.** A sign that is illuminated by self-illumination or by an artificial source of light either on the face of the sign, such as light emitting diodes (LEDs) or light bulbs, or contained within such sign, including, but not limited to, fluorescent and neon signs.

SECTION 4. This Ordinance shall take effect thirty days after its publication.

Passed by the City Council of the City of Northfield, Minnesota, this \_\_\_\_ day of \_\_\_\_\_ 2023.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

First Reading	
Second Reading	
Date of Publication	
Date Ordinance takes effect	

VOTE:     \_\_\_\_ POWNELL   \_\_\_\_ HOLMES   \_\_\_\_ NESS   \_\_\_\_ PETERSON WHITE  
             \_\_\_\_ REISTER   \_\_\_\_ SOKUP   \_\_\_\_ ZUCCOLOTTO