



City of Northfield

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

Meeting Minutes - Draft Heritage Preservation Commission

Wednesday, March 1, 2023

6:00 PM

Council Chambers

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

The meeting was called to order at 6:01pm

Also present: City Planner Mikayla Schmidt, Assistant City Planner Reeve Needham, Meeting Associate Kaitlin Moe, and Meeting Associate Matt Bailey

Rollcall

- Present:** 5 - Commissioner Baird Jarman, Commissioner Jesse Steed, Barbara Evans, Commissioner Sean Allen and Vice Chair Michael Meehan
- Absent:** 2 - Commissioner Clifford Clark and Commissioner Robert Stangler

APPROVAL OF AGENDA

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

Yes: 4 - Commissioner Jarman, Commissioner Steed, Chair Evans and Vice Chair Meehan

Not Present: 1 - Commissioner Allen

APPROVAL OF MINUTES

A motion was made by Vice Chair Meehan, seconded by Commissioner Steed, to approve the minutes. The motion carried by the following vote:

Yes: 4 - Commissioner Jarman, Commissioner Steed, Chair Evans and Vice Chair Meehan

Not Present: 1 - Commissioner Allen

1. [23-975](#) January 4, 2023 Minutes

Attachments: [HPC Minutes 04 Jan 23 - draft](#)

PRESENTATIONS

2. [23-976](#) Presentation on Riverfront Enhancement Action Plan.

Attachments: [1 - Presentation](#)

Commissioner Allen arrived at 6:03pm

Bruce Jacobson gives a presentation to the commission on an enhancement action plan

for future development plans along the riverfront downtown. Jacobsen will continue to attend HPC meetings and will need and appreciate the commissions input as plans for future developments continue.

OPEN PUBLIC COMMENT

BUSINESS ITEMS

3. [HPC Res. 2023-001](#) Certificate of Appropriateness for Painting of 105 5th St E - McClaughry Tenement.

Attachments: [1 - HPC Resolution 2023-002](#)
[2 - Current Image](#)
[3 - Proposal with Renderings](#)
[4 - Hyperlink to Paint Shade](#)
[5 - Hyperlink to Trim Shade](#)
[6 - Building Inventory Form](#)

Members of the commission discuss the Certificate of Appropriateness(COA) for the painting of the facade of the McClaughry Tenement building. The applicants of the COA are present to answer any questions the commission has.

A motion was made by Commissioner Jarman, seconded by Commissioner Steed, to approve the Certificate of Appropriateness for painting of 105 5th St E - McClaughry Tenement. The motion carried by the following vote:

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

4. [HPC Res. 2023-002](#) Certificate of Appropriateness for Signage and Painting at 418 Division St. S.

Attachments: [1 - Building Inventory](#)

Members of the commission discuss the Certificate of Appropriateness to approve new signage and painting at 418 Division St. S. Commissioners notice additional signage attached to the building that would also need to be approved and decide to table the approval of the Certificate of Appropriateness until their next meeting in April in order to confirm with the applicant whether the additional signage on the building needs to be approved.

A motion was made by Commissioner Steed, seconded by Vice Chair Meehan, to approve the Certificate of Appropriateness for signage and painting at 418 Division St. S.

A motion was made by Vice Chair Meehan, seconded by Commissioner Steed to withdrawal the motion.

A motion was made by Commissioner Allen, seconded by Commissioner Jarman to table the motion for the Certificate of Appropriateness for signage and painting at 418 Division St. S. The motion carried by the following vote:

Yes: 5 - Commissioner Jarman, Commissioner Steed, Chair Evans, Commissioner

Allen and Vice Chair Meehan

5. [HPC Res. 2023-003](#) Certificate of Appropriateness for Signage at 422 Division St S - Bjoraker Building.

Attachments: [1 - Sign](#)
[2 - 2021 Sign Certificate](#)
[3 - Building Inventory](#)

The discussion and approval of the Certificate of Appropriateness will be tabled until the commission's next meeting in April.

6. [23-977](#) Review of Proposed Transit Hub Concept Plan next to the Northfield Depot.

Attachments: [1 - Transit Hub Concept Plans](#)
[2 - Ordinance Designating Northfield Depot](#)
[3 - Hyperlink to Save the Northfield Depot](#)
[4 - Hyperlink to Approval of Professional Services Agreement](#)

Bill Hickey presents to the HPC and asks for input on the roof design of the Northfield Depot. Hickey will return to HPC later down the line, as the depot developments pick up to provide updates to the commission members. A goal is to begin construction this summer.

7. [23-978](#) Review of Board & Commission Rules of Business.

Attachments: [1 - Draft Board/Commission Rules of Business](#)

Chair Evans urges members of the commission to look over the updated rules of business and to contact Assistant City Planner Needham with questions or concerns.

8. [23-979](#) Commissioner Shadowing Reports.

REPORTS FROM COMMISSION MEMBERS AND CHAIR**STAFF UPDATES**

9. [23-980](#) Staff Updates.

Attachments: [1 - Hyperlink to Economic Impact Report](#)
[2 - Hyperlink to NAPC Alliance Review](#)
[3 - 2023 Buildings on Main Information](#)

City Planner Schmidt invites members of the commission to attend the state of the city address on March 21st.

ADJOURNMENT

A motion was made by Commissioner Jarman, seconded by Commissioner Steed, to adjourn the meeting at 7:54pm. The motion carried by the following vote:

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