

## Meeting Minutes - Draft

### Heritage Preservation Commission

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Thursday, December 21, 2017

4:30 PM

River View Room - Archer House

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#### I. Call to Order and Approval of Agenda

*Present: 4 - Jason Menard, Barbara Evans, Stephen Mohring and Alice Thomas*

*Absent: 2 - Dan O'Leary, Randy Lutz*

*Also Present: Scott Tempel - City Planner, Logan Ledman - Youth Member, Barb Neitzel - Recording Secretary*

**A motion was made by Board Member Thomas, seconded by Evans, to approve the December 21, 2017 HPC Agenda. The motion carried by the following vote:**

**Yes:** 4 - Board Member Menard, Board Member Evans, Board Member Thomas and Board Member Mohring

#### II. Approval of Minutes

*B. Evans noted a list of board members present was not included in the "Call to Order" section.*

**A motion was made by Board Member Thomas, seconded by Board Member Mohring, to approve the November 16, 2017 HPC Minutes as amended to include board members present at the meeting. The motion carried by the following vote:**

**Yes:** 4 - Board Member Menard, Board Member Evans, Board Member Thomas and Board Member Mohring

1. [17-1184](#) November 16, 2017 HPC Minutes

**Attachments:** [11-16-17 HPC Minutes](#)

#### III. Unfinished Business

2. [17-1185](#) Discussion of Historic District sign regulations

**Attachments:** [AT HPC Signage Guidelines 12-8-17 \(JCM Additions\)](#)

*The HPC reviewed the proposed changes to the downtown sign regulations which were prepared by the subcommittee. The following comments were made:*

- #6 Placement - Add language stating signs should be attached to the mortar and not the brick.
- #10 Message - Add language stating that Corporate logos shall be contained within the sign border.
- #11 Lettering - Remove "preferably" in the second sentence and add that lettering "and logos" shall occupy no more than 60% of the total sign area.
- #12 Illumination - Should be broken down into subcategories for interior and exterior

*purposes.*

*A. Thomas stated she will send a list of elements that other cities have in their sign regulations that are missing from Northfield's.*

## **V. Reports and Discussion Items**

- a) Commissioner Comments and Reports**
- b) Staff Updates and Reports**
- c) Comments from the Chair**

*B. Evans gave a brief history of the historic Archer House since the meeting was being held there.*

*B. Evans noted December will be the last month with a historic preservation article in the Northfield News.*

*S. Tempel reported on the need to bring the historic boundaries item to the City Council in early 2018. It was determined it should also be run by the Planning Commission as a courtesy.*

*S. Tempel stated he received documents from Michael Koop, State Historic Preservation Office, regarding renovations to the Reubenstein in which he addressed adding windows to the north corner of the building. He will provide HPC members with a copy of the report.*

*S. Tempel asked the commission to discuss moving their meeting date to the first or fourth Thursday of the month since the third Thursday is the same date as his Planning Commission meetings.*

## **VI. Adjournment**

**A motion was made by Board Member Mohring, seconded by Board Member Evans, to adjourn the meeting at 6:21 p.m. The motion carried by the following vote:**

**Yes:** 4 - Board Member Menard, Board Member Evans, Board Member Thomas and Board Member Mohring