



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
ci.northfield.mn.us

Meeting Minutes - Draft Heritage Preservation Commission

Thursday, January 18, 2018

4:30 PM

I. Call to Order and Approval of Agenda

Present: Jason Menard, Barbara Evans, Alice Thomas, Stephen Mohring, Clifford Clark, Randy Lutz

Also Present: Scott Tempel - City Planner, Mayor Rhonda Pownell, Barb Neitzel - Recording Secretary

A motion was made by Board Member Mohring, seconded by Lutz, to approve the January 18, 2018 HPC Agenda. The motion carried by the following vote:

Yes: 6 - Board Member Menard, Board Member Evans, Board Member Thomas, Board Member Mohring, Clark and Lutz

II. Approval of Minutes

1. [18-053](#) December 21, 2017 HPC Minutes

Attachments: [12-21-17 HPC Minutes](#)

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

Yes: 6 - Board Member Menard, Board Member Evans, Board Member Thomas, Board Member Mohring, Clark and Lutz

IV. New Business Items

2. [18-054](#) Welcome and Orientation

Attachments: [2018 Board Commission Orientation Materials with attachments](#)

The commission reviewed the member orientation materials and viewed the video prepared by City Administrator Martig.

Mayor Pownell was present to thank the HPC members for their service. She encouraged them to attend training meetings in order to have a better connected community of board and commission members.

HPC members welcomed back Cliff Clark who will be serving as a representative of the Northfield Historical Society.

3. [18-055](#) Consideration of moving date of HPC meetings

Staff requested the commissioners consider moving the regular meeting of the HPC to the first Thursday of the month so as not to conflict with the Planning Commission meetings that are scheduled for the same night.

It was determined the next meeting would be held Thursday, February 1, 2018.

A motion was made by Clark, seconded by Board Member Thomas, to change the HPC meeting date from the third Thursday of the month to the first Thursday. The motion carried by the following vote:

Yes: 6 - Board Member Menard, Board Member Evans, Board Member Thomas, Board Member Mohring, Clark and Lutz

4. [18-056](#) Review Bylaws and Election of Officers

Attachments: [2016 Bylaws - Dec revision](#)

A motion was made by Clark, seconded by Lutz, to retain Jason Menard as Chair of the HPC and Barb Evans as Vice Chair for 2018. The motion carried by the following vote:

Yes: 6 - Board Member Menard, Board Member Evans, Board Member Thomas, Board Member Mohring, Clark and Lutz

III. Unfinished Business

5. [18-057](#) Discussion on Revisions to Sign Code for Historic District

Attachments: [HPC Signage Revision - 1-18-18](#)

The subcommittee updated the commission on the proposed changes made to the sign regulations. Members asked for clarification on a few items. The committee will continue to update the HPC on future changes. Once final, the language changes will be sent to the Planning Commission for review prior to approval by the City Council.

V. Reports and Discussion Items

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

B. Evans stated she is ending her Focus on Preservation newspaper articles and is brainstorming other projects related to historic preservation.

B. Evans reported on a five day conference put on by the National Society of Architectural Historians that will be held in April in St. Paul, MN.

The HPC discussed the Historic Preservation Site designation ordinance for downtown properties that was on the January 16, 2018 City Council Agenda. They were disappointed that the City Council did not act on it after they specifically asked for it to be brought forward.

Since the main issue was outreach to property owners, it was determined Chair Menard would write a letter inviting them to meet with the HPC to answer any questions or concerns. Staff will also send a letter prior to the next time this item will be discussed at

Council, which is tentatively scheduled for February 13, 2018.

VI. Adjournment

The meeting adjourned at 6:18 p.m.