

Meeting Minutes - Draft Heritage Preservation Commission

Thursday, March 1, 2018

4:30 PM

Council Chambers

I. Call to Order and Approval of Agenda

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

Absent: Dan O'Leary, Randy Lutz

Also Present: Scott Tempel - City Planner, Kim Smith - Environmental Quality Commission, Youth Members Logan Ledman and Hannah Pahs, Barb Neitzel - Recording Secretary

A motion was made by Clark, seconded by Board Member Evans, to approve the March 1, 2018 HPC agenda. The motion carried by the following vote:

Yes: 5 - Board Member Menard, Board Member Evans, Board Member Thomas, Board Member Mohring and Clark

II. Approval of Minutes

1. [18-120](#) January 18, 2018 HPC Minutes

Attachments: [01-18-18 HPC Minutes](#)

A motion was made by Board Member Thomas, seconded by Board Member Evans, to approve the January 18, 2018 HPC Minutes. The motion carried by the following vote:

Yes: 5 - Board Member Menard, Board Member Evans, Board Member Thomas, Board Member Mohring and Clark

IV. New Business Items

2. [18-121](#) Presentation from Environmental Quality Commission (EQC)

Attachments: [Climate Action Plan Presentation for Boards & Comm'ns](#)

Kim Smith, Environmental Quality Commission Chair, reported on the formation of a Climate Action Plan which is included in the Strategic Plan. The Mayor will be appointing an advisory board that will report to the EQC. Some of the items that may affect the Downtown Historic District include transportation, streetlighting and stormwater runoff. A tentative timeline for completion of the plan is December 2020. Boards and commission members will have an opportunity to review the plan prior to completion.

III. Unfinished Business

3. [18-122](#) 501, 503, & 505 Division Street Renovation Project

Staff updated the commission on the revisions to the old Reub 'N' Stein building. They have decided not to install a corner window after locating the original windows on the inside. Demolition permits have been pulled but final plans are still being worked on.

V. Reports and Discussion Items

Staff reported on the Heritage Preservation Site Designation item that was passed by the City Council on February 20, 2018. The next step would be to submit an application to the National Registry. He spoke with Carole Zellie and she informed him it would cost \$5,000 to prepare the application. The HPC could extend her contract by adding an addendum to perform the necessary paperwork.

The sign sub-committee gave a report on the Wickert sign at 5th and Division Street.

The commission discussed establishing a better working relationship with the Northfield Downtown Development Corporation (NDDC) and would like to invite Executive Director Jenni Romey to a future meeting.

A motion was made by Board Member Thomas, seconded by Board Member Clark, to direct staff to proceed with extending the contract with Carole Zellie to submit the national registry application. The motion carried by the following vote:

Yes: 5 - Board Member Menard, Board Member Evans, Board Member Thomas, Board Member Mohring and Clark

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

S. Tempel stated the Northfield Downtown Development Corporation is applying for Northfield to become a Designated Main Street Affiliate organization and were looking for other entities to support it. He distributed a letter of support for the HPC Chair to sign.

B. Evans commended youth member Logan Ledman for winning the Voice of Democracy Award and a chance to receive a \$30,000 grant in Washington D.C. She also recognized youth member Hannah Pahs for receiving a Volunteer of the Year Award from the Historical Society.

B Evans also reported on the following:

- MNSAH (Minnesota Society of Architectural Historians) will be sponsoring a trip to Northfield in September and will concentrate on Carleton and the Historic Downtown areas.*
- In April and May she will be teaching a class in the Cannon Valley Elder Collegium on Northfield Architecture.*
- She will be giving a talk to a chapter of the P.E.O. on J.C. Nutting and the three buildings he built.*
- She is also working with Cathy Osterman at NHS to establish at least two walking tours during "May is Preservation Month" that NHS will be doing in place of previously held "June is History Month" celebrations.*

A motion was made by Board Member Mohring, seconded by Board Member Evans, to have the HPC Chair sign a letter of support for the Main Street program and forward to the affiliate organization. The motion carried by the following vote:

Yes: 5 - Board Member Menard, Board Member Evans, Board Member Thomas, Board Member Mohring and Clark

VI. Adjournment

The meeting adjourned at 5:51 p.m.