



# City of Northfield

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

## Meeting Minutes - Draft Heritage Preservation Commission

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Thursday, May 3, 2018

4:30 PM

Council Chambers

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

*Present: Board Member Menard, Board Member Evans, Board Member O'Leary, Board Member Thomas, Board Member Clark and Board Member Lutz*

*Absent: Board Member Mohring*

*Also Present: Scott Tempel - City Planner, Logan Ledman and Hannah Pahs - Youth Members, Barb Neitzel - Recording Secretary*

*Chair Menard added Item #3 to discuss utility bill inserts.*

**A motion was made by Board Member Thomas, seconded by Board Member Clark, to approve the May 3, 2018 HPC agenda with the addition of Item #3 - Utility bill inserts. The motion carried by the following vote:**

**Yes:** 6 - Board Member Menard, Board Member Evans, Board Member O'Leary, Board Member Thomas, Board Member Clark and Board Member Lutz

### II. Approval of Minutes

1. [18-249](#) April 5, 2018 HPC Minutes

**Attachments:** [04-05-18 HPC Minutes](#)

**A motion was made by Board Member Lutz, seconded by Board Member Evans, to approve the April 5, 2018 HPC Minutes. The motion carried by the following vote:**

**Yes:** 6 - Board Member Menard, Board Member Evans, Board Member O'Leary, Board Member Thomas, Board Member Clark and Board Member Lutz

### III. Unfinished Business

### IV. New Business Items

2. [18-250](#) Review of new store front proposal for 105 W 3rd St.

**Attachments:** [Approved renovation design](#)  
[Application 105 W 3rd](#)

*Staff reported on the proposal to replace rotten window and door frames and square off the entrance at 105 W. 3rd Street. The proposed improvements would increase energy efficiency and usable space. The air conditioning unit would be replaced with a mini split system and would be placed on the west side of the building. He felt the revisions meet*

*the spirit of rehab from the National Park Service.*

*R. Lutz stated that, in order to meet current International Business Code requirements, the door should swing outward.*

*Board members questioned what type of material would be installed around the transom above the door and below the windows.*

*Staff stated he would ask the business owner for more detail on those sections and will also confer with the building official regarding the swing of the door before bringing back for review.*

### **3. Utility Bill Inserts**

*Staff reported on an opportunity to submit content on a topic which will be inserted in the utility bill mailings.*

*It was determined the HPC will submit an article asking property owners to contact the HPC if they are interested in historic designation of their buildings. C. Clark offered to draft the language for the article.*

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

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

*Staff reported Econo Foods is renovating their building and rebranding to Family Fare. They have been asked to move their monument sign which currently blocks the view of traffic. The HPC may be asked to review any changes to sign since it is adjacent to the historic district.*

*D. O'Leary reported on efforts to obtain grant money to enhance the downtown. The City of Faribault applied for a small cities development grant and he felt the City of Northfield could do the same.*

## **VI. Adjournment**

*The meeting adjourned at 5:25 p.m.*