



# 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, November 1, 2018

4:30 PM

Council Chambers

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### Roll Call

*Also Present: S. Tempel - City Planner, Logan Ledman and Evan Orjala - Youth Members, Barb Neitzel - Recording Secretary*

**Present:** 7 - Jason Menard, Barbara Evans, Dan O'Leary, Alice Thomas, Stephen Mohring, Clifford Clark and Randy Lutz

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

**A motion was made by Board Member Lutz, seconded by Board Member Clark, to approve the November 1, 2018 HPC Agenda. The motion carried by the following vote:**

**Yes:** 7 - Board Member Menard, Board Member Evans, Board Member O'Leary, Board Member Thomas, Board Member Mohring, Board Member Clark and Board Member Lutz

### II. Approval of Minutes

1. [18-542](#) October 11, 2018 HPC Minutes

**Attachments:** [10-11-18 HPC Minutes](#)

**A motion was made by Board Member Evans, seconded by Board Member O'Leary, to approve the October 11, 2018 HPC Minutes. The motion carried by the following vote:**

**Yes:** 7 - Board Member Menard, Board Member Evans, Board Member O'Leary, Board Member Thomas, Board Member Mohring, Board Member Clark and Board Member Lutz

### IV. New Business Items

*The commission discussed rescheduling the December HPC Meeting due to a conflict with Northfield's Winter Walk.*

*B. Evans reported the subcommittee approved the sign permit for MN Soulstice at 300 Division Street.*

**A motion was made by Board Member Evans, seconded by Board Member O'Leary, to reschedule the December HPC meeting to December 13, 2018 at 4:30 p.m.. The motion carried by the following vote:**

Yes: 7 - Board Member Menard, Board Member Evans, Board Member O'Leary, Board Member Thomas, Board Member Mohring, Board Member Clark and Board Member Lutz

### III. Unfinished Business

#### 2. [18-543](#) Discussion on Revisions to Sign Code for Historic District

Attachments: [HPC Signage Revision 10-30-18](#)  
[Signage regs from other communities](#)

*Staff reported on a public meeting for business owners to discuss the sign ordinance and provide feedback. Invitees would include the Northfield Chamber of Commerce, Northfield Downtown Development Corporation, and Jim Bohnhoff. The meeting will be held at the Archer House.*

*The Commission reviewed the sign ordinance and made the following revisions:*

- Add sign definitions as number 8 in Section F (Signs in the H-O District and on Heritage Preservation Sites).*
- Include "logos and lettering" language to Sections 13 (Message) and 14 (Lettering).*
- In Section 9 (Placement) add Item (e) Signs for first floor businesses shall be beneath the second floor windows.*
- Add awning language to Section F, Item 8 g to read as follows: Awning Sign: A sign printed on an awning along the valance or skirt. The HPC recommends that awnings 1) retract rather than be fixed on a rigid frame, 2) are open on the sides rather than closed, 3) are fabricated of material that has a cloth-like appearance rather than a glossy or reflective material, 4) are free of signs or graphics, and if signs or graphics are included, they are located only on the valance.*
- Add the following language to Section 15 (Illumination): With the exception of lighted "open" signs, internally illuminated signs are not permitted. Flashing, intermittent, rotating signs or signs that create the illusion of movement are prohibited.*
- Delete the Alternative version of (11) under the Lettering section.*
- Delete (b) under Item 7 of Section F and readjust accordingly.*
- Change Section 16 (Historic Building Names) to read as: Permanent historic names on buildings shall not be removed and shall be reviewed by the.....*
- Make sure terms match those on the illustrations.*

### V. Reports and Discussion Items

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

*B. Evans stated she, S. Tempel and A. Thomas attended the Boards and Commission training session. She also commented on Northfield hosting the 2020 Historic Preservation Conference and feels the commission should pursue applying for a CLG grant which is due in January.*

*R. Lutz reported he will be moving out of Northfield in December and will be ending his time on the HPC. Commission members thanked him for his service.*

*J. Menard asked that all presentations pertain to historical preservation issues.*

*Staff reported on a newly adopted Right-of-Way ordinance which includes the installation of small cell antennas on light poles. The City Engineer is working on design guidelines.*

## **VI. Adjournment**

*The meeting adjourned at 5:56 p.m.*