



City of Northfield

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

Meeting Minutes - Draft Heritage Preservation Commission

Thursday, December 13, 2018

4:30 PM

Council Chambers

Roll Call

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

Present: 5 - Jason Menard, Barbara Evans, Dan O'Leary, Stephen Mohring and Clifford Clark

Absent: 2 - Alice Thomas and Randy Lutz

Call to Order and Approval of Agenda

A motion was made by Board Member O'Leary, seconded by Board Member Clark, to approve the December 13, 2018 HPC Agenda. The motion carried by the following vote:

Yes: 5 - Board Member Menard, Board Member Evans, Board Member O'Leary, Board Member Mohring and Board Member Clark

1. [18-611](#) November 1, 2018 HPC Minutes

Attachments: [11-1-18 HPC Minutes](#)

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

Yes: 5 - Board Member Menard, Board Member Evans, Board Member O'Leary, Board Member Mohring and Board Member Clark

IV. New Business Items

2. [18-612](#) HPC Annual Report to SHPO

Attachments: [2018 Annual Report](#)

The HPC reviewed the Annual Report prepared by Staff, which detailed activities during the current fiscal year, and spoke in favor of the report as written. Staff will submit the report to the State Historic Preservation Office.

III. Unfinished Business

3. [18-613](#) Discussion on Revisions to Sign Code for Historic District

Attachments: [HPC Signage Revision 11-2-18](#)
[Signage regs from other communities](#)

The commission reviewed the sign regulations and discussed comments made by Board Member Thomas.

The following revisions were made:

- Delete Item 8a under Sign Types: Hanging or Suspended Signs. These are signs that are either hung or suspended from a ceiling or other structure.*
- Add the following language under Lettering: Projecting signs may utilize a font other than serif.*
- Add the following language under Sign Shape: Projecting signs may be fabricated in a variety of shapes appropriate to the building or business.*
- Add the following language under Message: Telephone numbers and websites may be included, provided they are clearly secondary to the primary message of the sign and occupy no more than 20 percent of the total sign area allotted to lettering.*

The HPC approved of the revisions and asked staff to incorporate them into a draft document for review at the January 2019 meeting. Staff noted it would be beneficial to invite business owners to this meeting. The public hearing held by the Planning Commission would also be another opportunity for public input.

V. Reports and Discussion Items

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

Staff noted the Mayor will be appointing new HPC members that will come on board in January.

The HPC discussed pursuing their interest in hosting the 2020 Preservation Conference. Staff added he plans to meet with Michael Koop - SHPO, to find out more details.

B. Evans stated she attended a MNSAH meeting which had a presentation on Carnegie Libraries. Northfield's Carnegie Library was noted as one that is thriving.

D. O'Leary reported his term is ending and he will be leaving the HPC. The commission thanked him for his service.

Chair Menard reported on making plans to meet with the EDA Manager to discuss micro grants and loan programs for downtown business owners.

The HPC discussed future agenda items for 2019 and came up with the following:

- Outreach to business owners.*
- Prepare grant in order for Carole Zellie to complete the historic designation process.*
- Work with Jenni Roney - NDDC to promote the Mainstreet Program.*
- Review proper addresses on downtown businesses.*
- Consider plaques or some type of award system for downtown businesses.*
- Research locally designating homes in Northfield.*

VI. Adjournment

The meeting adjourned at 5:51 p.m.

