



City of Northfield

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

Meeting Minutes - Draft Heritage Preservation Commission

Thursday, March 7, 2019

4:30 PM

Council Chambers

Roll Call

Also Present: Scott Tempel - City Planner, Logan Ledman - Youth Member, Barb Neitzel - Recording Secretary

Present: 6 - Jason Menard, Barbara Evans, Alice Thomas, Stephen Mohring, Clifford Clark and Jan Gilblom

I. Call to Order and Approval of Agenda

A motion was made by Board Member Thomas, seconded by Board Member Evans, to approve the March 7, 2019 HRA Agenda. The motion carried by the following vote:

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

II. Approval of Minutes

1. [19-744](#) February 21, 2019 HPC Minutes.

Attachments: [02-21-19 HPC Minutes](#)

*C. Clark would like to add his comment under Commissioner Comments and Reports:
C. Clark commented on the need for better communication among members of the boards and commissions.*

A motion was made by Board Member Thomas, seconded by Board Member Mohring, to approve the February 21, 2019 HRA Minutes as amended. The motion carried by the following vote:

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

IV. New Business Items

2. [19-745](#) Group Photo

A group photo was taken for the State of the City Address.

III. Unfinished Business

ACCESSORY DWELLING UNIT DISCUSSION

A motion was made by Board Member Thomas, seconded by Board Member Evans, authorizing Chair Menard to write the statement that clarifies the HPC's concern about the proposed ADU Ordinance in regards to the future effect on their responsibility to preserve Northfield's historic character and to bring a statement back to the HPC for a vote at the next meeting. The motion carried by the following vote:

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

ELECTIONS

A. Thomas nominated B. Evans as Vice Chair.

A motion was made by Board Member Clark, seconded by Board Member Mohring, to re-elect current officers: Jason Menard - Chair, Barb Evans - Vice Chair. The motion carried by the following vote:

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

3. [19-746](#) Sign Permit for Corbett Chiropractic

Attachments: [1 - Corbett Sign](#)

Chair Menard presented a sample of the paint color provided by Jim Bohnhoff. The HPC spoke in favor of the rich, dark blue color.

A motion was made by Board Member Clark, seconded by Board Member Mohring, to approve the blue sign color as presented. The motion carried by the following vote:

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

4. [19-747](#) Consider requesting Text Amendment for new downtown signage regulations.

Attachments: [1 - Final Recommendation w. Markups](#)

[2 - Final Recommendation Clean Copy](#)

The HPC reviewed the downtown signage regulations and made the following changes:

(F) Signs in the H-O District and on Heritage Preservation Sites

#4 to read as follows: The Historic Preservation Commission reserves the right to require existing non-complying signage will be brought into compliance upon receipt of any application to the Historic Preservation Commission.

A motion was made by Board Member Mohring and seconded by Board Member Gilblom to approve revisions to item F4 of the sign regulations. All in favor. Motion Carried.

(10) Sign Shape

Second sentence to read as follows: Wall signs shall include a raised rectangular border that sets the sign apart from the building surface or hanging space.

A motion was made by Board Member Thomas and seconded by Board Member Mohring to approve revisions to (10) Sign Shape of the sign regulations. All in favor. Motion Carried.

(14) Lettering

To read as follows: Lettering styles shall be legible and compatible with the era of the building. Lettering on wall signs shall be in a serif font. Wall signs shall contain no more than two lettering styles and the lettering and any logo shall occupy no more than 60 percent of the total sign area. Projecting signs may utilize a font other than serif and may contain no more than two lettering styles without a restriction on sign area. 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 allotted to lettering.

A motion was made by Board Member Evans and seconded by Board Member Mohring to approve revisions to (14) Lettering of the sign regulations. Yes votes by Menard, Evans, Clark, Mohring and Gilblom. No vote by Thomas. Motion Carried.

A motion was made by Board Member Clark, seconded by Board Member Mohring, to approve the sign code regulatory revisions and forward to the Planning Commission. The motion carried by the following vote:

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

V. Reports and Discussion Items

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

VI. Adjournment

The meeting adjourned meeting at 6:15 p.m.