

## Meeting Minutes - Draft Heritage Preservation Commission

---

Thursday, September 19, 2019

4:30 PM

Council Chambers

---

### Rollcall

*Also present: City Planner Scott Tempel, Comm. Dev. Specialist Mikayla Schmidt and Paul Smith.*

**Present:** 5 - Jason Menard, Barbara Evans, Alice Thomas, Stephen Mohring and Jan Gilblom

**Absent:** 1 - Clifford Clark

### Call to Order and Approval of Agenda

*Chair Menard called the meeting to order at 4:33pm and amended the agenda to include discussion of the work plan as item 2a.*

### Approval of Minutes

1. [19-1074](#) Review of the Draft HPC Meeting Minutes

**Attachments:** [1 - 07-11-19 HPC Minutes](#)

[2 - 08-01-19 HPC Minutes](#)

A motion was made by Board Member Gilblom, seconded by Board Member Evans, to approve the 07-11-19 HPC minutes and amend and approve the 08-01-19 HPC minutes to include technical language regarding the deck location of the 5th Street Lofts, the By All Means sign permit application, that Jim Bohnhoff was present at the meeting and that Chair Menard would create the agenda for the work session. The motion carried by the following vote:

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

### Unfinished Business

2. [BC 19-004](#) Sign Permit - 17 Bridge Square - By All Means

**Attachments:** [1 - Revised Proposal 8-13](#)

[2 - Final By All Means Proposal Review](#)

*The Chair and board held discussion on how the sign was installed without final approval or following the guidelines suggested by the subcommittee. The subcommittee stated there was supposed to be a border and there was not supposed to be two colors for the background. The board asked Tempel to send a letter to the business owner stating the sign was installed without final approval, how the border is incorrect, what was reviewed by the subcommittee was not what was installed and that the raised border with the circle within the rectangle was satisfactory by the subcommittee.*

**A motion was made by Board Member Thomas, seconded by Board Member Gilblom, to approve the sending the letter. The motion carried by the following vote:**

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

## 2a. Discussion of Work Session

*Discussion was held on:*

- having a standing agenda item to discuss the work plan - Chair Menard noted no motion would be needed and the group would work with staff to add items to the agenda,
- having a reminder sent out for when agenda items are due,
- submitting shadow reports at least a week ahead of the meeting,
- identifying properties or neighborhoods for historic designation, how to survey the neighborhoods and what kind of outreach and education should be done,
- compiling a sequence of how to approach the work plan,
- and having another work session in February 2020.

*The HPC members volunteered to assist with work plan items.*

**A motion was made by Board Member Mohring, seconded by Board Member Gilblom, to adopt the work plan mostly as written and Gilblom to make changes per the commissioners discussion. The motion carried by the following vote:**

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

## New Business Items

### 3. [BC 19-005](#) Sign Permit - Twin Cities Lending, McClaughry Block

**Attachments:** [1 - Sign Image](#)

[2 - Pictures](#)

*Tempel introduced the item and stated staff is recommending denial.*

*Paul Smith (building owner) suggested in the future he may ask to place a placard on the front of the building with the ability for each tenant to have a sign. It would be similar to the one toward the rear of his building.*

**A motion was made by Board Member Thomas, seconded by Board Member Evans, to deny the sign permit request for Twin Cities Lending based on staffs assessment that the sign does not meet the requirements for placement, shape, color and lettering. The motion carried by the following vote:**

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

### 4. [BC 19-006](#) Certificate of Appropriateness - McClaughry Block

**Attachments:** [1 - Project Images](#)

*Paul Smith, 429 Division Street S., noted two main projects he would like to complete on his building.*

*1. Repaint the windows, door trim and cornice. He stated he would use the identical paint*

*color that was approved in 1994.*

*-Chair Menard stated that Smith does not need approval for this type of work.*

*2. Replace the staircase on the south side of the building. Smith stated people have gotten hurt on the current staircase and it is in need of repair.*

*-Smith stated he is not opposed to keeping the look similar, but will not use steel. He would like to use trex decking with treating wood posts and powder coated aluminum railing. He stated the staircase is required as part of egress and ingress for the building and will have to work with the building division on proper permitting. Smith stated in essence he will keep the same form, but use different materials. He would also like to light the railing at night using a yellow lighting for safety.*

## Reports and Discussion Items

*Evans noted there is interest to have Northfield host the 2021 Historic Preservation Conference with about 150 attendees.*

### 5. [19-1075](#) Commission shadowing reports

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

## Adjournment

**A motion was made by Board Member Thomas, seconded by Board Member Gilblom, to adjourn the meeting. The motion carried by the following vote:**

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