



# 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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Wednesday, December 2, 2020

4:30 PM

[GoTo Meeting](#)

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### Rollcall

**Present:** 6 - Chair Jason Menard, Barbara Evans, Clifford Clark, Jan Gilblom, Michael Meehan and Alice Thomas

*Chair Menard called the meeting to order at 4:31pm.*

*Also present: Youth rep- Anna Nesseth, City Planner Mikayla Schmidt, Administrative Associate Kari Bonde.*

### Call to Order and Approval of Agenda

A motion was made by Board Member Thomas, seconded by Board Member Evans to approve the agenda as amended. Chair Menard added an item "Discuss a proposed date and time change for HPC Meetings in 2021" after item #2. Motion carried by the following vote:

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

**Not Present:** 1 - Board Member Clark

### Approval of Minutes

1. [20-630](#) November 4, 2020 HPC Meeting Minutes

**Attachments:** [11-04-2020 HPC Meeting Minutes](#)

A motion was made by Board Member Evans, seconded by Board Member Gilblom, to approve the November 4, 2020 HPC meeting minutes. The motion carried by the following vote:

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

### Business Items

2. [BC 20-010](#) Signage Request for the Onstad Building 2 - 508 Division Street South

**Attachments:** [1 - Revised 2nd Draft of the Buzz Salon Wall & Projecting Sign](#)  
[2 - The Lofts Projecting Sign \(the wall sign in this attachment is incorrect\)](#)  
[3 - 1st Draft of the Buzz Salon Wall Sign \(not approved\)](#)

*City Planner Mikayla Schmidt introduced this item and clarified the colors in the sign.*

**A motion was made by Board Member Evans, seconded by Board Member Meehan, to approve the Signage Request for the Onstad Building 2 - 508 Division Street South. The motion carried by the following vote:**

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

**Discuss a proposed date and time change for HPC Meetings in 2021.**

*City Planner Mikayla Schmidt introduced this item proposing that the HPC hold their meetings on the 2nd Thursday of the month and start at 4:00pm. Gilblom was unsure and told the HPC that she will need to check her calendar and get back to them. This item will be brought back to the HPC in January.*

*Board Member Clark arrived at 4:51pm.*

**3. [BC 20-011](#) Northfield Heritage Preservation Commission 2020 Annual Report**

**Attachments:** [1 - 2nd Draft of the 2020 Annual Report \(with changes from the commissioners\)](#)  
[2 - 1st Draft of the 2020 Annual Report](#)

*HPC noted a couple of revisions and corrections to make to the Annual Report. Once those are made the HPC is comfortable with City Planner Mikayla Schmidt sending it to Chair Menard for final review and then submission.*

**Reports and Discussion Items**

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

*City Planner Mikayla Schmidt noted that Neuger Communications variance got approved at the ZBA meeting and they will be moving forward with new signage.*

*Chair Menard will be meeting with Mayor Pownell and would like to bring any questions that the HPC may have. Asked if anyone has questions to email them to City Planner Mikayla Schmidt.*

**4. [20-631](#) Shadowing Report**

**Attachments:** [1 - Shadow Report from Barbara Evans](#)

**Adjournment**

**A motion was made by Board Member Evans, seconded by Board Member Thomas to adjourn the meeting at 5:21pm.**