

Meeting Minutes - Draft Heritage Preservation Commission

Thursday, May 13, 2021

4:00 PM

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CALL TO ORDER AND ROLL CALL

The meeting was called to order at 4:01PM.

Also present: City Planner Mikayla Schmidt, Meetings Associate Edward Malnar, Bryan Kuderer, and Tyler Westman.

Present: 6 - Chair Barbara Evans, Commissioner Jan Gilblom, Commissioner Alice Thomas, Commissioner Baird Jarman, Commissioner Clifford Clark and Commissioner Michael Meehan

Absent: 1 - Jason Menard

APPROVAL OF AGENDA

A motion was made by Commissioner Thomas, seconded by Commissioner Gilblom, to approve the agenda as amended with added agenda item (4. Proposal for Facade Improvement). The motion carried by the following vote:

Yes: 6 - Chair Evans, Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

APPROVAL OF MINUTES

A motion was made by Commissioner Clark, seconded by Commissioner Thomas, to approve the April 8 minutes. The motion carried by the following vote:

Yes: 6 - Chair Evans, Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

1. [21-267](#) April 8, 2021 HPC Meeting Minutes

Attachments: [04-08-2021 HPC Minutes](#)

NEW BUSINESS

2. [BC 21-008](#) Request for Signage for Coco's Place at the Alex Marshall Building - 306 Division Street South.

Attachments: [1 - Signage Proposal](#)
[2 - Colors](#)

City Planner Mikayla Schmidt presented proposed designs for Coco's Place signage. Members discussed appropriate application of guidelines for color and font on signage.

A motion was made by Commissioner Meehan, seconded by Commissioner Clark, to deny the request in its current form. The motion carried by the following vote:

Yes: 6 - Chair Evans, Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

3. [BC 21-009](#) Certificate of Appropriateness for Proposed Changes to 307/309 (Ebel Block) & 311 (State Bank of Northfield) Water St. S. (PID 2236476008).

Attachments: [1 - Certificate of Appropriateness Application](#)
[2 - Facade Improvement Grant Program Application w. Specifications for Proposed Changes](#)
[3 - Images of Existing Windows & Doors](#)

City Planner Mikayla Schmidt presented a request for replacing exterior doors and (windows) window. Members discussed historical appearance of metal doors.

A motion was made by Commissioner Clark, seconded by Commissioner Gilblom, to approve the certification of appropriateness for proposed changes to 307/309 & 311 Water St. S. The motion carried by the following vote:

Yes: 6 - Chair Evans, Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

4. Certificate of Appropriateness for Proposed Changes to 504 & 506 Division St. S.

City Planner Mikayla Schmidt introduced historical façade research and Bryan Kuderer presented details of historical restoration and improvement to the façades. Members discussed the compliance and consistency of the proposal.

A motion was made by Commissioner Thomas, seconded by Commissioner Clark, to approve the facade improvement paint as proposed and to create a subcommittee to review proposal for windows and doors. The motion carried by the following vote:

Yes: 6 - Chair Evans, Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

5. [21-268](#) Discussion on Designating Local Heritage Preservation Sites.

Attachments: [1 - Heritage Preservation Site Designation Flow Chart](#)
[2 - Designation Code Background - B. Evans](#)
[3 - 2001 Land Development Code](#)

Yes: 6 - Chair Evans, Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

City Planner Mikayla Schmidt clarified process for official designation of historical preservation at local level to promote common understanding of the Commission's roles and powers.

6. [BC 21-010](#) Review and Make a Recommendation of the Northfield Depot Reassessed as a Local Heritage Preservation Site to City Council.

Attachments: [1 - Cover Memo from STND](#)
[2 - Local Designation Form - redacted](#)
[3 - Appendix A](#)
[4 - Appendix B](#)
[5 - Appendix C - Part 1](#)
[6 - Appendix C - Part 2](#)
[7 - Appendix D](#)
[8 - Appendix E](#)
[9 - Appendix F - Part 1](#)
[10 - Appendix F - Part 2](#)
[11 - Save the Northfield Depot PowerPoint Presentation](#)
[12 - Northfield Depot Designation Letter - MN SHPO](#)

This item was not addressed due to time constraint.

UNFINISHED BUSINESS

7. [21-269](#) Continued Discussion and Feedback on Draft Wall Sign Checklist

Attachments: [1 - 05-13-21 Sign Checklist Memo](#)
[2 - 05-13-21 Checklist for Wall Signs](#)
[3 - 03-11-21 Memo re: Sign Checklist from Commissioner Thomas](#)
[4 - 03-11-21 DRAFT General Check List for Wall Signs](#)
[5 - Sign Permit App. for Historic District](#)

This item was not addressed due to time constraint.

REPORTS FROM COMMISSION MEMBERS AND CHAIR

8. [21-270](#) Commissioner Shadowing Reports

Attachments: [1 - 05-13-21 AT Shadowing Report](#)
[2 - 2021 Mar & Apr EDA - JG Shadowing Report](#)
[3 - Shadowing Report BE](#)

This item was not addressed due to time constraint.

STAFF UPDATES

9. [21-271](#) Staff Updates

This item was not addressed due to time constraint.

ADJOURNMENT

Chair Evans declared the meeting adjourned at 5:41PM.