



# 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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Thursday, September 9, 2021

4:00 PM

Council Chambers

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### CALL TO ORDER AND ROLL CALL

*The meeting was called to order at 4:02PM.*

*Also present: City Planner Mikayla Schmidt, Meetings Associate Edward Malnar, Mayor Rhonda Pownell*

**Present:** 7 - Jason Menard, Chair Barbara Evans, Commissioner Jan Gilblom, Commissioner Alice Thomas, Commissioner Baird Jarman, Commissioner Clifford Clark and Commissioner Michael Meehan

### APPROVAL OF AGENDA

A motion was made by Commissioner Menard, seconded by Commissioner Clark, to approve the agenda as amended by moving Item 3 (Coldwell signage request) ahead of Item 2 (Depot features request). Commissioner Gilblom, seconded by Commissioner Jarman, moved to amend the agenda to divide Item 2 into the actionable features proposal and a non-actionable discussion, with all in favor. The motion carried by the following vote:

**Yes:** 7 - Commissioner Menard, Chair Evans, Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

### APPROVAL OF MINUTES

1. [21-496](#) August 12, 2021 HPC Meeting Minutes

**Attachments:** [08-12-2021 HPC Minutes](#)

A motion was made by Commissioner Gilblom, seconded by Commissioner Thomas, to approve the August 12 minutes. The motion carried by the following vote:

**Yes:** 7 - Commissioner Menard, Chair Evans, Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

### NEW BUSINESS

3. [BC 21-016](#) Request for Signage for Coldwell Banker at the Lockwood Opera House Building - 419 Division Street South.

**Attachments:** [1 - Signage Proposal](#)  
[2 - Colors](#)  
[3 - Survey Sheet for 419 Division St. S.](#)

*City Planer Mikayla Schmidt presented the proposed changes for Coldwell Banker's wall*

*sign and answered questions on the design.*

**A motion was made by Commissioner Thomas, seconded by Commissioner Clark, to approve the wall sign design as submitted. The motion carried by the following vote:**

**Yes:** 7 - Commissioner Menard, Chair Evans, Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

**2a. [BC 21-015](#)**

Proposal to add Documented Features to the Chicago Milwaukee St. Paul & Pacific Railway Depot (Northfield Depot).

**Attachments:** [1 - Proposed Sign & Order Board Memo & Images - STND](#)

*City Planner Mikayla Schmidt presented the historical appearance of the Depot and sign in photographs. Commissioner Thomas provided information about the research process and example paint chips. Both answered questions about the sign design.*

*Commissioner Thomas and City Planner Schmidt presented research and work on the historical restoration on the rail order board and main Depot building. Thomas answered questions from other members. Commissioner Menard with assent of the Commission provided advice approving of the design.*

**A motion was made by Commissioner Clark, seconded by Commissioner Jarman, to approve the Commission Item. The motion carried by the following vote:**

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

**Abstained:** 1 - Commissioner Thomas

**2b. Discussion of Historical Recreation of Depot Railside Illuminated Order Board.**

*City Planner Schmidt and Commissioner Thomas presented information about the research and plans to recreate the Depot's railway order board, originally used for signalling traffic directions to trains, for aesthetic and preservation purposes. No motion required.*

## REPORTS FROM COMMISSION MEMBERS AND CHAIR

**4. [21-497](#)**

Commissioner Shadowing Reports

**Attachments:** [1 - 09-09-21 AT Shadowing Report](#)

*Commissioner Gilblom reported on the progress of the last EDA meeting. Commissioner Thomas gave an update on public painting and murals.*

## STAFF UPDATES

*Chair Evans spoke on the occasion of Defeat of Jesse James Days and reported that the Commission's Youth Members have not served as voting members. Mayor Pownell answered questions about commissions' youth member program. Evans also directed members how to engage the Preserve Minnesota Annual Conference (Sep. 14-17). Evans then reported plans for arranging post-meeting work sessions for complex tasks such as HPC work plan and Northfield Strategic Plan alignment. Commissioners generally agreed to the model.*

*Commissioner Thomas introduced questions of municipal mural policy operating within the Historical District. City Planner Schmidt asked for a volunteer to read and provide advice on an ACC murals policy draft and answered questions about murals policy. Commissioner Meehan volunteered. Schmidt reported that the owners of Archer House have begun a proposal to demolish the damaged structure.*

## **ADJOURNMENT**

*The meeting was adjourned at 4:59PM.*

**A motion was made by Commissioner Jarman, seconded by Commissioner Menard, to adjourn the meeting. The motion carried by the following vote:**

**Yes:** 7 - Commissioner Menard, Chair Evans, Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan