



# City of Northfield

City Hall  
801 Washington Street  
Northfield, MN 55057  
northfieldmn.gov

## Meeting Minutes - Final Heritage Preservation Commission

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Wednesday, May 3, 2023

6:00 PM

Council Chambers

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### 6:00 PM - REGULAR AGENDA CALL TO ORDER AND ROLL CALL

*Chair Evans called the meeting to order at 6:08pm*

*Also present: Community Development Director Jake Reilly, Assistant City Planner Reeve Needham and Meeting Associate Kaitlin Moe*

**Present:** 6 - Commissioner Baird Jarman, Commissioner Clifford Clark, Commissioner Jesse Steed, Commissioner Robert Stangler, Barbara Evans and Vice Chair Michael Meehan

**Absent:** 1 - Commissioner Sean Allen

### APPROVAL OF AGENDA

**A motion was made by Commissioner Clark, seconded by Vice Chair Meehan, to approve the agenda. The motion carried by the following vote:**

**Yes:** 6 - Commissioner Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans and Vice Chair Meehan

### APPROVAL OF MINUTES

**A motion was made by Commissioner Clark, seconded by Commissioner Steed, to approve the minutes. The motion carried by the following vote:**

**Yes:** 6 - Commissioner Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans and Vice Chair Meehan

1. [23-1129](#) April 5, HPC Meeting Minutes

**Attachments:** [04-05-23-HPC-Minutes](#)

### CONSENT AGENDA

2. [HPC Res. 2023-004](#) Certificate of Appropriateness for Minor Amendment of Deck at 300 Division St S. - Jacob Sitze Building.

**Attachments:** [1 - HPC Resolution 2023-004](#)  
[2 - Updated Plans](#)  
[3 - Inventory Form](#)  
[4 - Hyperlink to 5.12.22 HPC Staff Report](#)

3. [HPC Res. 2023-005](#) Certificate of Appropriateness for Steps at 302 Division St S. - Fire Station and City Hall.

**Attachments:** [1 - HPC Resolution 2023-005](#)

[2 - Plans](#)

[3 - Inventory Form](#)

*The Consent Agenda is a standardization change to the agenda among boards including the HPC. The purpose of this is for motions and resolutions that are more minor or have no discussion needed to be passed as a whole with one motion, rather than individual motions.*

**A motion was made by Commissioner Meehan, seconded by Commissioner Stangler, to approve the Consent Agenda. The motion carried by the following vote:**

**Yes: 6 - Commissioner Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans, Vice Chair Meehan**

## OPEN PUBLIC COMMENT

## PUBLIC HEARINGS

## REGULAR AGENDA

4. [HPC Res. 2023-006](#) Certificate of Appropriateness for Accessory Structure at 519 Division St S. - Northfield Armory.

**Attachments:** [1 - HPC Resolution 2023-006](#)

[2 - Exhibit A: Project Plans](#)

[3 - Inventory Form](#)

*Certificate of appropriateness for the addition of a freestanding pergola structure to be placed outside of 519 Division St. South.*

**A motion was made by Commissioner Stangler, seconded by Commissioner Jarman, to approve the Certificate of Appropriateness. The motion carried by the following vote:**

**Yes: 6 - Commissioner Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans, Vice Chair Meehan**

5. [HPC Res. 2023-007](#) Certificate of Appropriateness for Demolition of Deck at 411 Division St S. - Hamre Building.

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

[2 - Inventory Form](#)

*The deck at 411 Division Street is in disrepair and the applicants are requesting to demolish it with the intention of retuning to HPC with a new deck proposal in the future.*

**A motion was made by Commissioner Clark, seconded by Commissioner Meehan, to approve the Certificate of Appropriateness. The motion carried by the**

following vote:

**Yes: 6 - Commissioner Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans, Vice Chair Meehan**

6. [HPC Res. 2023-008](#) Certificate of Appropriateness for Signage at 508 Division St S. - Onstad Building 2.

**Attachments:** [1 - HPC Resolution 2023-008](#)  
[2 - Sign Plan](#)  
[3 - Inventory Form](#)

**A motion was made by Commissioner Jarman, seconded by Commissioner Stangler, to approve the Certificate of Appropriateness. The motion carried by the following vote:**

**Yes: 6 - Commissioner Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans, Vice Chair Meehan**

7. [HPC Res. 2023-009](#) Certificate of Appropriateness for Signage at 502 Division St. S. - Holland Block.

**Attachments:** [1 - HPC Resolution 2023-009](#)  
[2 - Sign Plan](#)  
[3 - Inventory Form](#)

**A motion was made by Commissioner Stangler, seconded by Commissioner Steed, to approve the Certificate of Appropriateness. The motion carried by the following vote:**

**Yes: 6 - Commissioner Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans, Vice Chair Meehan**

8. [HPC Res. 2023-010](#) Certificate of Appropriateness for Signage at 105 5th St E. - McClaughry Tenement.

**Attachments:** [1 - HPC Resolution 2023-010](#)  
[2 - Exhibit A: Sign Plan](#)  
[3 - Inventory Form](#)

**A motion was made by Commissioner Clark, seconded by Commissioner Steed, to approve the Certificate of Appropriateness. The motion carried by the following vote:**

**Yes: 6 - Commissioner Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans, Vice Chair Meehan**

## STAFF UPDATES

9. [23-1130](#) Staff Updates.

*The construction plans for the Transit Hub were approved last night at the City Council*

*meeting.*

## BOARD MEMBER AND COMMISSIONER REPORTS

10. [23-1131](#) Commissioner Shadowing Reports.

Attachments: [1 - EDA Report](#)

*Chair Evans continues to teach a class with Commissioner Jarman.*

*Two upcoming events at the Historical Society. May 20th, two walking tours surrounding cemetery stories and a send off party for Jeff, a temporary archivist at the Historical Society.*

## ADJOURNMENT

**A motion was made by Commissioner Clark, seconded by Commissioner Jarman, to adjourn the meeting at 6:43pm. The motion carried by the following vote:**

**Yes:** 6 - Commissioner Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler, Chair Evans and Vice Chair Meehan