



# City of Northfield

City Hall  
801 Washington Street  
Northfield, MN 55057  
ci.northfield.mn.us

## Meeting Minutes - Final Heritage Preservation Commission

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Thursday, February 21, 2019

4:30 PM

Council Chambers

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### Roll Call

*Also Present: Scott Tempel City Planner, Alyssa Herzog Melby - Arts and Culture Commission Chair, Jim Bohnhoff, Barb Neitzel - Recording Secretary*

**Present:** 5 - Jason Menard, Barbara Evans, Alice Thomas, Clifford Clark and Jan Gilblom

**Absent:** 1 - Stephen Mohring

### I. Call to Order and Approval of Agenda

*Item 5 - Public Art Review Committee Participation and Item 2 - New Committee Orientation were switched.*

**A motion was made by Board Member Thomas, seconded by Board Member Clark, to approve the February 21, 2019 HPC agenda as amended. The motion carried by the following vote:**

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

### II. Approval of Minutes

1. [19-695](#) December 13, 2018 HPC Minutes

**Attachments:** [12-13-18 HPC Minutes](#)

**A motion was made by Board Member Evans, seconded by Board Member Clark, to approve the December 13, 2018 HPC Minutes. The motion carried by the following vote:**

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

### IV. New Business Items

5. [19-699](#) Public Art Review Committee (PARC) participation

**Attachments:** [Banner Policy final](#)  
[Nfld Cultural Plan-email version \(2\)](#)

*Alyssa Herzog Melby - Chair of Arts and Culture Commission presented the City of Northfield Cultural Plan 2019-2024 to the HPC and encouraged support of it. She also noted the Public Art Review Committee (PARC) is looking for an HPC representative to*

*serve on the committee to review banners in the historic district on a per case basis.*

3. [19-697](#) Sign Permit for Corbett Chiropractic

**Attachments:** [1 - Corbett sign](#)

*Jim Bohnhoff stated the proposed sign has raised, cut letters in a century type font which is part of their logo. He did not have paint samples of the blue color at this time.*

**A motion was made by Board Member Thomas, seconded by Board Member Evans, to table approval of the sign permit for Corbett Chiropractic until the March meeting. The motion carried by the following vote:**

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

4. [19-698](#) Sign Permit for Northfield Chamber of Commerce

**Attachments:** [Chamber projecting sign](#)

*The HPC spoke in favor of the sign permit.*

**A motion was made by Board Member Clark, seconded by Board Member Evans, to approve the new projecting sign as presented for the Chamber of Commerce at 19 Bridge Square. The motion carried by the following vote:**

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

2. [19-696](#) New Commissioner Orientation

**Attachments:** [Rules of Business approved 01222019 with appendices](#)

[Power Point 3 per page](#)

[HPC Bylaws](#)

[Roberts-Rules-of-Order-Cheat-Sheet](#)

*The HPC viewed the Boards and Commission Orientation video. It was reiterated that all communication amongst the board should go through staff liaison Scott Tempel.*

*The HPC also discussed work plan priorities. Planner Tempel noted the need to apply for a CLG grant to assist with the national register nomination.*

*The commission expressed a desire to expand their communication with other boards and commissions related to items that affect historic preservation.*

*Efforts were made to revive the historic preservation app.*

*The commission welcomed new member Jan Gilblom and formal introductions were made.*

### III. Unfinished Business

6. [19-700](#) Consider requesting Text Amendment for new downtown signage regulations.

Attachments: [1 - HPC Signage Revision 2-18](#)

*This item will be discussed at the March HPC meeting.*

## **V. Reports and Discussion Items**

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

*Chair Menard noted the banner policy discussion and HPC elections will be held at the March HPC meeting.*

## **VI. Adjournment**

*The meeting adjourned at 6:05 p.m.*