



# 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, June 6, 2019

4:30 PM

Council Chambers

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### Rollcall

*Chair Menard, Board Member Evans, Board Member Thomas, Board Member Mohring, Board Member Clark and Board Member Gilblom.*

*Also present: City Planner Scott Tempel and Building Permit Technician Jennifer Banaszewski.*

### I. Call to Order

**A motion was made by Board Member Thomas, seconded by Board Member Evans, to amend the agenda to place the MainStreet and Northfield Downtown Development Corporation's presentation as item 2 on the agenda. The motion carried by the following vote:**

**Yes:** 6 - Board Member Menard, Board Member Evans, Board Member Thomas, Board Member Mohring, Board Member Clark and Board Member Gilblom

### II. Approval of Minutes

1. [19-900](#) April 4, 2019 HPC Minutes

**Attachments:** [1 - 04-04-2019 HPC Minutes](#)

**A motion was made by Board Member Thomas, seconded by Board Member Mohring, to approve the April 4, 2019 HPC meeting minutes. The motion carried by the following vote:**

**Yes:** 6 - Board Member Menard, Board Member Evans, Board Member Thomas, Board Member Mohring, Board Member Clark and Board Member Gilblom

### III. Unfinished Business

#### Presentation on the Minnesota Main Street Program

*Sarina Otaibi, Statewide Coordinator of the Minnesota Main Street Program, and Greg Siems, NDDC Director, presented to the HPC on what the Minnesota Main Street program is and how it works as an economic development program that uses historic preservation as a strategy to revitalize downtowns.*

*Discussion was held on:*

- requirements of the program,*
- design assistance,*
- login information for the website,*
- and funds / other resources available through the program.*

2. [19-901](#) Commissioner Board Tracking Reports

**Attachments:** [1 - ACC Meeting Report](#)

*Discussion was held on:*

- the board signing up for different committees to monitor and place information on a shared GoogleDoc,*
- how the Park & Recreation Advisory Board is discussing removal of the Ames Mill Dam which is located in the historic district,*
- and sending reports to Tempel ten days before the meeting date.*

#### IV. New Business Items

*Discussion was held on:*

- having a work session and selecting a date or have a longer regular meeting to discuss attachments in this agenda, brochures received and other ideas,*
- putting the large documents from this packet online,*
- how to push neighborhood designations forward,*
- creating plaques for homes to show the year built,*
- and board members volunteering to monitor other boards to see which items may affect the HPC.*

3. [19-902](#) Update on National Register nomination

*Tempel noted Northfield was approved for a Certified Local Government (CLG) grant through the State Historic Preservation office. Tempel stated the State will notify property owners if the proposed downtown historic district amendments move forward. The commissioners discussed whether the library should continue to be in the downtown historic district boundaries and they would like to invite Carol Zellie down to have a discussion on the national registry nomination.*

5. [BC 19-001](#) Discuss July meeting date change

**A motion was made by Board Member Mohring, seconded by Board Member Clark, to approve changing the July meeting to the 11th. The motion carried by the following vote:**

**Yes:** 6 - Board Member Menard, Board Member Evans, Board Member Thomas, Board Member Mohring, Board Member Clark and Board Member Gilblom

4. [19-903](#) Discussion on residential designations

**Attachments:** [1 - Final Report: Northfield's Historic Contexts](#)  
[2 - At Home in Northfield: A Look at the City's Historic Houses](#)  
[3 - The Northfield Historic Sites Survey \(1991\)](#)  
[4 - Conservation District Programs Article](#)  
[5 - Hyperlink - Historic Residential Suburbs: Guidelines for Evaluation and Documentation for the National Register of Historic Places](#)

*The board and Tempel discussed:*

- reading the attached staff report documents for the next meeting,*
- researching the history on previous attempts to designate residential neighborhoods,*
- thoughts on how to stage the conversation of creating a historic residential district,*

- starting with individual designations and offering plaques for those houses,
- how much work a historical district could create for the HPC,
- how this work relates with the Planning Commission,
- setting a date for a work session,
- and thinking about what aspects to preserve in the neighborhoods.

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

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

## **VI. Adjournment**

**A motion was made by Board Member Thomas, seconded by Board Member Gilblom, to adjourn the meeting at 5:30PM. The motion carried by the following vote:**

**Yes:** 6 - Board Member Menard, Board Member Evans, Board Member Thomas, Board Member Mohring, Board Member Clark and Board Member Gilblom