



City of Northfield

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

Meeting Minutes - Final Heritage Preservation Commission

Thursday, August 1, 2019

4:30 PM

Council Chambers

Rollcall

Also present: City Planner Scott Tempel, Comm. Dev. Specialist Mikayla Schmidt, Jim Bohnhoff, Dan O'Leary, Scott Koester and Nate Stencil.

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

Chair Menard called the meeting to order at 4:34pm.

A motion was made by Board Member Thomas, seconded by Board Member Clark, to adopt as amended to include a presentation on the 5th Street Lofts following the minutes and to include a time to schedule a work session on the Reports and Discussion Item line. 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. [19-969](#) Review of the Draft HPC Meeting Minutes

Attachments: [1 - 06-06-2019 HPC Minutes](#)

A motion was made by Board Member Clark, seconded by Board Member Thomas, to approve the 06-06-2019 HPC meeting 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

Presentation on the 5th Street Lofts

Scott Koester and Nate Stencil presented on the 5th Street Loft design and concept.

Discussion was held on:

-the height of the building

-neighborhood sight-lines

-breaking up the front facades on the building

-lighting and how the developers are planning for downward lighting

-how parking will have a garage door with light and / or noise to alert pedestrians of entering and exiting cars

-landscaping along the south side of the building

-how decks will be located along 5th St. and not Washington to be more historically

compatible

III. Unfinished Business

2. [BC 19-003](#) Sign Permit - 17 Bridge Square - By All Means

Attachments: [1 - By All Means Graphics Sign REVISED](#)

Discussion was held on the projecting sign being a cut out and having the main sign to have a stand alone border around the main logo.

Chair Menard stated Bohnhoff could connect with Tempel on final changes and a small group of HPC members would review the final design before coming to the HPC for final review.

Presentation on the Central Block Presevation

Dan O'Leary presented the completion of his work at the Central Block building where he restored the sign and brick cornice.

A motion was made by Board Member Thomas, seconded by Board Member Evans, to commend and approve O'Leary's work on the restoration and maintenance of the Central Block building. 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

3. [19-1004](#) Update from HPC Sub-Committee on Planning

Attachments: [1 - HPC Planning Process](#)

[2 - HPC Planning Template for Aug Meeting](#)

[3 - HPC in LDC](#)

[4 - MN Historic Preservation Office Goals and Strategies for 2012 - 2017 affecting NF HPC](#)

[5 - City Comp Plan pertaining to HPC](#)

Gilblom reviewed the HPC planning process, the work plan template and the framework to designate a historic neighborhood district. She stated she would anticipate a work session and the subcommittee would complete the action plan for the year. Evans noted the work plan template could be a tool used by all boards and commissions.

V. Reports and Discussion Items

The HPC members decided to hold their work session on Friday, August 30th from 4:30PM - 8:00PM. The location was not determined, but preference was for a room at City Hall. The subcommittee was charged with creating a draft work plan and Chair Menard would create the agenda.

A motion was made by Board Member Clark, seconded by Board Member Thomas, to approve the bylaws to reflect the HPC meeting date to be held the first Thursday of the month. 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. [19-1005](#) Commission shadowing reports

Attachments: [1 - HRA Work Plan Ideas](#)
[2 - 8-1-19 ACC & TAC Meeting Report](#)

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

VI. Adjournment

A motion was made by Board Member Evans, seconded by Board Member Thomas, to adjourn the meeting at 6:11PM. 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