



# 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, December 5, 2019

4:30 PM

Council Chambers

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*Also present: Interim City Planner Mikayla Schmidt, Building Permit Technician Jennifer Banaszewski, Youth Representative Anna Nesseth, Paul Smith and Jim Bohnhoff.*

**Present:** 6 - Jason Menard, Alice Thomas, Alice Thomas, Clifford Clark, Jan Gilblom and Michael Meehan

**Absent:** 1 - Barbara Evans

### Call to Order and Approval of Agenda

*Chair Menard called the meeting to order at 4:35 p.m.*

**A motion was made by Board Member Clark, seconded by Mohring, to approve the agenda. The motion carried by the following vote:**

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

### Unfinished Business

1. [BC 19-007](#) Certificate of Appropriateness for Staircase Replacement - McClaughry Block

**Attachments:** [1 - 429 Division St. Balcony Design](#)  
[2 - Current & Historic Project Images](#)

*Schmidt introduced the item and began discussion on the proposed staircase construction in regards to railing type and color. Building owner, Paul Smith, included an additional request (prior to the packet being sent out) for the HPC to review the construction of a roofed deck on the east side of the building.*

*The chair and board held discussion on the staircase first. They reviewed:*  
*-the proposed color of the Trex decking and railing,*  
*-the need to include stair risers in order match the existing staircase,*  
*-how the top and side railing should be the same,*  
*-and they'd prefer the railing be straight, not with the decorative circles on the top rail.*

*The commissioners then discussed the covered deck. They noted:*  
*-the roof over the deck is in character with the historic district,*  
*-they would like to see a similar structure in the historic district to what he is proposing,*  
*-and to have Smith come back to discuss / explain the covered deck.*

*No formal action was taken on either item. The HPC wanted to speak with the applicant to finalize design for both structures.*

## New Business Items

2. [BC 19-008](#) Sign Permit - 300 Division Street - Little Joy Coffee

Attachments: [1 - Little Joy Coffee Sign Design](#)

*Schmidt began by stating the subcommittee met and it was agreed to change the font should be changed to a serif font. She noted the sign color changed from a light blue to off-white. Schmidt also brought up the projecting sign and how it is hung.*

*The chair and board held discussion on:*

*-the 'grandfathering' in policy,*

*-and Bohnhoff explained how it is an awkward building to hang the projecting sign from.*

**A motion was made by Board Member Gilblom, seconded by Chair Menard, to approve the sign request with the amendment that the projecting sign be hung with a different bracket to achieve space between the sign and the building. The motion carried by the following vote:**

## Reports and Discussion Items

3. [19-1232](#) Update on National Register Steps & Meeting in a Box

Attachments: [1 - SHPO Letter - Meeting In A Box](#)

[2 - Meeting In A Box Guide](#)

*Chair and board will take the Meeting in a Box packet home to work on them individually and meet back together with finished packets. The meeting is to take 30-90 minutes to go through the packet. Packets need to be turned in by February 15, 2020.*

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

*The commissioners discussed holding the HPC meeting on another day instead of Thursdays. The first Wednesdays of the month was agreed to be the new meeting day.*

*The commissioners requested to hold a work session at the February 5, 2020 meeting from 4:30-8:00pm with dinner.*

*The Chair and board held on discussion on By All Means Graphic's sign and noted staff needs to draft a letter to By All Means stating they are in violation of the HPC sign ordinance.*

## Adjournment

**A motion was made by Board Member Thomas, seconded by Board Member Clark, that the meeting adjourn at 5:40pm. The motion carried by the following vote:**

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