



City of Northfield

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

Meeting Minutes - Final Heritage Preservation Commission

Wednesday, January 8, 2020

4:30 PM

Washington Conference Room - City Hall

Roll Call

Present: 5 - Jason Menard, Barbara Evans, Clifford Clark, Michael Meehan and Alice Thomas

Absent: 1 - Jan Gilblom

Call to Order and Approval of Agenda

Also present: City Planner Mikayla Schmidt, Building Permit Technician Jennifer Banaszewski, Youth Representative Anna Nesseth.

Alice Thomas arrived at 4:35 pm.

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

Present: 4 - Jason Menard, Barbara Evans, Clifford Clark and Michael Meehan

Absent: 1 - Jan Gilblom

Approval of Minutes

1. [20-019](#) Review of the Draft November 7 and December 5, 2019 HPC Meeting Minutes

Attachments: [1 - 11-07-19 HPC Minutes](#)

[2 - 12-05-19 HPC Minutes](#)

A motion was made by Clark, seconded by Thomas to approve the November 7, 2019 and December 5, 2019 HPC Meeting Minutes as amended. Motion carried by the following vote:

Yes: 5 - Chair Menard, Board Member Evans, Board Member Clark, Board Member Meehan and Board Member Thomas

Unfinished Business

New Business Items

Mikayla Schmidt was welcomed as the new City Planner. She gave a brief history of her education, work history, and what she envisions for the future of Northfield.

2. [20-020](#) Completion and Submission of Ethics Disclosure and Equal Opportunity Information Forms.

Attachments: [1 - Ethics Disclosure Form](#)
[2 - Equal Opportunity Information Form](#)

All present board members signed and turned in forms.

3. [20-021](#) Heritage Preservation Commission 2020 Election of Officers

Attachments: [1 - HPC Bylaws 2020](#)

A motion was made by Clark, seconded by Thomas to approve the HPC 2020 Election of Officers keeping Commissioner Menard as chair. Motion carried by the following vote:

Yes: 5 - Chair Menard, Board Member Evans, Board Member Clark, Board Member Meehan and Board Member Thomas

4. [20-022](#) Approve the 2020 Heritage Preservation Commission Meeting Schedule

Attachments: [1 - 2020 HPC Meeting Schedule](#)

A motion was made by Evans, seconded by Meehan to approve the 2020 HPC Meeting Schedule. Motion carried by the following vote:

Yes: 5 - Chair Menard, Board Member Evans, Board Member Clark, Board Member Meehan and Board Member Thomas

5. [20-023](#) Review and Submission of the Statewide Historic Preservation Plan - Meeting in a Box Exercise

Attachments: [1 - SHPO Letter - Meeting In A Box](#)
[2 - Meeting In A Box Guide](#)
[3 - Gilblom, Jan - Meeting In A Box Worksheet](#)

HPC would like Planning Commission to complete the Meeting in a Box exercise and to collaborate with them on projects such as St. Olaf's demolishing nine houses and building 14 townhomes.

Commissioner Meehan, Evans, Thomas, and Clark completed their worksheets.

Assignment will be discussed at February Work Session.

6. [20-024](#) National Register Update

City Planner, Mikayla Schmidt gave an update regarding the status of the National Register and that they are working out the contract details with Carole Zellie.

7. [20-025](#) Work Session Discussion on Agenda

City Planner, Mikayla Schmidt introduced this item and noted that Commissioners will email Chair Menard about items to discuss at Work Sessions such as monthly or quarterly Work Sessions and what items should be on each agenda.

Reports and Discussion Items

8. [20-026](#) Commission Shadowing Reports

Attachments: [1 - Jan. 2020 Shadow Report](#)

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

An update was given on the (Garlie Bldg) Vet Clinic building. Where is the original facade now. Have Strobel come in to talk about his intentions and to use the plans the commission approved originally.

By All Means Graphics: City Planner, Mikayla Schmidt has drafted a letter to be sent after she talks with owners. Mention what was agreed upon in original presentation and approved. Commissioner Thomas noted an extra font on the sign.

Commissioner Thomas will be sending subcommittee notes out to all Commissioners.

Adjournment

A motion was made by Clark, seconded by Thomas to adjourn the meeting at 6:08pm. Motion carried by the following vote:

Yes: 5 - Chair Menard, Board Member Evans, Board Member Clark, Board Member Meehan and Board Member Thomas