



City of Northfield

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

Meeting Minutes - Final Heritage Preservation Commission

Wednesday, February 5, 2020

4:30 PM

Council Chambers

Regular Meeting & Work Session

Roll Call

Roll Call

Also Present: Mikayla Schmidt - City Planner, Anna Neseth - Youth Member, Barb Neitzel - Recording Secretary

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

Absent: 1 - Michael Meehan

Call to Order and Approval of Agenda

Chair Menard stated Item 2 - Certificate of Appropriateness for 512 Division Street should be removed from the agenda and discussed in the Work Session.

A motion was made by Board Member Thomas, seconded by Board Member Gilblom, to approve the February 5, 2020 HPC agenda as amended. The motion carried by the following vote:

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

1. [20-081](#) Heritage Preservation Commission Group Photo

Communications staff was not available to take a group photo.

Unfinished Business

2. [20-082](#) Certificate of Appropriateness for 512 Division - Garlie Vet (Northstar Hotel) Building

Attachments: [1 - Reconstruction Proposal from April 4, 2019](#)
[2 - Garlie Facade 12.30.2019 from the Building Permit Application](#)

This item was removed from the agenda to be discussed at the work session, which follows the regular meeting.

3. [20-083](#) By All Means Graphics Sign Update

- Attachments:** [1 - 17 Bridge Sq - Sign - Ltr 01.30.2020](#)
[2 - Pictures of Installed Sign](#)
[3 - 09-19-19 HPC Minutes](#)
[4 - Revised Proposal part of the 09-19-19 HPC Meeting Packet](#)

Staff reported she sent a letter to By All Means Graphics to inform them their front sign is not compliant since it does not have a raised border and the two-colored background was not approved by the subcommittee. J. Bohnhoff is willing to submit a new rendering and meet to discuss requested changes.

It was determined the original sub committee will meet with him the week of February 10, 2020 and forward the revisions to the HPC for approval.

4. [20-084](#) Review of the Statewide Historic Preservation Plan - Meeting in a Box Exercise

- Attachments:** [1 - Boardmember 1](#)
[2 - Boardmember 2](#)
[3 - Evans](#)
[4 - Gilblom](#)
[5 - Meehan](#)
[6 - Menard](#)
[7 - Schmidt](#)

Staff noted the exercise has been returned to Michael Koop at the State Historic Preservation Office. The HPC felt it would be helpful to summarize the comments and decided to discuss further in the work session.

Reports and Discussion Items

5. [20-085](#) Commission Shadowing Reports

- Attachments:** [1 - Board Member Shadowing Report](#)

Board Members Gilblom and Evans submitted written reports in the packet.

C. Clark expressed concern related to current revisions to the dimensions and design of certain streets that change the character of historic neighborhoods.

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

Adjournment

A motion was made by Board Member Thomas, seconded by Board Member Clark, to adjourn the meeting at 4:50 p.m.. The motion carried by the following vote:

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

Work Session

6. [20-086](#) Work Session Agenda

Attachments: [CC Rules of Business & Meeting Rules](#)
[Roberts Rules of Order Cheat Sheet](#)
[Conservation District Information](#)
[Historic District Information](#)
[Local Designation Information](#)
[Landmark Designation Information](#)
[National Registry Designation Information](#)
[Districts in Context](#)
[Establishing Criteria for Historical Significance](#)
[LDC 8.5.7 Heritage Preservation Site Designation](#)
[Local Designation Criteria](#)
[National Register Criteria](#)
[Our Camp \(Commission Assistance & Mentoring Program\)](#)
[Possible Designations List](#)