



# 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, July 8, 2021

4:00 PM

Council Chambers

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### CALL TO ORDER AND ROLL CALL

*The meeting was started at 4:02PM.*

*Also present: City Planner Mikayla Schmidt, Administrative Associate Kari Bonde, Meetings Associate Edward Malnar, Jim Bonhoff, Ben Whitt*

**Present:** 7 - Jason Menard, Chair Barbara Evans, Commissioner Jan Gilblom, Commissioner Alice Thomas, Commissioner Baird Jarman, Commissioner Clifford Clark and Commissioner Michael Meehan

### APPROVAL OF AGENDA

**A motion was made by Commissioner Meehan, seconded by Commissioner Menard, to approve the agenda. The motion carried by the following vote:**

**Yes:** 7 - Commissioner Menard, Chair Evans, Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

### APPROVAL OF MINUTES

1. [21-384](#) June 10, 2021 HPC Meeting Minutes

**Attachments:** [1 - 06-10-2021 HPC Minutes](#)

**A motion was made by Commissioner Clark, seconded by Commissioner Gilblom, to approve the June 10 Minutes. The motion carried by the following vote:**

**Yes:** 7 - Commissioner Menard, Chair Evans, Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

### NEW BUSINESS

2. [BC 21-014](#) Request for Signage for Heath Creek Cycles at the Northfield News Building - 313 Division St. S.

**Attachments:** [1 - Proposed Wall Sign for Heath Creek Cycles](#)  
[2 - Proposed Benjamin Moore Colors](#)

*City Planner Mikayla Schmidt presented a proposal for a wall sign for Heath Creek Cycles, to appear over the store entrance. Business owner Ben Whitt and Schmidt answered questions from the Commission.*

**A motion was made by Commissioner Clark, seconded by Commissioner Menard, to approve the proposal for Heath Creek Cycles' wall sign. The motion carried by the following vote:**

**Yes:** 7 - Commissioner Menard, Chair Evans, Commissioner Gilblom, Commissioner Thomas, Commissioner Jarman, Commissioner Clark and Commissioner Meehan

## UNFINISHED BUSINESS

3. [21-385](#) Continued Discussion and Feedback on Draft Wall Sign Checklist

**Attachments:** [1 - 05-13-21 Sign Checklist Memo](#)  
[2 - 05-13-21 Checklist for Wall Signs](#)  
[3 - 03-11-21 Memo re: Sign Checklist from Commissioner Thomas](#)  
[4 - 03-11-21 DRAFT General Check List for Wall Signs](#)  
[5 - Sign Permit App. for Historic District](#)

*City Planner Mikayla Schmidt commented on work done to revise the drafted Wall Sign Checklist. Members discussed the draft's language, the significance of language considerations, and offered typographical corrections. The draft will be finalized at a later meeting; no motion was made.*

## REPORTS FROM COMMISSION MEMBERS AND CHAIR

4. [21-386](#) Commissioner Shadowing Reports

**Attachments:** [1 - June 2021 Shadowing Report - B. Evans](#)  
[2 - June 2021 Shadowing Report - A. Thomas](#)

*Commissioners introduced their shadowing reports provided in writing.*

## STAFF UPDATES

5. [21-387](#) Staff Updates

**Attachments:** [1 - Hyperlink to Strategic Plan](#)

*City Planner Mikayla Schmidt answered questions about solar paneling, Archer House, and the Depot designation. Chair Evans reported that walking tours have resumed and introduced riverfront project considerations that may come before the Commission.*

## ADJOURNMENT

*The meeting was adjourned at 5:09PM.*