



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
northfieldmn.gov

Meeting Minutes - Final Heritage Preservation Commission

Wednesday, December 7, 2022

6:00 PM

Council Chambers

CALL TO ORDER AND ROLL CALL

Chair Evans called the meeting to order at 6:00pm.

Also present: City Planner Mikayla Schmidt, Assistant City Planner Reeve Needham, Meeting Associate Kaitlin Moe.

Present: 6 - Commissioner Baird Jarman, Commissioner Clifford Clark, Commissioner Michael Meehan, Commissioner Jesse Steed, Commissioner Robert Stangler and Barbara Evans

APPROVAL OF AGENDA

A motion was made by Commissioner Clark, seconded by Commissioner Thomas, to approve the agenda. The motion carried by the following vote:

Yes: 6 - Thomas, Commissioner Jarman, Commissioner Clark, Commissioner Steed, Commissioner Stangler and Chair Evans

Not Present: 1 - Commissioner Meehan

APPROVAL OF MINUTES

1. [22-786](#) November 2, HPC Meeting Minutes

Attachments: [11-2-2022 HPC Meeting Minutes](#)

A motion was made by Commissioner Stangler, seconded by Commissioner Steed, to approve amended the November 2 2022 HPC Minutes. Minor grammatical changes to the Meeting Minutes from the November HPC meeting. Staff can make the changes and finalize the minutes. The motion carried by the following vote:

Yes: 7 - Thomas, Commissioner Jarman, Commissioner Clark, Commissioner Meehan, Commissioner Steed, Commissioner Stangler and Chair Evans

NEW BUSINESS

2. [22-787](#) Discussion on Signage Regulations within the Historic District.

Attachments: [1 - Redlined Draft with Comments](#)
[2 - Hyperlink to LDC Article 6 Signage](#)
[3 - NPS Preservation Brief](#)
[4 - Northfield Downtown Preservation Design Guidelines](#)

Commissioner Meehan arrived to the meeting at 6:02pm.

Assistant City Planner Needham introduces a discussion on Signage Regulations within the Historic District. Staff discussed various elements to signage such as materials, illumination, colors, and lettering in order start a conversation on updates to the current ordinance guidelines.

3. [22-788](#) Commissioner Shadowing Reports.

Attachments: [1- ACC and TAC Shadowing Report](#)

Commissioner Thomas brings the board's attention to the art survey and invites members to participate in the survey.

REPORTS FROM COMMISSION MEMBERS AND CHAIR

STAFF UPDATES

4. [22-789](#) Staff Updates.

The HPC will have a new member join them starting January, 2023.

5. [22-790](#) Recognition of Service to the Northfield Heritage Preservation Commission - Alice Thomas.

Attachments: [1 - Hyperlink to Commission Member Excellence Award 2021](#)

Commissioner Thomas shares a special thank you and goodbye to the members of the HPC.

ADJOURNMENT

A motion was made by Commissioner Stangler, seconded by Commissioner Thomas, to adjourn the meeting at 7:37pm. The motion carried by the following vote:

Yes: 7 - Thomas, Commissioner Jarman, Commissioner Clark, Commissioner Meehan, Commissioner Steed, Commissioner Stangler and Chair Evans