



## Legislation Text

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**File #:** HPC Res. 2023-005, **Version:** 1

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**Meeting Date:** May 3, 2023

**To:** Members of the Heritage Preservation Commission

**From:** Reeve Needham, Assistant City Planner

Certificate of Appropriateness for Steps at 302 Division St S. - Fire Station and City Hall.

**Action Requested:**

The Heritage Preservation Commission is asked to approve a Certificate of Appropriateness (HPC Resolution 2023-005) for a step and handrail at 302 Division St S. - Fire Station and City Hall Building.

**Summary Report:**

The applicant, Cody Larson, is applying for a Certificate of Appropriateness (COA). The applicant owns the adjacent building, Jacob Sitze building, and is constructing a rear deck for Little Joy Coffee. The Little Joy Coffee deck is taller than the existing Contented Cow deck and per the Building Code, requires a step and handrail between the two decks. The property is located at 302 Division St S. (Fire Station and City Hall building) and the historic inventory form is attached. Attached is the proposed stair and railing plan. The new step will be the same material, wood, as the new Little Joy deck and the handrail will match the new decking rails of the Little Joy deck.

Because this is a minor project required by the Building Code, staff have placed the item on the consent agenda. The consent agenda was included in the Board/Commission Rules of Business adopted on April 4, 2023. As described in the Rules of Business,

“Consent agenda. The purpose of a consent agenda is to allow for routine motions, resolutions (if applicable), and ordinances (if applicable) to be passed with one motion when no discussion is needed. Board or Commission Members may ask questions for clarification of an item. If a Board or Commission Member wants to discuss an item, it should be removed from the consent agenda by advance notice by noon on the day immediately prior to the meeting date to the Chair and staff liaison, or without said prior notice, during the approval of the agenda.

- Consent agenda item titles will not be read during the meeting.
- Items are approved by one motion unless a Board or Commission Member requests separate action. All items approved by majority vote unless noted.”

The Northfield city ordinances outline, in Chapter 34 - Land Development Code, Section 8.5.8, the Heritage Preservation Commission's Certificate of Appropriateness process and approval criteria. The HPC shall consider the following in evaluating an application for a certificate of appropriateness for a zoning certificate and/or building permit. Criterion (A) below must be met and criteria (B) through (G) shall be considered:

Criteria A, For all applications, the proposed action fully complies with all applicable requirements of this LDC;

Findings: The proposed action complies with the LDC.

Criteria B, That the proposed action is in harmony with the purpose of the H-O district for sites located in the H-O district;

Findings: The proposed action is in harmony with the intent of the H-O district. Within the LDC Section 2.5.3, Historic Overlay District (H-O) purpose is defined “(a) Safeguard the heritage of the city by preserving sites and structures which reflect elements of the city's cultural, social, economic, political, visual or architectural history; (b) Protect and enhance the city's appeal to residents, visitors and tourists and serve as a support and stimulus to business and industry; (c) Foster civic pride in the beauty and notable accomplishments of the past; and, (d) Promote the preservation and continued use of historic sites and structures for the education and general welfare of the people of the city.”

- a) The proposed change allows for the continued use of the historic Fire Station and City Hall building.
- b) The proposed change will allow for more visitors for businesses of both the Fire Station and City Hall building and the Jacob Sitze building.
- c) The proposed change will draw attention to the beauty of the historic Fire Station and City Hall building.
- d) The proposed change promotes the continued use of the historic Fire Station and City Hall building for the tenants.

Criteria C, That the proposed action would complement other structures within the H-O district for sites located in the H-O district

Findings: The changes will complement other structures within the H-O district. The new steps will allow for better usage of the existing deck and the new deck located at 300 Division St S.

Criteria D, That the proposed action is consistent with the Downtown Preservation Design Guidelines for sites located in the H-O district, and consistent with the Secretary of the Interior's Standards for Treatment of Historic Properties for sites located within or outside the H-O district;

Findings: The changes are consistent with the Downtown Preservation Design Guidelines. The proposed material of the step, wood, and the proposed material of the handrail, aluminum, are both commonly

used materials in Northfield's downtown.

Criteria E, Consideration should be given to the amount and quality of original material and design remaining in the building or structure when applying criteria, guidelines and standards;

Findings: Not applicable.

Criteria F, For new construction, the building or addition should be compatible with: (i) scale, texture, materials, and other visual qualities of the surrounding buildings and neighborhoods; (ii) the height, width, depth, massing and setback of the surrounding buildings; and (iii) the amount of solid wall to window and door openings, and the replacement of window and door openings, should be proportional to that of the surrounding buildings and neighborhood;

Findings: Not applicable.

Criteria G, Consideration shall be given to clear cases of economic hardship or to deprivation of reasonable use of the owner's property.

Findings: Not applicable.

#### Staff Recommendation

Staff recommends approval of the Certificate of Appropriateness for the step and handrail per the supporting documentation.

Attached is a resolution draft for the HPC to review. If there are any proposed changes, HPC members can contact staff to make edits in advance.

#### **Alternative Options:**

The HPC could approve the COA with conditions or deny the COA, both of which would require findings.

#### **Financial Impacts:**

N/A

#### **Tentative Timeline:**

Construction for the adjacent deck at Little Joy Coffee is currently underway.