



# City of Northfield

## Meeting Minutes - Final Planning Commission

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

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Thursday, April 18, 2024

6:00 PM

Council Chambers

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### 6:00 PM - REGULAR AGENDA CALL TO ORDER AND ROLL CALL

*Chair Buckheit called the meeting to order at 6:00 p.m.*

**Present** 7 - William Schroeder, Chair Betsey Buckheit, Brian Nowak, Bill Kuhlmann, Jason Menard, Vice Chair Tracy Heisler, and Donald Stager

*Also present: Jake Reilly, Community Development Director; Mathias Hughey, Associate Planner; George Zuccolotto, Council Member, Non-Voting Ex-Officio Member; Matt Bailey, Meeting Associate*

### APPROVAL OF AGENDA

**A motion was made by Commissioner Schroeder, seconded by Vice Chair Heisler, to approve the agenda. The motion carried by the following vote:**

**Yes:** 7 - Schroeder, Chair Buckheit, Nowak, Kuhlmann, Menard, Heisler, and Stager

### APPROVAL OF MINUTES

**1. [24-264](#)** March 21, 2024 PC Meeting Minutes

**Attachments:** [03-21-2024 PC Meeting Minutes](#)

**A motion was made by Commissioner Nowak, seconded by Commissioner Schroeder, to approve the March 21, 2024 PC Meeting Minutes as amended to correct the spelling of Youth Representative (non-voting member) Griffith Dahle's name. The motion carried by the following vote:**

**Yes:** 7 - Schroeder, Chair Buckheit, Nowak, Kuhlmann, Menard, Heisler, and Stager

### OPEN PUBLIC COMMENT

*No public comment was received*

### REGULAR AGENDA

**2. [24-265](#)** Comprehensive Plan Update & Discussion.

Attachments: [1 - Monthly update to planning commissioners](#)  
[2 - Draft Vision Phase Engagement Summary Report](#)  
[3 - Draft Economic Development Analysis v1](#)  
[4 - Draft Housing Analysis v1](#)  
[5 - Draft Land Use and Growth Analysis v2](#)  
[6 - Draft Transportation Analysis v1](#)

*Community Development Director Jake Reilly introduced Erin Perdu, Senior Urban Planner at Stantec, who delivered an update on the Comprehensive Plan focusing on the topics of economic development, land use and growth, transportation, and housing. The Commissioners discussed the presentation, and Reilly and Perdu responded to questions and comments from the Commissioners.*

**A motion was made by Commissioner Schroer, seconded by Commissioner Kuhlmann, to approve dedicating a future meeting, work session, or portion of a meeting or work session that includes the PC, City Staff, and consultants to a discussion of priority growth areas.. The motion carried by the following vote:**

**Yes:** 7 - Schroer, Chair Buckheit, Nowak, Kuhlmann, Menard, Heisler, and Stager

**3. [24-266](#)** Consideration of draft ordinance relating to outdoor lighting standards. Section 3.3.4 Outdoor lighting standards are part of the General Development Standards found within Chapter 34-Land Development Code.

Attachments: [1 - Dark Sky draft text amendments \(Word\)](#)  
[2 - Dark Sky draft text amendments \(pdf\)](#)  
[3 - Dark Sky background information](#)

*Community Development Director Jake Reilly presented the draft ordinance relating to outdoor lighting standards: Section 3.3.4 Outdoor lighting standards are part of the General Development Standards found within Chapter 34-Land Development Code. The Commissioners discussed the draft ordinance, and Reilly responded to questions and comments from the Commissioners.*

**A motion was made by Commissioner Nowak, seconded by Commissioner Menard, to approve publishing the draft ordinance on the City website for public comment and placing the draft ordinance on the agenda of a future meeting for public hearing. The motion carried by the following vote:**

**Yes:** 7 - Schroer, Chair Buckheit, Nowak, Kuhlmann, Menard, Heisler, and Stager

**4. [24-267](#) 2024 State of the City.**

Attachments: [1 - 2024 State of the City address](#)  
[2 - 2024 State of the City Program](#)

## STAFF UPDATES

*City Development Director Jake Reilly delivered updates from City staff and responded to questions and comments from the Commissioners.*

## BOARD MEMBER AND COMMISSIONER REPORTS

- Commissioner Schroer presented an update on the Transportation Advisory Committee: Highway 19 will have a new mill and overlay. The Committee requested that MNDOT and the City address safety issues before this work is done.
- Commissioner Kuhlmann reported that Henry Grabar, the author of "Paved Paradise: How Parking Explains the World," is speaking in the Twin Cities next week.

**ADJOURNMENT**

**A motion was made by Vice Chair Heisler, seconded by Commissioner Kuhlmann, to adjourn the meeting of 7:59 p.m. The motion carried by the following vote:**

**Yes:** 7 - Schroer, Chair Buckheit, Nowak, Kuhlmann, Menard, Heisler, and Stager