



City of Northfield

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

Meeting Minutes - Draft Planning Commission

Thursday, August 15, 2024

6:00 PM

Council Chambers

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

Chair Buckheit called the meeting to order at 6:03pm.

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

APPROVAL OF AGENDA

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

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

APPROVAL OF MINUTES

1. [24-502](#) July 18, 2024 PC Meeting Minutes

Attachments: [1 - 07-18-2024 PC Meeting Minutes](#)

A motion was made by Commissioner Kuhlmann, seconded by Commissioner Stager, to approve the July 18th PC meeting minutes. The motion carried by the following vote:

Yes: 6 - Schroeer, Chair Buckheit, Nowak, Kuhlmann, Menard, and Stager

Abstained: 1 - Heisler

OPEN PUBLIC COMMENT

No public comment.

PUBLIC HEARINGS

2. [BC 24-012](#) Public Hearing for Consideration of Text Amendments Related to Signs in the Historic-Overlay District in Multiple Sections of the Northfield City Code.

Attachments: [1 - Public Hearing Notice](#)

City Planner Mikayla Schmidt introduced the proposed changes to the Historic-Overlay District in Multiple Sections of the Northfield City Code. Changes include: Plain Language Changes, Downtown Design Guidelines, Placement and Attachment, Sign Shape, Colors, Materials, Message & Lettering, Illumination & Ghost Signs and Procedure.

Erica Zweifel: 406 Highland Ave - asked questions on signage in downtown that are

promoting events.

A motion was made by Commissioner Schroeer, seconded by Vice Chair Heisler, to close the public hearing. The motion carried by the following vote:

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

- 3. [PC Res. 2024-004](#) Consideration of Recommending Approval of Text Amendments to City Council Related to Sign Regulations in the Historic-Overlay District.

- Attachments:** [1 - Ordinance Draft PDF](#)
[2 - Ordinance Draft WORD](#)
[3 - Resolution HPC #2024-009](#)
[4 - PowerPoint](#)
[5 - Select Excerpts from Comparable Cities' Sign Codes](#)
[6 - Historic Photos](#)

A motion was made by Commissioner Stager, seconded by Commissioner Menard to add administrative approval for signage. The motion carried by the following vote:

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

A motion was made by Commissioner Menard, seconded by Vice Chair Heisler to change the proposed language in section 8 called Colors to strike "may" and use "should" and strike from "florescent" to the end of the paragraph. Motion carried by the following vote:

Yes: 5 - Novak, Kuhlmann, Menard, Heisler, Chair Buckheit

No: 2 - Schroeer and Stager

A motion was made by Commissioner Menard, seconded by Vice Chair Heisler, to approve Recommending Approval of Text Amendments to City Council. The motion carried by the following vote:

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

REGULAR AGENDA

- 4. [24-503](#) Discussion of Industrial Use-Specific Design and Performance Standards.

- Attachments:** [1 - Hyperlink to City Web Page for AUAR](#)

Community Development Director Jake Reilly introduced this item and asked Commissioners for feedback on their concerns, overall desired outcome, types of uses in this area etc.

Commissioners discussed housing in the area, light industrial use, against large amounts of impervious surface and large parking lots, concerned about the disconnect of this area and want to have synergy between this area and Northfield.

A draft for the standards will be brought back to the Commission at a future meeting.

5. [24-504](#) Update and Discussion of Downtown Redevelopment Projects.

- Attachments:** [1 - CC Resolution 2024-044](#)
[2 - Link to EDA Meeting Video](#)
[3 - PC Presentation](#)

Community Development Director Jake Reilly gave a PowerPoint presentation on updates on 5th & Washington reviewing the project timeline, picture renderings, implementation of the Riverfront Action Plan and 3 potential use options.

A motion was made by Commissioner Nowak, seconded by Commissioner Stager to extend the meeting to 8:30pm. Motion carried by the following vote:

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

A motion was made by Commissioner Schroeer, seconded by Commissioner Kuhlman to endorse creating mixed use development on the lot, urges using development on the lot to advance the adopted policy goals. Motion carried by the following vote:

Yes: 6 - Schroeer, Chair Buckheit, Nowak, Kuhlmann, Menard and Heisler

No: 1 - Stager

A motion was made by Commissioner Schroeer, seconded by Commissioner Kuhlmann by making housing a priority at this location, it would advance all the adopted policy goals. Motion carried by the following vote:

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

A motion was made by Commissioner Nowak, seconded by Commissioner Kuhlmann to extend the meeting to 9:00pm. Motion carried by the following vote:

Yes: 6 - Schroeer, Chair Buckheit, Nowak, Kuhlmann, Menard, Heisler, and Stager

No: 1 - Menard

A motion was made by Commissioner Nowak, seconded by Commissioner Stager to have the EDA and City Council think of the tax generated from this project and to consider what uses will further that goal and that parking is a low or no tax generating use. Motion carried by the following vote:

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

A motion was made by Commissioner Schroeer, seconded by Nowak that the Planning Commission urge City Council and staff to implement low cost approaches to addressing perceived parking concerns in advance of pursuing expensive structured parking. Motion carried by the following vote:

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

A motion was made by Vice Chair Heisler, seconded by Commissioner Stager in anticipation of developments facing Washington St., the City develop a policy addressing the Right-Of-Way in downtown. A motion carried by the following vote:

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

STAFF UPDATES

6. [24-505](#) Staff Updates.

Attachments: [1 - Upcoming Council Agenda Items](#)
[2 - Hyperlink to Projects in Northfield](#)
[3 - July 2024 Comp. Plan Update](#)
[4 - August 2024 Comp. Plan Update](#)
[5 - Steering Committee Meeting Agenda No. 3](#)
[6 - Comp. Plan Timeline](#)

A Comp Plan update will be given to the Intergovernmental meeting next week.

BOARD MEMBER AND COMMISSIONER REPORTS

ADJOURNMENT

A motion was made by Commissioner Schroeer, seconded by Commissioner Kuhlmann, to adjourn the meeting. The motion carried by the following vote:

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