



City of Northfield

Meeting Minutes - Final Planning Commission

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

Thursday, July 17, 2025

6:00 PM

Council Chambers

Work Session

6:00 PM - WORK SESSION

CALL TO ORDER AND ROLL CALL

Present 6 - Vice Chair Schroeer, Commissioner Buckheit, Commissioner Nowak, Chair Kuhlmann, Commissioner Schmidt, and Commissioner Holmes

Absent 1 - Commissioner Holleran

Chair Kuhlmann called the meeting to order at 6:34p.m.

Also Present: Community Development Director Jake Reilly, City Planner Mikayla Schmidt, Associate Planner Mathias Hughey, Community Development Intern Kevin Tran & Administrative Associate Kari Bonde.

Commissioners and staff went around the room and introduced ourselves and said what our first and favorite jobs are/were.

1. 25-388

Work Session - Team Building and Planning & Zoning Basics.

As the first exercise for the Work Session, the Commissioners and staff went around the room noting their favorite public spaces: Carleton Arboretum, Bridge Square, towns squares.

*Discussed methods of communications and how do you want to receive your information.
Feedback from Commissioners:*

- In Resolution form or the quick text in a staff memo.
- Staff to give their analysis and do the research.
- Would like information in real time, do not wait until staff reports in the packet

A motion was made by Commissioner Buckheit, seconded by Vice Chair Schroeer to extend the meeting to 8:10pm. Motion carried by the following vote:

Yes: Schroeer, Buckheit, Nowak, Kuhlmann, Schmidt, Holmes

City Planner Mikayla Schmidt reviewed some slides from the packet on Zoning for Economic Development.

Feedback from Commissioners on updating the LDC:

- Remove Use table.
- Keep it simple, integration of codes.
- Condense the areas people need to look, always have to meet with staff to make sure you haven't missed something somewhere else in the code.
- Reduce staff time on explaining to code.
- Interpretation of code can be difficult.

ADJOURNMENT

Chair Kuhlmann adjourned the meeting at 8:10pm.