



# City of Northfield

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

## Meeting Minutes - Final Planning Commission

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Thursday, May 16, 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 6:04 p.m.*

**Present 5- Chair Betsey Buckheit, Vice Chair Heisler, Brain Nowak, Bill Kuhlmann and Jason Menard**

**Also present: Jake Reilly, Community Development Director; Mathias Hughey, Associate Planner and Alisha Hayes, Meeting Associate**

#### APPROVAL OF AGENDA

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

**Yes:** 5 - Chair Buckheit, Nowak, Kuhlmann, Menard, and Heisler

#### APPROVAL OF MINUTES

**A motion was made by Commissioner Nowak, seconded by Commissioner Menard, to approve the April 18th, 2024 PC Meeting Minutes. The motion carried by the following vote:**

**Yes:** 5 - Chair Buckheit, Nowak, Kuhlmann, Menard, and Heisler

**Not Present:** 2 - Schroeer, and Stager

1. [24-329](#) April 18, 2024 PC Meeting Minutes

**Attachments:** [1 - April 18, 2024 PC Meeting Minutes](#)

#### OPEN PUBLIC COMMENT

*No public comment was received.*

#### REGULAR AGENDA

2. [PC Res. 2024-002](#) Consider amendments to PC Res. 2024-001 Recommending Adopting an Interim Ordinance Limiting Development in the Northwest Area.

**Attachments:** [1 - Revised Resolution NW Area](#)  
[2 - 2019 NW area committee resolution](#)  
[3 - Link to AUAR Website](#)

A motion was made to rescind PC Resolution 2024-001 by Vice Chair Heisler, seconded by Commissioner Nowak.

No discussion or comments. All in favor. Motion Approved.

A motion was made to move PC Resolution 2024-002 by Commissioner Kuhlmann, seconded by Commissioner Menard.

No discussion or comments. All in Favor. Motion Approved.

Yes: 5 - Chair Buckheit, Nowak, Kuhlmann, Menard, and Heisler

3. [24-330](#) Review of Draft Text Amendments to Parking Standards

**Attachments:** [1 - General Parking Standards Amendments](#)  
[2 - Rental Ordinance Parking Standards Amendments](#)  
[3 - Draft Redline 02082024 -](#)  
[3.6 Off Street Parking Loading and Mobility.](#)

*Discussion ensued with Commission members and questions were answered by Jake Reilly and Mathias Hughey.*

Chair Buckheit proposed a motion to direct staff to complete the draft and prepare for a public hearing.

A motion was made by Commissioner Nowak, seconded by Commissioner Kuhlmann, to approve the completion of this process and call for a public hearing.

All in favor. Motion approved.

Yes: 5 - Chair Buckheit, Nowak, Kuhlmann, Menard, and Heisler

4. [24-331](#) Comprehensive Plan Update & Discussion of DRAFT Climate Analysis.

**Attachments:** [1 - Monthly update to planning commissioners](#)  
[2 - Draft Climate Analysis](#)

*Community Development Director Jake Reilly provided additional context regarding the resolution and responded to questions and comments from the Commission.*

5. [24-332](#) Staff Updates.

**Attachments:** [1 - Comprehensive Plan Update](#)  
[2 - Link to May HRA Board Meeting packet](#)  
[3 - HPC info - NAPC CAMP](#)  
[4 - HPC info - Paul Bruhn Mainstreet grants](#)

*Next Wednesday (5/22) Steering Committee Meeting in 2nd floor training room, materials prepared.*

*5/29- EDA and PC joint meeting in 2nd Flooring Training Room. Future of Hwy 3, downtown area and NW area.*

*August 29th- steering committee meeting, no agenda set yet.*

## **BOARD MEMBER AND COMMISSIONER REPORTS**

*NONE*

## **ADJOURNMENT**

**A motion was made by Commissioner Menard, seconded by Commissioner Kuhlmann, to adjourn the meeting at 7:21pm. The motion carried by the following vote:**

**Yes:** 5 - Chair Buckheit, Nowak, Kuhlmann, Menard, and Heisler