



City of Northfield

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

Meeting Minutes - Draft Planning Commission

Thursday, July 16, 2026

6:00 PM

Council Chambers

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

Chair Kuhlmann called the meeting to order at 6:00pm.

Present 6 - Commissioner Buckheit, Commissioner Nowak, Vice Chair Holleran, Commissioner Schmidt, Chair Kuhlmann, and Commissioner Lauer
Absent 1 - Commissioner Menard

Also present: Community Development Director Scott Wopata, Amelia Thibault - WSB Planning Consultant, Administrative Associate Kari Bonde.

APPROVAL OF AGENDA

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

Yes: 6 - Commissioner Buckheit, Commissioner Nowak, Vice Chair Holleran, Commissioner Schmidt, Chair Kuhlmann, and Commissioner Lauer

APPROVAL OF MINUTES

1. [26-385](#) February 19, 2026 ZBA Meeting Minutes

Attachments: [1 - 02-19-2026 ZBA Meeting Minutes](#)

A motion was made by Commissioner Schmidt, seconded by Commissioner Lauer, to approve the February 19, 2026 ZBA Meeting Minutes. The motion carried by the following vote:

Yes: 6 - Commissioner Buckheit, Commissioner Nowak, Vice Chair Holleran, Commissioner Schmidt, Chair Kuhlmann, and Commissioner Lauer

2. [26-386](#) June 18, 2026 ZBA Meeting Minutes

Attachments: [1 - 06-18-2026 ZBA Meeting Minutes](#)

A motion was made by Commissioner Schmidt, seconded by Commissioner Lauer, to approve the June 18, 2026 ZBA Meeting Minutes. The motion carried by the following vote:

Yes: 6 - Commissioner Buckheit, Commissioner Nowak, Vice Chair Holleran, Commissioner Schmidt, Chair Kuhlmann, and Commissioner Lauer

3. [26-387](#) June 18, 2026 PC Meeting Minutes

Attachments: [06-18-2026 PC Meeting Minutes](#)

A motion was made by Commissioner Schmidt, seconded by Commissioner Lauer, to approve the June 18, 2026 PC Minutes. The motion carried by the following vote:

Yes: 6 - Commissioner Buckheit, Commissioner Nowak, Vice Chair Holleran, Commissioner Schmidt, Chair Kuhlmann, and Commissioner Lauer

PRESENTATIONS

None.

OPEN PUBLIC COMMENT

None.

BOARD MEMBER AND COMMISSIONER REPORTS

None.

REGULAR AGENDA

4. [26-388](#) Review of Potential Sign Ordinance Changes for Athletic Field Signage

Attachments: [1 - Article 6 Proposed Redline DRAFT](#)

[2 - Scoreboard Sign Depictions](#)

[3 - Presentation](#)

Community Development Scott Wopata introduced this item. Amelia Thibault, WSB Consultant gave a PowerPoint presentation reviewing the Sign Ordinance, wayfinding signs, signs on baseball/softball fields, reviewed a proposed sign for Northfield High School, what can be regulated in the sign ordinance, City's role/School district's role.

Val Mertesdorf, Director of Finance for the school district, answered questions from Commissioners.

5. [26-389](#) Discussion on Industrial Block Length Maximums

Community Development Director Scott Wopata introduced this item and answered questions from Commissioners.

STAFF UPDATES

6. [26-390](#) Staff Updates.

- Attachments:** [1 - Upcoming Council Agenda Items](#)
[2 - Hyperlink to Northfield Construction & Development Projects](#)
[3 - Hyperlink to Maryland Department of Planning Webinars](#)
[4 - Hyperlink to the Zoning Code Update Website](#)
[5 - Hyperlink Ohio Planning Chapter Webcast Series](#)

Community Development Director Scott Wopata gave updates on the Archer site, Harvest Hills and Cedar Meadows.

ADJOURNMENT

A motion was made by Commissioner Buckheit, seconded by Commissioner Schmidt, to adjourn the meeting at 7:35pm. The motion carried by the following vote:

- Yes:** 6 - Commissioner Buckheit, Commissioner Nowak, Vice Chair Holleran, Commissioner Schmidt, Chair Kuhlmann, and Commissioner Lauer