



# City of Northfield

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

## Meeting Minutes - Draft Planning Commission

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Thursday, March 20, 2025

6:00 PM

Council Chambers

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

*Chair Kuhlmann called the meeting to order at 6:11pm.*

**Present** 6 - Vice Chair William Schroeer, Commissioner Betsey Buckheit, Brian Nowak, Chair Bill Kuhlmann, Philip Holleran, and Kathleen Holmes

**Absent** 1 - Steven Schmidt

*Also present: City Planner Mikayla Schmidt, Community Development Director Jake Reilly, Housing Coordinator Melissa Hanson, Building Official Mike Morehouse, Associate Planner Mathias Hughey, Administrative Associate Kari Bonde. Youth rep: Claire Casson*

### APPROVAL OF AGENDA

**A motion was made by Commissioner Buckheit, seconded by Commissioner Holleran, to approve the agenda. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Holleran, and Holmes

### APPROVAL OF MINUTES

1. [25-168](#) February 20, 2025 PC Meeting Minutes.

**Attachments:** [PC Meeting Minutes 2-20-25](#)

**A motion was made by Commissioner Holmes, seconded by Commissioner Buckheit, to approve the February 20, 2025 PC Meeting Minutes. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Holleran, and Holmes

### OPEN PUBLIC COMMENT

*Phillip Caston - has had a rental unit for 2.5 years, in support of short term rentals being owner occupied.*

### STAFF UPDATES

2. [25-169](#) Staff Updates.

**Attachments:** [1 - Upcoming Council Agenda Items](#)  
[2 - Hyperlink to Northfield Construction & Development Projects](#)  
[3 - Hyperlink to Maryland Department of Planning Webinars](#)  
[6 - Hyperlink to City Calendar](#)

*City Planner Mikayla Schmidt reviewed the City Council Public Hearing for Central Park on April 1st, Loon Liquors will be closing at the end of the month, the city has received an Letter of Intent on the 5th and Washington project, gave a river dam update & noted upcoming webinars.*

*Commissioner Nowak arrived at 6:18pm.*

## BOARD MEMBER AND COMMISSIONER REPORTS

*None.*

## PUBLIC HEARINGS

3. [BC 25-003](#) Public Hearing for Consideration of Text Amendments Related to Short Term Rentals, the 20% Density of Rentals Limitation and the Permitted Use Table of Chapter 34 - Land Development Code.

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

*Public hearing opened at 6:24pm.*

*Housing Coordinator Melissa Hanson reviewed the background information, timelines, noted the current state of short-term rentals (approx. 35 in Northfield) and reviewed taxes regarding short-term rentals.*

*Hanson addressed the 20% limitations in R1 & R2 areas noting staff is proposing to remove this limitation and also noted a "Compromise Option" as well.*

*Hanson noted after short-term rentals and 20% limitations are approved then Tenant protections and Inclusionary zoning will come forward and after that it will be Zoning Code revisited and HRA - facilitated production,.*

*Barb Howe, 1114 St. Olaf Ave. - started she has had an AirBnB for 10 years and has questions regarding taxes.*

4. [PC Res. 2025-001](#) Consideration of Text Amendments Related to Short Term Rentals, the 20% Density of Rentals Limitation and the Permitted Use Table of Chapter 34 - Land Development Code.

**Attachments:** [1 - Draft City Council Ordinance](#)  
[2 - PowerPoint Presentation](#)

**A motion was made by Commissioner Holmes, seconded by Commissioner Holleran to approve the staff recommendation as we move this for further discussion on April 17, 2025. Motion carried by the following vote:**

**Yes:** 6 - Schroeer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Holleran, and Holmes

5. [BC 25-004](#) Public Hearing for Consideration of Text Amendments Related to Cannabis in

## Chapter 34 - Land Development Code.

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

*No public comment.*

**A motion was made by Commissioner Buckheit, seconded by Commissioner Holmes, to close the Public Hearing. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Holleran, and Holmes

6. [PC Res. 2025-002](#) Consideration of Text Amendments Related to Cannabis Regulations in Multiple Sections of Chapter 34 - Land Development Code.

**Attachments:** [1 - Draft City Council Ordinance Amending Ch. 34](#)  
[2 - Draft City Council Ordinance Amending Ch. 30 \(Licensing\)](#)  
[3 - Hyperlink to Nov. 21, 2024 Planning Commission Meeting Video](#)

*Planning Commissioner members discussed this item and Community Development Director Reilly answered questions from the Commission. No action was taken.*

## REGULAR AGENDA

7. [BC 25-005](#) Comprehensive Plan Draft Review and Discussion.

**Attachments:** [1 - Draft Planning Commission Resolution Recommending to Council](#)  
[2 - Hyperlink to 2045 Comprehensive Plan webpage](#)  
[3 - Hyperlink to City Plans webpage](#)  
[4 - SUPPLEMENTAL - PC Supplemental Agenda Background Memo for Mar. 20, 2025 - FINAL COMBINED](#)

*Community Development Director Jake Reilly introduced this item noting new text is in red, reviewed updated maps and what is still missing (some parks), discussion was had on the Southeast corner of Northfield.*

*Chair Kuhlmann called for a 5 minute recess at 7:55pm.  
Chair Kuhlmann reconvened the meeting at 8:05pm.*

*A motion was made by Commissioner Buckheit, seconded by Vice Chair Schroeer to extend the meeting until 9:00pm. All in favor, motion carried.*

*Yes: 6 - Schroeer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Holleran, and Holmes*

*A motion was made by Vice Chair Schroeer, seconded by Commissioner Buckheit to extend the meeting until 9:10pm. All in favor, motion carried.*

*Yes: 6 - Schroeer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Holleran, and Holmes*

## ADJOURNMENT

**Chair Kuhlmann adjourned the meeting at 9:09pm.**