



# City of Northfield

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

## Meeting Minutes - Draft Planning Commission

---

Thursday, January 16, 2025

6:00 PM

Council Chambers

---

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

Chair Buckheit called the meeting to order at 6:02 p.m.

- Present** 5 - William Schroeer, Commissioner Betsy Buckheit, Brian Nowak, Philip Holleran, and Kathleen Holmes
- Absent** 2 - Bill Kuhlmann, and Steven Schmidt

*Present: Kathleen Holmes, Planning Commission Member*

*Also present: Jake Reilly, Community Development Director; Mikayla Schmidt, City Planner; Matt Bailey, Meeting Associate; Chad Beumer, City Council Member (Ex Officio Member); Claire Casson, Youth Representative; Xiomara Conde Arenas, Youth Representative*

### APPROVAL OF AGENDA

A motion was made by Commissioner Holleran, seconded by Commissioner Nowak, to approve the agenda as amended to add introductions after the vote on the agenda. The motion carried by the following vote:

**Yes:** 5 - Schroeer, Commissioner Buckheit, Nowak, Holleran, and Holmes

### APPROVAL OF MINUTES

1. [25-041](#) December 19, 2024 PC Meeting Minutes

**Attachments:** [1 - December 19, 2024 PC Meeting Minutes](#)  
[2 - Link to Draft 2045 Comprehensive Plan website](#)

*The members of the Planning Commission introduced themselves.*

A motion was made by Commissioner Holmes, seconded by Commissioner Nowak, to approve the December 19, 2025 PC Meeting Minutes. The motion carried by the following vote:

**Yes:** 5 - Schroeer, Commissioner Buckheit, Nowak, Holleran, and Holmes

### OPEN PUBLIC COMMENT

*No public comment was received.*

**PUBLIC HEARINGS**

- 2. [25-042](#) Public Hearing on the Draft Northfield Comprehensive Plan 2045.

**Attachments:** [1 - Public Hearing Notice - 01/01/2025](#)

*Community Development Director Jake Reilly delivered a presentation on updates made to the Draft Northfield Comprehensive Plan 2045 following the December 19, 2024 Public Hearing. Chair Buckheit provided additional context on the updates. Reilly responded to questions and comments from the Planning Commission.*

*Eric Runestad of 713 Carter Drive, speaking in his capacity as Vice President and Treasurer of Carleton College, expressed his appreciation of the City's and Planning Commission's work on the Comprehensive Plan and the desire of Carleton College to work with the city to further the goals of both the City and the College.*

**A motion was made by Commissioner Schroeer, seconded by Holmes, to close the Public Hearing on the Draft Northfield Comprehensive Plan 2045. The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Commissioner Buckheit, Nowak, Holleran, and Holmes

- 3. [BC 25-001](#) Comprehensive Plan Draft Review and Discussion.

**Attachments:** [1 - 2045 Comprehensive Plan Draft - Text Version](#)

[2 - PC Resolution](#)

[3 - Hyperlink to 2045 Comprehensive Plan webpage](#)

[4 - Hyperlink to City Plans webpage](#)

*The Planning Commission discussed the latest draft of the Northfield Comprehensive Plan 2045. Community Development Director Jake Reilly responded to questions and comments from the Planning Commission. Commissioner Schroeer proposed a meeting between City staff and members of the PC to discuss the Comprehensive Plan before the next scheduled PC meeting on February 20, 2025.*

*The Planning Commission held several votes on amendments and changes to the Future Land Use Map in the Comprehensive Plan as presented by Reilly.*

**A motion was made by Commissioner Schroeer, seconded by Commissioner Holleran, to approve changing the Future Land Use Map to remove the Priority Growth Area on the west side of the city north and south of Minnesota State Highway 19. The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Commissioner Buckheit, Nowak, Holleran, and Holmes

**A motion was made by Commissioner Nowak, seconded by Commissioner Holleran, to approve changing the Future Land Use Map to label the east side of the block bounded by Second and Third Streets and Washington and Union Streets as mixed-use residential. The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Commissioner Buckheit, Nowak, Holleran, and Holmes

**A motion was made by Commissioner Schroeer, seconded by Commissioner Holmes, to approve changing the Future Land Use Map to shrink the Priority Growth Area at the south end of the city to one-quarter mile to the west of**

**Minnesota State Highway 246 and east of Minnesota Highway 246 to Maple Street. The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Commissioner Buckheit, Nowak, Holleran, and Holmes

**A motion was made by Commissioner Holmes, seconded by Commissioner Holleran, to amend the previous motion to include the portion at the south end of the city between Maple Street and Hall Avenue in the Priority Growth Area of the Future Land Use Map. The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Commissioner Buckheit, Nowak, Holleran, and Holmes

**A motion was made by Commissioner Schroeer, seconded by Commissioner Holleran, to approve changing the Future Land Use Map to make the area in the northeast corner of the city between the hospital and Eveleth Avenue, north of Cedar Meadows, the second priority for growth. The motion carried by the following vote:**

**Yes:** 3 - Schroeer, Nowak, and Holmes

**No:** 2 - Commissioner Buckheit, and Holleran

**A motion was made by Commissioner Nowak, seconded by Commissioner Holleran, to approve changing the Future Land Use Map to, [regarding the area at the north end of the city including the portion north and northeast of the hospital to the areas designated for industrial use], move the Priority Growth Area boundary to the city limit line. The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Commissioner Buckheit, Nowak, Holleran, and Holmes

**A motion was made by Commissioner Holmes, seconded by Commissioner Holleran, to approve that in all the Priority Growth Area under discussion, there not be a prioritization order. The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Commissioner Buckheit, Nowak, Holleran, and Holmes

**A motion was made by Commissioner Nowak, seconded by Commissioner Schroeer, to approve deferring the Central Park agenda item to a future meeting and to extend the meeting for the time needed to complete the Future Land Use Map. The motion failed by the following vote:**

**No:** 5 - Schroeer, Commissioner Buckheit, Nowak, Holleran, and Holmes

*Commissioner Nowak disclosed a conflict of interest due to his previous discussions with Mr. Reiland, the landowner of the particular area under discussion and recused himself from any vote concerning the area.*

**A motion was made by Commissioner Schroeer, seconded by Commissioner Holmes, to approve changing the Future Land Use Map to change the boundaries of the Priority Growth Area on the east side of the city to include only the areas north of Mayflower Hill to the greenway and south of Mayflower Hill to the future extension of Jefferson Parkway. The motion carried by the following vote:**

**Yes:** 4 - Schroeer, Commissioner Buckheit, Holleran, and Holmes

**Recused:** 1 - Nowak

## REGULAR AGENDA

- 4. [PC M2025-001](#) Recommendation to Designate Central Park (421 4th St. E.) as a Local Heritage Preservation Site.

**Attachments:** [1 - HPC 2025-001 Resolution](#)  
[2 - Central Park Designation Form and Appendices](#)  
[3 - Original Northfield Plat](#)  
[4 - Northfield Central Park SHPO Letter](#)

*This item was deferred until a later PC Meeting.*

## STAFF UPDATES

- 5. [25-044](#) Staff Updates.

**Attachments:** [1 - Upcoming Council Agenda Items](#)  
[2 - Hyperlink to Projects in Northfield](#)  
[3 - Hyperlink to Maryland Department of Planning Webinars](#)  
[4 - 2025 Board and Commission Schedule - \(no PRAB\)](#)

*Community Development Director Jake Reilly provided updates from City Staff.*

- 6. [25-043](#) 2025 Board and Commission Onboarding and Refresher.

**Attachments:** [1 - Board and Commission Member Orientation Video](#)  
[2 - Board and Commission Work With Youth Video](#)  
[3 - City Council & Board/Commission Member Guide](#)  
[4 - Northfield City Code/Charter](#)  
[5 - Board and Commission Rules of Business](#)  
[6 - 2021-2024 City of Northfield Strategic Plan](#)

## BOARD MEMBER AND COMMISSIONER REPORTS

## ADJOURNMENT

**A motion was made by Commissioner Holleran, seconded by Commissioner Schroeer, to adjourn the meeting at 8:51 p.m. The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Commissioner Buckheit, Nowak, Holleran, and Holmes