



# City of Northfield

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

## Meeting Minutes - Final Planning Commission

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Thursday, July 18, 2024

6:00 PM

Council Chambers

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### 6:00 PM - REGULAR AGENDA

#### CALL TO ORDER AND ROLL CALL

*Also present: Jake Reilly, Community Development Director; Mikayla Schmidt, City Planner; Mathias Hughey, Associate City Planner.*

**Present** 5 - William Schroeer, Chair Betsey Buckheit, Bill Kuhlmann, Jason Menard, and Donald Stager

**Absent** 2 - Brian Nowak, and Vice Chair Tracy Heisler

#### APPROVAL OF AGENDA

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

**Yes:** 5 - Schroeer, Chair Buckheit, Kuhlmann, Menard, and Stager

#### APPROVAL OF MINUTES

1. [24-456](#) June 20, 2024 PC Meeting Minutes

**Attachments:** [1 - 06-20-2024 PC Meeting Minutes](#)

**A motion was made by Commissioner Kuhlmann, seconded by Commissioner Menard, to approve the June 20, 2024 PC Meeting Minutes. The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Chair Buckheit, Kuhlmann, Menard, and Stager

#### OPEN PUBLIC COMMENT

*No public comments.*

#### PUBLIC HEARINGS

2. [BC 24-011](#) Public Hearing for Consideration of Text Amendments Related to Parking in Multiple Sections of the Northfield City Code.

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

*No public comment was received.*

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

**Yes:** 5 - Schroeer, Chair Buckheit, Kuhlmann, Menard, and Stager

3. [PC M2024-003](#) Consideration of Recommending Approval of Text Amendments to City Council Related to Parking in Multiple Sections of the Northfield City Code.

**Attachments:** [1 - Ordinance Draft PDF](#)  
[2 - Ordinance Draft WORD](#)  
[3 - Hyperlink to May 16, 2024 Planning Commission Meeting](#)

**A motion was made by Commissioner Schroeer, seconded by Commissioner Kuhlmann, to Recommend Approval of Text Amendments to City Council Related to Parking in Multiple Sections of the Northfield City Code. The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Chair Buckheit, Kuhlmann, Menard, and Stager

## REGULAR AGENDA

4. [24-457](#) Review and Discussion of the 5-year Capital Improvement Plan.

**Attachments:** [1 - 2025-2029 CIP-CEP Presentation](#)  
[2 - 2025-2029 250611 CIP Draft](#)  
[3 - 2025-2029 CIP MAP](#)  
[4 - City Council Supplemental Agenda Background Memo No. 1 for June 11, 2024](#)  
[5 - Northfield Updated CIP and Bonding Discussion Levy Table \(with impacts\)](#)  
[6 - 06-06-2024 HRA Staff Report](#)  
[7 - Hyperlink to June 11, 2024 City Council Work Session - Discussion on CIP & CEP](#)

*Community Development Director Reilly gave a presentation on the Capital Improvement Plan. Discussion was held on the Highway 246 turnback, Mill Towns Trail, parks, how the Comprehensive Plan can support the CIP/CEP, Water Treatment Plant timeline, project influence chart and how to solicit input earlier in that chart and Strategic Plan process to update this Fall.*

5. [24-458](#) Comprehensive Plan Update.

*Community Development Director Reilly gave an update on the Comprehensive Plan regarding public engagement, parking and public improvement projects.*

## STAFF UPDATES

6. [24-459](#) Staff Updates.

**Attachments:** [1 - Upcoming Council Agenda Items \(07-08-24\)](#)  
[2 - Hyperlink to Projects in Northfield](#)

*Community Development Director Reilly and City Planner Schmidt gave updates on future City Council items, the website development page and the housing study draft review.*

## BOARD MEMBER AND COMMISSIONER REPORTS

## ADJOURNMENT

A motion was made by Commissioner Schroeer, seconded by Commissioner Kuhlmann, to adjourn the meeting. The motion carried by the following vote:

**Yes:** 5 - Schroeer, Chair Buckheit, Kuhlmann, Menard, and Stager