



City of Northfield

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

Meeting Minutes - Final Planning Commission

Thursday, December 19, 2024

6:00 PM

Council Chambers

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

Chair Buckheit called the meeting to order at 6:04 p.m.

Present 6 - William Schroeer, Commissioner Betsey Buckheit, Brian Nowak, Bill Kuhlmann, Commissioner Tracy Heisler, and Donald Stager

Also present: Mikayla Schmidt, City Planner; Jake Reilly, Community Development Director; Mathias Hughey, Associate Planner; Melissa Hanson, Housing Coordinator; Matt Bailey, Meeting Associate; Xiomara Conde Arenas, Youth Representative

APPROVAL OF AGENDA

A motion was made by Commissioner Nowak, seconded by Commissioner Kuhlmann, to approve the agenda as amended to add official recognition of PC/ZBA members ending their terms at the end of this calendar year. The motion carried by the following vote:

Yes: 6 - Schroeer, Commissioner Buckheit, Nowak, Kuhlmann, Heisler, and Stager

APPROVAL OF MINUTES

1. [24-747](#) November 21, 2024 ZBA Meeting Minutes

A motion was made by Commissioner Stager, seconded by Commissioner Schroeer, to approve the November 21, 2024 ZBA Meeting Minutes. The motion carried by the following vote:

Yes: 6 - Schroeer, Commissioner Buckheit, Nowak, Kuhlmann, Heisler, and Stager

2. [24-748](#) November 21, 2024 PC Meeting Minutes

A motion was made by Commissioner Nowak, seconded by Commissioner Stager, to approve the November 21, 2024 PC Meeting Minutes. The motion carried by the following vote:

Yes: 6 - Schroeer, Commissioner Buckheit, Nowak, Kuhlmann, Heisler, and Stager

OPEN PUBLIC COMMENT

No public comment was received.

PUBLIC HEARINGS

3. [24-749](#)

Public Hearing on the Draft Northfield Comprehensive Plan 2045.

Chair Buckheit delivered a presentation on the Northfield 2045 Comprehensive Plan Draft. The public was invited to speak on the plan draft.

Mar Valdecantos of 6 Fareway Drive spoke in approval of the plan's attention to housing along Highway 3 and tenants' rights.

A motion was made by Commissioner Stager, seconded by Commissioner Schroeer, to close the Public Hearing. The motion carried by the following vote:

Yes: 6 - Schroeer, Commissioner Buckheit, Nowak, Kuhlmann, Heisler, and Stager

4. [BC 24-022](#)

Comprehensive Plan Draft Review and Discussion.

The Planning Commission reviewed and discussed the Draft Northfield Comprehensive Plan 2045. City Planner Mikayla Schmidt, Community Development Director Jake Reilly, Associate Planner Mathias Hughey, and Housing Coordinator Melissa Hanson provided additional context on the plan and responded to questions and comments from the members of the Planning Commission.

STAFF UPDATES

5. [24-750](#)

Community Development Updates.

Community Development Director Jake Reilly provided updates from City staff.

BOARD MEMBER AND COMMISSIONER REPORTS

- *Chair Buckheit offered official recognition to Commissioners Menard, Stager, and Heisler on the end of their terms of service.*
- *Commissioner Heisler thanked the Planning Commission and City staff for their work.*

ADJOURNMENT

A motion was made by Commissioner Stager, seconded by Commissioner Heisler, to adjourn the PC Meeting at 8:22 p.m. The motion carried by the following vote:

Yes: 5 - Commissioner Buckheit, Nowak, Kuhlmann, Heisler, and Stager

Not Present: 1 - Schroeer