



City of Northfield

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

Meeting Minutes - Draft Planning Commission

Thursday, December 18, 2025

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 7 - Vice Chair Schroeer, Commissioner Buckheit, Commissioner Nowak, Chair Kuhlmann, Commissioner Holleran, Commissioner Schmidt, and Commissioner Holmes

Also Present: Interim Community Development Director Mikayla Schmidt, City Consultant Bruce Jacobson, Administrative Associate Kari Bonde.

APPROVAL OF AGENDA

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

Yes: 7 - Vice Chair Schroeer, Commissioner Buckheit, Commissioner Nowak, Chair Kuhlmann, Commissioner Holleran, Commissioner Schmidt, and Commissioner Holmes

APPROVAL OF MINUTES

1. [25-656](#) November 20, 2025 PC Meeting Minutes

Attachments: [11-20-2025 PC Meeting Minutes](#)

A motion was made by Commissioner Holleran, seconded by Commissioner Nowak, to approve the November 20, 2025 PC Meeting Minutes. The motion carried by the following vote:

Yes: 7 - Vice Chair Schroeer, Commissioner Buckheit, Commissioner Nowak, Chair Kuhlmann, Commissioner Holleran, Commissioner Schmidt, and Commissioner Holmes

OPEN PUBLIC COMMENT

No comment.

REGULAR AGENDA

2. [25-657](#) Consideration of Proposed Text Amendments to 5.2.6 Parks, Trails, and Open Space Dedication in Chapter 34 - Land Development Code.

Attachments: [1 - Park Dedication Fees Presentation](#)
[2 - Minnesota Statutes Section 462.358 - Park Dedication Enabling Legislation](#)
[3 - City of Northfield - Park Dedication Ordinance](#)
[4 - City of Owatonna - Park Land Dedication Recommendation](#)
[5 - SUPPLEMENT: PC Supplemental Agenda Background Memo No. 1 for December 18, 2025](#)

City consultant Bruce Jacobson gave a PowerPoint presentation on a text amendment to 5.2.6 Parks, Trails and Open Space Dedication in Chapter 34 - Land Development Code. He reviewed State Statute for: parkland dedication, use of fees and Nexus & Proportionality. Noted comparative research of nearby cities. (Owatonna and Ramsey) Discussed current and proposed Park and Trail dedication fees.

BOARD MEMBER AND COMMISSIONER REPORTS

None.

STAFF UPDATES

3. [25-658](#) Staff Updates.

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

Interim Community Development Director/City Planner Mikayla Schmidt noted the following updates:

Scott Wopata will be starting on Monday, December 22 as the new Community Development Director.

Archer still on hold.

Cedar Meadows is still moving forward.

Still working with Post on Ames Mill Dam.

ADJOURNMENT

A motion was made by Commissioner Schmidt, seconded by Commissioner Buckheit, to adjourn the meeting at 7:26pm. The motion carried by the following vote:

- Yes:** 7 - Vice Chair Schroeer, Commissioner Buckheit, Commissioner Nowak, Chair Kuhlmann, Commissioner Holleran, Commissioner Schmidt, and Commissioner Holmes