



# City of Northfield

## Meeting Minutes - Draft

### Planning Commission

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

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Thursday, December 18, 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 6:00pm.*

**Present** 7 - Vice Chair Schroer, 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 Schroer, to approve the agenda. The motion carried by the following vote:**

**Yes:** 7 - Vice Chair Schroer, 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 Schroer, 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