



# City of Northfield

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

## Meeting Minutes - Final Planning Commission

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Thursday, April 17, 2025

6:00 PM

Council Chambers

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### 6:00 PM - REGULAR AGENDA

#### CALL TO ORDER AND ROLL CALL

**Present** 6 - Vice Chair William Schroeer, Commissioner Betsey Buckheit, Brian Nowak, Chair Bill Kuhlmann, Steven Schmidt, and Kathleen Holmes

**Absent** 1 - Philip Holleran

*Also present: Mikayla Schmidt, City Planner; Jake Reilly, Community Development Director; Matt Bailey, Meeting Associate*

#### APPROVAL OF AGENDA

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

**Yes:** 6 - Schroeer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Schmidt, and Holmes

#### CONSENT AGENDA

**A motion was made by Commissioner Holmes, seconded by Commissioner Nowak, to approve the Consent Agenda including the March 10, 2025 PC Special Meeting Minutes, the March 20, 2025 PC Meeting Minutes, the Recommendation of Text Amendments Related to Short Term Rentals, Rental Density Limitations and the Permitted Use Table of Chapter 34 - Land Development Code, and the Review for Compliance to Comprehensive Plan the Housing and Redevelopment Authority's Disposition of Real Property Located at 307 Sumner Street East.. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Schmidt, and Holmes

1. [25-222](#)

March 10, 2025 PC Special Meeting Minutes.

**Action Requested:**

Please review the March 10, 2025 PC Special Meeting Minutes and approve or approve as amended.

**Summary Report:**

N/A

**Alternative Options:**

N/A

**Financial Impacts:**

N/A

**Tentative Timelines:**

N/A

**Attachments:** [March 10, 2025 PC Meeting Minutes - Special Meeting](#)

- 2. [25-223](#) March 20, 2025 PC Meeting Minutes

**Attachments:** [03-20-2025 PC Meeting Minutes](#)

- 3. [PC Res. 2025-001](#) Recommendation of Text Amendments Related to Short Term Rentals, Rental Density Limitations and the Permitted Use Table of Chapter 34 - Land Development Code.

**Attachments:** [1 - PC Resolution Rentals](#)  
[2 - Draft City Council Ordinance](#)  
[3 - Background Presentation](#)

- 4. [PC Res. 2025-003](#) Review for Compliance to Comprehensive Plan the Housing and Redevelopment Authority’s Disposition of Real Property Located at 307 Sumner Street East.

**Attachments:** [1 - PC Resolution](#)

**OPEN PUBLIC COMMENT**

*No public comment was received.*

**PUBLIC HEARINGS**

- 5. [25-224](#) Public Hearing for Consideration of a Conditional Use Permit for Loon Liquors, LLC to Operate a Microdistillery at 115 5th Street West.

**Attachments:** [1 - Public Hearing Notice Mailing](#)  
[2 - Location Map](#)  
[3 - SUPPLEMENTAL - PC Supplemental Agenda Background Memo No. 2](#)

*The Planning Commission opened the Public Hearing for Consideration of a Conditional Use Permit for Loon Liquors, LLC to Operate a Microdistillery at 115 5th Street West. City Planner Mikayla Schmidt presented the application for the conditional use permit. Schmidt introduced the applicants, Mark Schiller and Simeon Rossi of Loon Liquors, who provided additional context on their application. Schmidt, Schiller, and Rossi responded*

*to questions and comments from the Planning Commission. No public input was received on the application. The Planning Commission then closed the Public Hearing.*

**A motion was made by Vice Chair Schroeer, seconded by Commissioner Nowak, to open the Public Hearing for Consideration of a Conditional Use Permit for Loon Liquors, LLC to Operate a Microdistillery at 115 5th Street West. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Schmidt, and Holmes

**A motion was made by Commissioner Schmidt, seconded by Vice Chair Schroeer, to close the Public Hearing for Consideration of a Conditional Use Permit for Loon Liquors, LLC to Operate a Microdistillery at 115 5th Street West. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Schmidt, and Holmes

- 6. [PC Res. 2025-004](#) Consideration of a Conditional Use Permit for Loon Liquors, LLC to Operate a Microdistillery at 115 5th Street West.

**Attachments:** [1 - PC Resolution](#)  
[2 - Loon Liquors Design Development Drawings](#)

*The Planning Commission discussed the Conditional Use Permit for Loon Liquors, LLC to Operate a Microdistillery at 115 5th Street West. Community Development Director Jake Reilly and City Planner Mikayla Schmidt responded to questions and comments from the Planning Commission.*

**A motion was made by Commissioner Buckheit, seconded by Commissioner Schmidt, to approve the Conditional Use Permit for Loon Liquors, LLC to Operate a Microdistillery at 115 5th Street West.. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Schmidt, and Holmes

- 7. [25-225](#) Public Hearing for Consideration of Text Amendments to the Permitted Use Table in Chapter 34: Land Development Code.

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

*The Planning Commission opened the Public Hearing for Consideration of Text Amendments to the Permitted Use Table in Chapter 34: Land Development Code. City Planner Mikayla Schmidt presented the proposed text amendments to the permitted use table in Chapter 34: Land Development Code. Schmidt responded to questions and comments from the Planning Commission. During the public input period, Kathleen Kopseng, Board Chair for Cornerstone Academy, spoke in favor of the changes in the Land Development Code. The Planning Commission then closed the Public Hearing.*

**A motion was made by Commissioner Nowak, seconded by Commissioner Buckheit, to open the Public Hearing for Consideration of Text Amendments to the Permitted Use Table in Chapter 34: Land Development Code. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Schmidt, and Holmes

**A motion was made by Commissioner Buckheit, seconded by Commissioner Schmidt, to close the Public Hearing for Consideration of Text Amendments to the Permitted Use Table in Chapter 34: Land Development Code. The motion**

carried by the following vote:

Yes: 6 - Schroerer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Schmidt, and Holmes

8. [PC Res. 2025-005](#) Consideration of Text Amendments to the Permitted Use Table in Chapter 34: Land Development Code.

**Attachments:** [1 - PC Resolution - Permitted Use Table](#)

**A motion was made by Commissioner Nowak, seconded by Vice Chair Schroerer, to recommend to City Council the Text Amendments to the Permitted Use Table in Chapter 34: Land Development Code. The motion carried by the following vote:**

Yes: 6 - Schroerer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Schmidt, and Holmes

## REGULAR AGENDA

9. [25-226](#) Preliminary Review of St. Olaf Conditional Use Permit Application for Parking within the Perimeter Transition Area.

**Attachments:** [1 - CUP Narrative 2025-04-07](#)

[2 - Overall Parking Map](#)

[3 - Step 1 - Skoglund Site Plan](#)

[4 - Step 2 - Lincoln Site Plan](#)

[5 - Step 3 - Utility Street Site Plan](#)

[6 - Campus Parking and TDM Memo 2025-04-07](#)

[7 - Parking Study Report 2020-06-25 - ORIGINAL](#)

*City Planner Mikayla Schmidt introduced Mike Berthelsen, Vice President for Business and Finance and Chief Financial Officer at St. Olaf College, who delivered a presentation on the college's request to add more parking within the perimeter transition area on the east side of campus. Schmidt and Berthelsen responded to questions and comments from the Planning Commission.*

10. [PC Res. 2025-002](#) Resolution Recommending Text Amendments Related to Adult-use Cannabis in Chapter 34 - Land Development Code.

**Attachments:** [1 - PC Resolution 25-002 Cannabis](#)

[2 - Draft City Council Ordinance Amending Ch. 34 \(LDC\)](#)

[3 - Draft City Council Ordinance Amending Ch. 30 \(Licensing\)](#)

[4 - OCM Applicant Guide 2025](#)

[5 - OCM Licenses and Endorsements chart 2025](#)

[6 - Background Presentation](#)

*Community Development Director Jake Reilly delivered a presentation reviewing proposed cannabis-related ordinance amendments necessitated by state law changes. Reilly then presented the Resolution Recommending Text Amendments Related to Adult-use Cannabis in Chapter 34 - Land Development Code. Reilly responded to questions and comments from the Planning Commission.*

**A motion was made by Vice Chair Schroeer, seconded by Commissioner Buckheit, to approve the Resolution Recommending Text Amendments Related to Adult-use Cannabis in Chapter 34 - Land Development Code. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Schmidt, and Holmes

**11. [BC 25-006](#)** Comprehensive Plan Draft Review and Recommendation to Council.

- Attachments:** [1 - Draft Planning Commission Resolution Recommending to Council](#)  
[3 - Draft layout of Northfield 2045](#)  
[3 - Draft TEXT of NORTHFIELD 2045](#)  
[4 - Hyperlink to 2045 Comprehensive Plan webpage](#)  
[5 - Hyperlink to City Plans webpage](#)  
[6 - SUPPLEMENTAL Memo No. 1](#)

*Community Development Director Jake Reilly reviewed the draft of the 2045-horizon Comprehensive Plan and requested that the Planning Commission recommend the draft to the City Council. Reilly responded to questions and comments from the Planning Commission.*

**A motion was made by Vice Chair Schroeer, seconded by Commissioner Nowak, to extend the meeting by twenty minutes. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Schmidt, and Holmes

**A motion was made by Commissioner Buckheit, seconded by Commissioner Nowak, to recommend the draft of the 2045-horizon Comprehensive Plan to the City Council. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Schmidt, and Holmes

**STAFF UPDATES**

**12. [25-227](#)** Staff Updates.

- Attachments:** [1 - Upcoming Council Agenda Items](#)  
[2 - Hyperlink to Northfield Construction & Development Projects](#)  
[3 - PC Work Plan 2025 - 2028](#)  
[4 - Hyperlink to Maryland Department of Planning Webinars](#)  
[5 - Hyperlink to City Calendar](#)

*City Planner Mikayla Schmidt and Community Development Director Jake Reilly provided updates from City staff.*

**BOARD MEMBER AND COMMISSIONER REPORTS**

**ADJOURNMENT**

**A motion was made by Commissioner Buckheit, seconded by Commissioner Schmidt, to adjourn the meeting at 8:50 p.m. The motion carried by the following**

**vote:**

**Yes:** 6 - Schroeer, Commissioner Buckheit, Nowak, Chair Kuhlmann, Schmidt, and Holmes