



City of Northfield

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

Meeting Minutes - Draft Planning Commission

Thursday, October 19, 2023

6:00 PM

Council Chambers

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

Chair Buckheit called the meeting to order at 6:31 p.m.

Present 7 - William Schroeer, Chair Betsey Buckheit, Brian Nowak, Bill Kuhlmann, Jason Menard, Vice Chair Tracy Heisler, and Donald Stager

Also present: Davin Sokup, City Council Member; Mikayla Schmidt, City Planner; Jake Reilly, Community Development Director; Nate Carlson, Economic Development Coordinator; Matt Bailey, Meeting Associate

APPROVAL OF AGENDA

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

Yes: 7 - Schroeer, Chair Buckheit, Nowak, Kuhlmann, Menard, Heisler, and Stager

APPROVAL OF MINUTES

1. [23-1535](#) September 21, 2023 PC Meeting Minutes

Attachments: [1 - 09-21-2023 PC Meeting Minutes](#)

A motion was made by Vice Chair Heisler, seconded by Commissioner Schroeer, to approve the September 21, 2023 PC Meeting Minutes. The motion carried by the following vote:

Yes: 7 - Schroeer, Chair Buckheit, Nowak, Kuhlmann, Menard, Heisler, and Stager

PRESENTATIONS

2. [23-1536](#) Presentation from Jon Commers.

Public consultant Jon Commers, managing principal of Visible City, delivered a presentation on the economics of parking in Northfield. Commers responded to questions and comments from the Planning Commission. The Commissioners discussed further steps related to the issue.

OPEN PUBLIC COMMENT

No public comment was received.

PUBLIC HEARINGS

3. [23-1537](#) Public Hearing for Consideration of a Conditional Use Permit Application for Off-Street Parking at 212 Division St. S.

Attachments: [1 - Public Hearing Notice Mailing - English](#)
[2 - Public Hearing Notice Mailing - Spanish](#)
[3 - Location Map](#)

City Planner Mikayla Schmidt presented the application from Manawa LLC for Consideration of a Conditional Use Permit for Off-Street Parking at 212 Division Street South. Chris Kennelly, representing Manawa LLC, provided additional context on the application. Schmidt and Kennelly responded to questions and comments from the Planning Commission. No public comment was received.

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

Yes: 7 - Schroeer, Chair Buckheit, Nowak, Kuhlmann, Menard, Heisler, and Stager

4. [PC Res. 2023-010](#) Consideration of a Conditional Use Permit for Off-Street Parking at 212 Division St. S.

Attachments: [1 - PC Resolution - CUP](#)
[2 - Architectural Drawings](#)

A motion was made by Commissioner Menard, seconded by Commissioner Schroeer, to approve Option C, with previously added amendments from Chair Buckheit and Commissioner Schroeer, of the Consideration of a Conditional Use Permit for Off-Street Parking at 212 Division Street South. The motion carried by the following vote:

Yes: 7 - Schroeer, Chair Buckheit, Nowak, Kuhlmann, Menard, Heisler, and Stager

REGULAR AGENDA

- 5. [PC M2023-013](#) Planning Commission Affirming TIF Plan Compliance with Comprehensive Plan.

Attachments: [1 - Presentation](#)
[2 - TIF Plan \(Archer\)](#)

Economic Development Coordinator Nate Carlson delivered a presentation on the application from Manawa LLC for a Tax Increment Financing (TIF) Plan for the Archer TIF District. Carlson responded to questions and comments from the Commission. The Commission discussed the particulars of the scope of a motion to affirm the proposed plan. Carlson detailed future opportunities for Commissioners and the public to provide comment.

A motion was made by Commissioner Kuhlmann, seconded by Commissioner Nowak, to approve Affirming TIF Plan Compliance with Comprehensive Plan. The motion carried by the following vote:

Yes: 7 - Schroeer, Chair Buckheit, Nowak, Kuhlmann, Menard, Heisler, and Stager

- 6. [23-1538](#) Comprehensive Plan Update.

Attachments: [1 - DRAFT City of Northfield Community Engagement Plan 092023](#)
[2 - Hyperlink to the Comprehensive Plan Web Page](#)

Community Development Director Jake Reilly provided an update on the Comprehensive Plan. The subcommittee selected from the previous PC meeting updated the Commission on their progress. Reilly responded to questions and comments from the Commissioners.

- 7. [23-1539](#) Review & Provide Comment on 246 Corridor Study and Lincoln Pkwy/Dresden Road Traffic Analysis.

Attachments: [1 - Hyperlink to TH 246 Corridor Study - Division St. / Woodley St.](#)
[2 - Hyperlink to Lincoln Parkway Traffic Analysis](#)

The Planning Commission discussed the 246 Corridor Study and Lincoln Parkway / Dresden Road Traffic Analysis and provided comments to and asked questions of City Staff regarding the project. The Commission asked Staff to put this topic on next month's meeting agenda in order for them to gather more information in the meantime.

A motion was made by Commissioner Schroeer, seconded by Commissioner Stager, to approve adding Review & Provide Comment on 246 Corridor Study and Lincoln Pkwy / Dresden Road Traffic Analysis to the agenda for the November 16, 2023 PC meeting. The motion carried by the following vote:

Yes: 7 - Schroeer, Chair Buckheit, Nowak, Kuhlmann, Menard, Heisler, and Stager

8. [23-1540](#) Land Development Code Reading Assignment.

Attachments: [1 - Hyperlink to Ch. 34 - Land Development Code](#)

The Planning Commission reported on their reading of Chapter 34, Subsections 3.1 and 3.2 of Article 3. - Site Development, of the Land Development Code portion of the City of Northfield's Code of Ordinances. City Planner Mikayla Schmidt responded to questions and comments from the Commission.

STAFF UPDATES

9. [23-1541](#) Staff Updates.

Attachments: [1 - Bridge Square Comments from SHPO](#)
[2 - Hyperlink to 09-12-2023 City Council Work Session - Ames Mill Dam Removal Feasibility Study](#)
[3a - Hyperlink to TH 246 Corridor Study - Division Street/Woodley Street Web Page](#)
[3b - Hyperlink to City Meetings Calendar](#)
[4 - Hyperlink to Lincoln Parkway Traffic Analysis Web Page](#)
[5a - Planning Commission Work Plan 2022 - 2024](#)
[7 - Hyperlinks to Planning Resources](#)
[6 - Upcoming City Council Agenda Items \(10-12-23\)](#)

City Planner Mikayla Schmidt provided updates from City Staff.

BOARD MEMBER AND COMMISSIONER REPORTS

- Commissioner Schroeer reported on the work done by the city of Saint Paul on new updates to their zoning code. Schroeer also reported on his appearance on KYMN radio regarding parking.
- Commissioner Nowak reported on his visit to Schultz Manufactured Homes.
- Commissioner Kuhlmann reported on his visit to Duluth and his review of Fairmount Cottages affordable housing.
- Chair Buckheit reported on her attendance, with Vice Chair Heisler, at the Housing and Redevelopment Authority meeting on October 16, 2023. Buckheit also reported on her visit to the Mill Towns Trail Celebration Event on October 5, 2023.

ADJOURNMENT

Adjourned 8:23 p.m.

A motion was made by Commissioner Schroeer, seconded by Commissioner Kuhlmann, to adjourn the meeting at 8:23 p.m. The motion carried by the following vote:

Yes: 7 - Schroeer, Chair Buckheit, Nowak, Kuhlmann, Menard, Heisler, and Stager