



City of Northfield

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

Meeting Minutes - Draft Zoning Board of Appeals

Thursday, July 17, 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 6:04pm.

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

Absent: 1 - Commissioner Philip Holleran

Also present: City Planner Mikayla Schmidt, Associate Planner Mathias Hughey, Community Development Director Jake Reilly, Administrative Associate Kari Bonde.

APPROVAL OF AGENDA

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

Yes: 4 - Commissioner Kuhlmann, Commissioner Buckheit, Commissioner Holmes and Commissioner Schmidt

Not Present: 2 - Commissioner Schroeer and Commissioner Nowak

Commissioner Schroeer arrived at 6:08pm.

A motion was made by Commissioner Holmes, seconded by Commissioner Buckheit to amend the approved agenda to move the June 16, 2025 PC Meeting Minutes to the next Planning Commission Meeting. Motion carried by the following vote:

Yes: 5 - Commissioner Kuhlmann, Commissioner Schroeer, Commissioner Buckheit, Commissioner Holmes and Commissioner Schmidt

Not Present: 1 - Commissioner Nowak

APPROVAL OF MINUTES

1. [25-379](#) June 16, 2025 PC Meeting Minutes

Attachments: [6-16-2025 PC Meeting Minutes](#)

No action taken. Minutes will be moved to the next Planning Commission Meeting.

OPEN PUBLIC COMMENT

None.

PUBLIC HEARINGS

2. [BC 25-008](#) Public Hearing for a Variance Request at 203 Maple St. S.

Attachments: [1 - Public Hearing Notice - Mailing](#)
[2 - Public Hearing Notice Map](#)
[3 - SUPPLEMENTAL - ZBA Supplemental Memo 07-17-2025](#)

Associate Planner Mathias Hughey introduced this item reviewing the Variance process and noted the variance request meets all the requirements.

Commissioner Nowak arrived at 6:10p.m.

Mathew Olson, owner of 203 Maple St. S.- gave additional information on the garage.

Chris Smisek, project manager with NCC Builders - happy to answer questions.

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

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

3. [ZBA Res. 2025-001](#) Consideration of a Variance Request to Encroach into the Rear Yard Setback of 203 Maple St. S.

Attachments: [1 - Resolution](#)
[2 - Site Plan](#)
[3 - Construction Drawings](#)
[4 - Public Comments](#)

A motion was made by Commissioner Schroeer, seconded by Commissioner Nowak, to approved ZBA Resolution 2025-001 - a variance to encroach into the rear yard setback at 203 Maple St. S.. The motion carried by the following vote:

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

BOARD MEMBER AND COMMISSIONER REPORTS

None.

STAFF UPDATES

None.

ADJOURNMENT

A motion was made by Commissioner Holmes, seconded by Commissioner Buckheit, to adjourn the meeting. The motion carried by the following vote:

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