



# City of Northfield

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

## Meeting Minutes - Final Planning Commission

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Thursday, September 5, 2024

6:00 PM

Council Chambers

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### 6:00 PM - REGULAR AGENDA

#### CALL TO ORDER AND ROLL CALL

*Chair Buckheit called the meeting to order at 6:01pm.*

**Present** 6 - William Schroeer, Chair Betsey Buckheit, Bill Kuhlmann, Julia Menard, Vice Chair Tracy Heisler, and Donald Stager

**Absent** 1 - Brian Nowak

#### ALSO PRESENT

*City Planner Mikayla Schmidt, Community Development Director Jake Reilly,  
Administrative Associate Kari Bonde.*

#### APPROVAL OF AGENDA

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

**Yes:** 6 - Schroeer, Chair Buckheit, Kuhlmann, Menard, Heisler, and Stager

#### APPROVAL OF MINUTES

1. [24-539](#) 8-15-2024 PC Meeting Minutes

**Attachments:** [08-15-2024 PC Meeting Minutes](#)

**A motion was made by Commissioner Kuhlmann, seconded by Commissioner Stager, to approve the August 15, 2024 PC minutes as amended. Commissioner Heisler changed a motion to remove "making" and to add "include" in the third motion under Update and Discussion of Downtown Redevelopment Projects. The motion will read as follows: A motion was made by Commissioner Schroeer, seconded by Commissioner Kuhlmann to include housing as a priority at this location as it would advance all the adopted policy goals.**

**The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Chair Buckheit, Kuhlmann, Menard, Heisler, and Stager

#### OPEN PUBLIC COMMENT

*No public comment.*

#### REGULAR AGENDA

2. [PC Res. 2024-005](#) Consider Resolution Providing Recommendations to the Northfield City Council Related to Potential Redevelopment of the 5th & Washington Municipal Surface Parking Lot.

**Attachments:** [1 - CC Resolution 2024-044](#)  
[2 - SUPPLEMENTAL - EDA Resolution](#)  
[3 - SUPPLEMENTAL - EDA 5th & Washington PowerPoint](#)  
[4 - Link to EDA meeting 08262024 video](#)  
[5 - SUPPLEMENTAL - PC Resolution 2024-005 5th & Washington](#)

*Community Development Director Jake Reilly introduced this item reviewing the timeline, went over the EDA Board Actions for the 5th & Washington project: EDA Resolution 2024-005, Recommendations, Liquor store features, Housing concept and next steps.*

*Reilly reviewed the draft PC Resolution 2024-005 with the Commissioners.*

*A motion was made by Vice Chair Heisler seconded by Commissioner Stager to a successful mixed use development including housing and commercial components. Motion carried by the following vote:*

*Yes: 6 - Schroeer, Chair Buckheit, Kuhlmann, Menard, Heisler, and Stager*

*A motion was made by Commissioner Schroeer, seconded by Commissioner Stager to remove specific references before 2008 and use "associated with the Comprehensive Plan". Motion carried by the following vote:*

*Yes: 6 - Schroeer, Chair Buckheit, Kuhlmann, Menard, Heisler, and Stager*

*A motion was made by Commissioner Schroeer, seconded by Vice-Chair Heisler - to add "Planning Commission recommends:", and "Prioritize the adopted policy goals of increasing the city's tax capacity...", and using "i, ii, iii, iv" for numbering the recommendations. Motion carried by the following vote:*

*Yes: 6 - Schroeer, Chair Buckheit, Kuhlmann, Menard, Heisler, and Stager*

*A motion was made by Commissioner Schroeer, seconded by Vice Chair Heisler to develop or request a policy addressing the best use of available Right of Way, removing "anticipate" from the sentence. Motion carried by the following vote:*

*Yes: 6 - Schroeer, Chair Buckheit, Kuhlmann, Menard, Heisler, and Stager*

*A motion was made by Commissioner Schroeer, seconded by Commissioner Stager to add another action item that states "Prioritizing implementation of low- or no-cost parking management strategies to addressing perceived parking concerns before pursuing higher cost approaches." Motion carried by the following vote:*

*Yes: 6 - Schroeer, Chair Buckheit, Kuhlmann, Menard, Heisler, and Stager*

*A motion was made by Commissioner Schroeer, seconded by Commissioner Menard to remove direction to EDA. Motion carried by the following vote:*

*Yes: 6 - Schroeer, Chair Buckheit, Kuhlmann, Menard, Heisler, and Stager*

*A motion was made by Vice Chair Heisler, seconded by Commissioner Kuhlmann to remove two additional WHEREAS clauses. Motion carried by the following vote:*

*Yes: 6 - Schroeer, Chair Buckheit, Kuhlmann, Menard, Heisler, and Stager*

*A motion was made by Commissioner Schroeer, seconded by Commissioner Stager to strike everything after identifies and replace it with three sub bullets:*

*- "Identifies reduction from baseline Vehicles Miles Traveled" as necessary to meet the City's GHG emission reduction goal.*

*- Includes the Recommended Action of "adopt a policy for market-based pricing for parking in commercial areas."*

*- Becoming more resilient to prepare for a changing climate.*

*Motion carried by the follow vote:*

*Yes: 6 - Schroeer, Chair Buckheit, Kuhlmann, Menard, Heisler, and Stager*

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

**Yes: 6 - Schroeer, Chair Buckheit, Kuhlmann, Menard, Heisler, and Stager**

## STAFF UPDATES

### 3. [24-540](#) Staff Updates.

**Attachments:** [1 - Upcoming Council Agenda Items](#)  
[2 - Hyperlink to Projects in Northfield](#)  
[3 - August 2024 Comp. Plan Update](#)  
[4 - Comp. Plan Timeline](#)

*City Planner Mikayla Schmidt noted the ice arena going to city Council, Zoning Map Amendment changes coming to PC in October, October 17th meeting moved up a week to October 10th.*

## BOARD MEMBER AND COMMISSIONER REPORTS

## ADJOURNMENT

**A motion was made by Commissioner Kuhlmann, seconded by Commissioner Stager, to adjourn the meeting at 7:42pm. The motion carried by the following vote:**

**Yes: 6 - Schroeer, Chair Buckheit, Kuhlmann, Menard, Heisler, and Stager**