



# City of Northfield

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

## Meeting Minutes - Draft Planning Commission

---

Thursday, April 20, 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 6:01 p.m.*

#### Rollcall

**Present** 6 - William Schroeer, Chair Betsey Buckheit, Brian Nowak, Bill Kuhlmann, Jason Menard, and Donald Stager  
**Absent** 1 - Vice Chair Tracy Heisler

#### ALSO PRESENT

*Jake Reilly, Community Development Director; Matt Bailey, Meeting Associate*

#### APPROVAL OF AGENDA

*Approval of the March 16, 2023 Planning Commission Meeting Minutes was added to the agenda.*

**A motion was made by Commissioner Stager, seconded by Commissioner Kuhlmann, to approve the agenda as amended. The motion carried by the following vote:**

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

#### APPROVAL OF MINUTES

1. [23-1094](#) March 16, 2023 ZBA Meeting Minutes

**Attachments:** [03-16-2023 ZBA Meeting Minutes](#)

**A motion was made by Commissioner Schroeer, seconded by Commissioner Menard, to approve the March 16, 2023 Zoning Board of Approval Minutes. The motion carried by the following vote:**

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

- 23-1109 March 16, 2023 Planning Commission Minutes

**A motion was made by Commissioner Kuhlmann, seconded by Commissioner Schroeer, to approve the March 16, 2023 Planning Commission Minutes. The motion carried by the following vote:**

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

**OPEN PUBLIC COMMENT**

*No public comments were presented.*

**BUSINESS ITEMS**

2. [23-1095](#) Comprehensive Plan Update & Review a Draft of Scope of Services.

*Community Development Director Jake Reilly introduced the Comprehensive Plan Update and a Draft of Scope of Services. Reilly outlined items for discussion for the Commission. The Commission discussed the Comprehensive Plan Update and Draft of Scope of Services; provided comments and suggestions for changes regarding housing, transportation, and the Climate Action Plan; and requested additional information on the City's housing plan.*

*Reilly and the Commission also discussed the composition and responsibilities of a steering committee for the Comprehensive Plan. The Commission also raised questions about the number of meetings the Comprehensive Plan consultants might hold, the responsibilities of the staff Technical Advisory Committee, and the feasibility of optional items in the plan.*

*Chair Buckheit and Vice Chair Heisler will meet with Reilly in the near future to discuss the involvement of the Planning Commission in the steering committee.*

*Chair Buckheit formed a subcommittee to explore the proposed and additional recommendations for the Comprehensive Plan and the Draft of Scope of Services. This subcommittee will consist of Chair Buckheit, Commissioner Nowak, Commissioner Stager, and Youth Representative Griffin Dahle.*

3. [BC 23-011](#) Review of the 2022 - 2024 Planning Commission Work Plan.

**Attachments:** [1 - PC Work Plan 2022 - 2024\\_03072023\\_redline](#)

[2 - PC Action Plan 2022 - 2024\\_04142023](#)

*The Commission discussed possible amendments to the 2022-2024 Work Plan and asked questions regarding the Work Plan of Community Development Director Jake Reilly.*

*A motion was made by Commissioner Schroeer, seconded by Commissioner Kuhlmann, to add a review and evaluation of regulations on parking minimums in the city code to the 2022 - 2024 Planning Commission Work Plan. The motion carried by the following vote:*

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

*A motion was made by Commissioner Nowak, seconded by Commissioner Schroeer, to include the Climate Action Plan in the 2022 - 2024 Planning Commission Work Plan. The motion carried by the following vote:*

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

*A motion was made by Commissioner Kuhlmann, seconded by Commissioner Menard, to consider adding inclusive zoning regulations into the Land Development Code to the 2022 - 2024 Planning Commission Work Plan and to review the land Development Code for*

other possible omissions and corrections. The motion carried by the following vote:

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

**A motion was made by Commissioner Schroeer, seconded by Commissioner Kuhlmann, to approve the 2022 - 2024 Planning Commission Action Plan as amended. The motion carried by the following vote:**

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

## REPORTS FROM COMMISSION MEMBERS AND CHAIR

Commissioner Nowak reported attending a conference on Accessory Dwelling Units and informed the Commission on differences between national trends and trends in Northfield.

Commissioner Schroeer informed the Commission on continually increasing prices for used cars and the continued importance of public transit and transportation safety.

City Councillor Davin Sokup reported on the Housing Omnibus Bill currently in front to the Minnesota State House and Senate and drew the Commissions attention to its provisions for zoning reform at the state level, encouraging the Commission to bring comments to him after May 22, 2023.

Commissioner Nowak reported on land trusts and their possibilities for increasing options for affordable housing. The Commissioner also reported on the Rural Organizing Project's efforts to improve weatherizing of dwellings.

## STAFF UPDATES

### 4. [23-1096](#) Staff Updates.

- Attachments:** [1 - Hyperlink to League of MN Cities](#)  
[2 - Hyperlink to SmartGrowth](#)  
[3 - Hyperlink to Center for New Urbanism](#)  
[4 - Hyperlink to Urban Land Institute](#)  
[5 - Hyperlink to American Planning Association](#)  
[6 - CHS Northfield Parking Study Phase 1](#)  
[7 - PARKING STUDY FOR DOWNTOWN NORTHFIELD-KEY TAKEAWAYS](#)

Community Development Director Jake Reilly offered updates on the rental code as it relates to statewide regulations on affordable housing, rental licenses, and rental vouchers. Reilly offered an additional update on the possible purchase of land adjacent to city-owned land under current development.

Commissioners offered comments on the 2023 Northfield Parking Study conducted by CHS Consulting Group.

## ADJOURNMENT

**A motion was made by Commissioner Menard, seconded by Commissioner Stager, to adjourn the meeting at 8:06 p.m. The motion carried by the following**

**vote:**

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