



# City of Northfield

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

## Meeting Minutes - Draft Planning Commission

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Thursday, October 10, 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 6:03pm.*

- Present** 5 - William Schroeer, Chair Betsey Buckheit, Brian Nowak, Julia Menard, and Donald Stager
- Absent** 2 - Bill Kuhlmann, and Vice Chair Tracy Heisler

*Also present: City Planner Mikayla Schmidt, Community Development Director Jake Reilly, Administrative Associate Kari Bonde. Youth Rep: Claire Casson & Xiomara Conde Arenas*

### APPROVAL OF AGENDA

A motion was made by Commissioner Menard seconded by Commissioner Nowak to approve the amended agenda. Item 7 and item 8 will switch. Comp Plan update & discussion will go first, then LDC amendments to the Industrial and Agricultural Land Uses and Re-Zoning of property will be second. The motion carried by the following vote:

**Yes:** 5 - Schroeer, Chair Buckheit, Nowak, Menard, and Stager

### APPROVAL OF MINUTES

1. [24-608](#) October 19, 2023 ZBA Meeting Minutes

**Attachments:** [10-19-2023 ZBA Meeting Minutes](#)

A motion was made by Commissioner Schroeer seconded by Commissioner Nowak to approve the October 19, 2023 ZBA Meeting Minutes. The motion carried by the following vote:

**Yes:** 5 - Schroeer, Chair Buckheit, Nowak, Menard, and Stager

2. [24-609](#) September 5, 2024 PC Meeting Minutes

**Attachments:** [09-05-2024 PC Meeting Minutes](#)

A motion was made by Commissioner Stager, seconded by Commissioner Menard, to approve the September 5, 2024 PC Meeting Minutes. The motion carried by the following vote:

**Yes:** 5 - Schroeer, Chair Buckheit, Nowak, Menard, and Stager

### OPEN PUBLIC COMMENT

*No public comments.*

### PUBLIC HEARINGS

- 3. [BC 24-013](#) Public Hearing for Consideration of a Zoning Map Amendment for the City of Northfield at 1280 Bollenbacher Dr.

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

*Chair Buckheit opened the public hearing at 6:06pm.*

*City Planner Mikayla Schmidt gave a PowerPoint presentation regarding the Zoning Map Amendment to change the zoning district from PI-S: Public & Institutional to C2-B: Highway Commercial. Schmidt reviewed the criteria as to why staff supports the zoning change and answered questions from Commissioners.*

*George Zuccolotto arrived at 6:15pm.*

*No public comment.*

**A motion was made to close the Public Hearing. The motion carried by the following vote:**

**Yes:** 5 - Schroerer, Chair Buckheit, Nowak, Menard, and Stager

- 4. [PC Res. 2024-006](#) Consideration of a Zoning Map Amendment for the City of Northfield at 1280 Bollenbacher Dr.

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

**A motion was made by Commissioner Nowak, seconded by Commissioner Menard, to approve the resolution for the Zoning Map Amendment for the City of Northfield at 1280 Bollenbacher Dr. The motion carried by the following vote:**

**Yes:** 5 - Schroerer, Chair Buckheit, Nowak, Menard, and Stager

- 5. [BC 24-014](#) Public Hearing for Consideration of a Zoning Map Amendment for the City of Northfield at Lot 1, Block 1 of Cannon Commercial Center 2nd Addition.

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

*Chair Buckheit opened the public hearing at 6:26pm.*

*City Planner Mikayla Schmidt gave a PowerPoint presentation regarding a Zoning Map Amendment for Outlot A from PI-S: Public & Institutional to PB-S: Public Benefit District. Schmidt noted an administrative correction in the title of the parcel. It was noticed as Lot 1 Block 1 of Cannon Commercial Center 2nd Addition but after input from Rice County and the surveyor, Outlot A of Cannon Commercial Center 2nd Addition is the correct name of the parcel. Schmidt reviewed the criteria and noted that staff is in support of this Zoning Map Amendment.*

*No public comments.*

**A motion was made by Commissioner Stager, seconded by Commissioner Menard, to close the Public Hearing. The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Chair Buckheit, Nowak, Menard, and Stager

- 6. [PC Res. 2024-007](#) Consideration of a Zoning Map Amendment for the City of Northfield at Lot 1 Block 1 Cannon Commercial Center 2nd Addition.

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

**A motion was made by Commissioner Stager, seconded by Commissioner Schroeer, to approve the resolution for the Zoning Map Amendment for the City of Northfield at Outlot A Cannon Commercial Center 2nd Addition. The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Chair Buckheit, Nowak, Menard, and Stager

**REGULAR AGENDA**

- 8. [24-611](#) Comprehensive Plan Update and Discussion

**Attachments:** [1 - Vision and Guiding Values \(draft\)](#)  
[2 - Introduction \(draft, graphical\)](#)  
[3 - July 2024 Comprehensive Plan Update](#)  
[4 - August 2024 Comprehensive Plan Update](#)  
[5 - September 2024 Comprehensive Plan Update](#)  
[6 - Steering Committee #4 Packet - July 2024](#)  
[7 - Steering Committee #5 Packet - August 2024](#)  
[8 - Steering Committee #6 Packet - October 2024](#)

*Erin Perdue with Stantec, gave a presentation on the Comp Plan update and answered questions from Commissioners.*

*Claire Casson left at 7:00pm.*

*Meeting went into Recess.*

*Meeting Reconvened.*

- 7. [24-610](#) Review and Discussion of Amendments to Chapter 34 - Land Development Code Related to Industrial and Agricultural Land Uses and Re-Zoning of Property.

- Attachments:** [1 - Council Res. 2019-008](#)  
[2 - Hyperlink to 2008 Comprehensive Plan](#)  
[3 - Hyperlink to Northwest Area Business Park and AUAR \(\(added reference material - optional reading\)](#)  
[4 - Hyperlink to 2045 Comprehensive Plan landing page \(added reference material - optional reading\)](#)  
[5 - Hyperlink to Climate Action Plan \(added reference material - optional reading\)](#)  
[6 - Current LDC Language](#)

*Community Development Jake Reilly gave a PowerPoint presentation on the proposed Amendments to the Land Development Code. He reviewed the timeline, background info. and proposed changes to the LDC on Agriculture, Industrial, Cannabis.*

*George Zuccolotto left at 8:26pm.*

*Commissioner Schroeer left at 8:38pm.*

*Xiomara Conde Arenas left at 8:38pm.*

**STAFF UPDATES**

*City Planner Schmidt gave updates on upcoming meeting dates/times.*

**BOARD MEMBER AND COMMISSIONER REPORTS**

*Commissioner Schroeer gave an update regarding 1000 Division St. and the grant they received from MN Housing for \$750,000.00 to this project.*

**ADJOURNMENT**

**A motion was made Commissioner Nowak, seconded by Commissioner Stager to adjourn the meeting at 8:57pm. The motion carried by the following vote:**

**Yes:** 5 - Chair Buckheit, Nowak, Kuhlmann, Menard, and Stager

**Not Present:** 1 - Schroeer