



City of Northfield

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

Meeting Minutes - Final Planning Commission

Thursday, June 15, 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 6:02 P.M.

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

Also present: City Planner Mikayla Schmidt, Meeting Associate Matt Bailey, Youth Representative Griffith Dahle

APPROVAL OF AGENDA

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

Yes: 5 - Chair Buckheit, Nowak, Kuhlmann, Menard, and Heisler

OPEN PUBLIC COMMENT

Amy Goerwitz of 203 Woodley St. E, commented on the lack of planning for on-site parking at the proposed 1000 Division St South re-development and the high traffic at the Intersection of Woodley and Division intersection, which is along Highway 246.

1. [23-1229](#) May 18, 2023 PC Meeting Minutes - Work Session

Attachments: [05-18-2023 PC Meeting Minutes - Work Session](#)

A motion was made by Vice Chair Heisler, seconded by Commissioner Menard, to approve the May 18, 2023 Work Session minutes. The motion carried by the following vote:

Yes: 5 - Chair Buckheit, Nowak, Kuhlmann, Menard, and Heisler

2. [23-1230](#) May 18, 2023 PC Meeting Minutes

Attachments: [05-18-2023 PC Meeting Minutes](#)

A motion was made by Commissioner Kuhlmann, seconded by Vice Chair Heisler, to approve the May 17, 2023 meeting minutes. The motion carried by the following vote:

Yes: 5 - Chair Buckheit, Nowak, Kuhlmann, Menard, and Heisler

3. [23-1231](#) April 20, 2023 PC Meeting Minutes

Attachments: [1 - 04-20-2023 PC Meeting Minutes](#)

A motion was made by Commissioner Kuhlmann, seconded by Commissioner Nowak, to approve the April 20, 2023 meeting minutes. The motion carried by the following vote:

Yes: 4 - Chair Buckheit, Nowak, Kuhlmann, and Menard

Abstained: 1 - Heisler

PUBLIC HEARINGS & RELATED ACTION

4. [BC 23-012](#) Public Hearing for Consideration of a Zoning Map Amendment for 440 Water Street North.

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

Chair Buckheit declared the Public Hearing open.

Mikayla Schmidt, City Planner, presented recommendations on consideration of a Zoning Map Amendment for 440 Water Street North from I-1: Industrial to C-2: Highway Commercial. Additional information was provided on the recommendation by the developer, David Aase.

There were no public comments.

Chair Buckheit closed the Public Hearing.

A motion was made by Commissioner Kuhlmann, seconded by Vice Chair Heisler, to open Planning Commission discussion on PC Res. 2023-005, Consideration of a Zoning Map Amendment for 440 Water Street North. There was no vote.

5. [PC Res. 2023-005](#) Consideration of a Zoning Map Amendment for 440 Water Street North.

Attachments: [1 - 440 Water St. N. Location Map](#)

Vice Chair Heisler moved, seconded by Commissioner Kuhlmann seconded, to amend the resolution with the statement: "Access to the property is difficult by all transportation modes to and from Water St. and Highway 3."

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

Yes: 4 - Nowak, Kuhlmann, Menard, and Heisler

No: 1 - Chair Buckheit

6. [BC 23-013](#) Public Hearing for Consideration of a Zoning Map Amendment for 1000 Division Street South.

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

Chair Buckheit declared the Public Hearing open.

City Planner Mikayla Schmidt presented on the proposed Zoning Map Amendment for 1000 Division St South to add Neighborhood Center Floating District to the property. Additional information was provided by the developer, David Aase.

The following public comments were received:

Katie Hoskins of 1020 Division St South spoke on traffic and parking issues on and around the property.

Shawn Lambeth of 1014 Division St South spoke on traffic and parking issues on and around the property.

Chair Buckheit informed the public of the opportunity to provide comment via the City website on the TH 246 Corridor Study on Division Street and Woodley Street.

Barb Kleve of 1007 Division St. South spoke on the high number of rental properties already in the area as well as traffic and parking issues on and around the property.

Sinda Nichols of 906 Division St South spoke in favor of amending the Zoning Map to increase residential density, but noted the problems with traffic at the intersection, specifically the safety of the intersection and the current lack of sidewalks on Woodley Street.

The commission discussed the Zoning Map Amendment for 1000 Division St South, taking into consideration the public comments on traffic and parking at the intersection of Division and Woodley St.

A motion was made by Vice Chair Heisler, seconded by Commissioner Kuhlmann, to close the Public Hearing on Consideration of a Zoning Map Amendment for 1000 Division Street South. The motion carried by the following vote:

Yes: 5 - Chair Buckheit, Nowak, Kuhlmann, Menard, and Heisler

7. [PC Res. 2023-006](#) Consideration of a Zoning Map Amendment for 1000 Division Street South.

- Attachments:** [1 - Location Map](#)
[2 - Public Comment](#)
[3 - Ord. 1051 for NC-F](#)

The Commission discussed PC Res. 2023-006, Consideration of a Zoning Map Amendment for 1000 Division Street South, taking into consideration the public comments.

A motion was made by Commissioner Kuhlmann, seconded by Commissioner Nowak, to approve the PC Resolution for a Zoning Map Amendment for 1000 Division Street South. The motion carried by the following vote:

Yes: 5 - Chair Buckheit, Nowak, Kuhlmann, Menard, and Heisler

REGULAR AGENDA

There were no Regular Agenda items to attend to.

STAFF UPDATES

8. [23-1232](#) 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](#)

City Planner Mikayla Schmidt provided a brief update on current activities, specifically mentioning the City's ongoing discussions with Stantec.

9. [23-1233](#) 2024 Board and Commission Appointment Process Update.

No discussion occurred on the Board and Commission Appointment Process Update.

BOARD MEMBER AND COMMISSIONER REPORTS

Chair Buckheit recommended the Commission turn its attention to the 246 Corridor Study and Lincoln Parkways/Dresden Avenue at the next meeting. Vice Chair Heisler requested an update on the Downtown Parking Survey from City Planner Mikayla Schmidt, who stated she will provide that to the Commission.

ADJOURNMENT

A motion was made by Commissioner Kuhlmann, seconded by Commissioner Nowak, to adjourn the meeting at 7:08pm. The motion carried by the following vote:

Yes: 5 - Chair Buckheit, Nowak, Kuhlmann, Menard, and Heisler