



City of Northfield

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

Meeting Minutes - Final Planning Commission

Thursday, November 16, 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 6:01pm.

Commissioner Menard arrived at 6:02pm.

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

Absent 1 - Brian Nowak

ALSO PRESENT

City Planner Mikayla Schmidt, Administrative Associate Kari Bonde. Youth reps: Stevia Thorstensson and Griff Dahle.

APPROVAL OF AGENDA

A motion was made by Vice Chair Heisler, seconded by Commissioner Schroeer to approve the amended agenda to include adding a discussion on Northcounty Foundation which was in the supplemental memo. The motion carried by the following vote:

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

APPROVAL OF MINUTES

1. [23-1591](#) October 19, 2023 PC Meeting Minutes

Attachments: [1 - October 19, 2023 PC Meeting Minutes](#)

A motion was made by Commissioner Schroeer, seconded by Commissioner Kuhlmann to approve the October 19, 2023 PC Meeting Minutes. 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. [23-1592](#) Review & Provide Comment on 246 Corridor Study and Lincoln Pkwy/Dresden Road Traffic Analysis.

Attachments: [1 - Hyperlink to TH 246 Corridor Study - Division St. / Woodley St. Web Page](#)
[2 - Hyperlink to Lincoln Parkway Traffic Analysis Web Page](#)
[3 - Hyperlink to the Sept. 19 City Council Meeting on TH 246](#)
[4 - Hyperlink to the Oct. 17 City Council Meeting - Presentation on Lincoln Pkwy](#)

Chair Buckheit introduced this item and a discussion was had with the Commissioners.

A motion was made by Commissioner Schroeer, seconded by Vice Chair Heisler to have staff prepare a resolution using the language starting at:

Whereas: Discussion of City actions by the public, by Boards and Commissions, and by Council of possible would benefit from clearly identifying how those possible actions would advance or conflict with City policies, And Whereas: various models for identifying problems, and evaluating possible solutions have been developed by the State, among others. Now therefore be it Resolved by the PC that 1. Staff materials to the PC shall include a clear problem statement. That problem statement shall be grounded in, and explicitly reference: Public engagement and input, City policy and the Comprehensive Plan. 2. Staff materials to the PC offering project options shall include: How the options respond to the problem statement, How the options include current best practices and current research into how to solve the identified problems. 3.If staff identify a recommended option, the accompanying discussion will describe how the recommended option best fulfills City policies, and maximizes benefits over costs.

Yes- Stager, Kuhlmann, Schroeer, Menard

No - Vice Chair Heisler, Chair Buckheit

3. [23-1593](#) Land Development Code Reading Assignment.

Attachments: [1 - Hyperlink to Ch. 34 - Land Development Code](#)
[2 - Dark Sky Resolution Draft Staff Comments 11.12.2021](#)

Commissioners gave feedback on the reading assignment.

4. [TMP-0649](#) Comprehensive Plan Update.

Attachments: [1 - DRAFT_City of Northfield Community Engagement Plan_092023](#)

[2 - Hyperlink to the Comprehensive Plan Web Page](#)

[3 - Northfield Scope & Schedule Revisions](#)

A motion was made by Vice Chair Heisler, seconded by Commissioner Menard, request of staff and consultants that the Planning Commission reviews the questions to be asked of the focus groups before they are asked of the focus groups. The motion carried by the following vote:

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

A motion was made by Commissioner Stager, seconded by Commissioner Menard to ask the consultants to make raw data transparent and available as soon as possible. The motion carried by the following vote:

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

STAFF UPDATES

City Planner Schmidt noted the 246 Open House at City Hall on Dec. 20th, 5pm -7pm.

BOARD MEMBER AND COMMISSIONER REPORTS

Commissioner Schroeer - recommended the book, Roadways for People.

Commissioner Sokup - noted he has been removed off the Planning Commission and that George Zuccolotto will be taking his place.

Commissioner Heisler would like Northcountry Foundation to be on an upcoming agenda item so they are able to provide the PC with additional information.

ADJOURNMENT

A motion was made by Vice Chair Heisler, seconded by Commissioner Kuhlmann, to adjourn the meeting. The motion carried by the following vote:

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