



City of Northfield

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

Meeting Minutes - Draft Planning Commission

Thursday, July 17, 2025

6:00 PM

Council Chambers

Work Session

6:00 PM - WORK SESSION

CALL TO ORDER AND ROLL CALL

- Present** 6 - Vice Chair Schroeer, Commissioner Buckheit, Commissioner Nowak, Chair Kuhlmann, Commissioner Schmidt, and Commissioner Holmes
- Absent** 1 - Commissioner Holleran

Chair Kuhlmann called the meeting to order at 6:34p.m.

Also Present: Community Development Director Jake Reilly, City Planner Mikayla Schmidt, Associate Planner Mathias Hughey, Community Development Intern Kevin Tran & Administrative Associate Kari Bonde.

Commissioners and staff went around the room and introduced ourselves and said what our first and favorite jobs are/were.

1. [25-388](#) Work Session - Team Building and Planning & Zoning Basics.

Attachments: [1 - Hyperlink to MN DNR Planning & Zoning Basics](#)
[2 - Hyperlink to Article 3. – Site Development Standards](#)
[3 - MIT presentation on zoning](#)
[4 - Hyperlink to Braving the New World of Performance-Based Zoning](#)
[5 - Hyperlink to Chester County Planning Commission performance zoning site](#)

As the first exercise for the Work Session, the Commissioners and staff went around the room noting their favorite public spaces: Carleton Arboretum, Bridge Square, towns squares.

Discussed methods of communications and how do you want to receive your information.

Feedback from Commissioners:

- In Resolution form or the quick text in a staff memo.*
- Staff to give their analysis and do the research.*
- Would like information in real time, do not wait until staff reports in the packet*

A motion was made by Commissioner Buckheit, seconded by Vice Chair Schroeer to extend the meeting to 8:10pm. Motion carried by the following vote:

Yes: Schroeer, Buckheit, Nowak, Kuhlmann, Schmidt, Holmes

City Planner Mikayla Schmidt reviewed some slides from the packet on Zoning for

Economic Development.

Feedback from Commissioners on updating the LDC:

- Remove Use table.*
- Keep it simple, integration of codes.*
- Condense the areas people need to look, always have to meet with staff to make sure you haven't missed something somewhere else in the code.*
- Reduce staff time on explaining to code.*
- Interpretation of code can be difficult.*

ADJOURNMENT

Chair Kuhlmann adjourned the meeting at 8:10pm.