



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
ci.northfield.mn.us

Meeting Minutes - Draft Planning Commission

Thursday, October 18, 2018

7:00 PM

Council Chambers

JOINT PLANNING COMMISSION & PARKS & RECREATION ADVISORY BOARD MEETING

Present for the Joint PC and PRAB meeting included: City Planner Scott Tempel, Comm. Dev. Specialist Mikayla Schmidt, Connor Cox - Toole Design, Streets & Parks Manager Tim Behrendt, Administrative Associate Wanda Playter, Mayor Rhonda Pownell, Councilmember Suzie Nakasian, Pool & Ice Arena Supervisor Allison Watkins, PC Youth Representative Arlie Lee, and several other citizens.

PRAB Boardmembers: Chair Dale Gehring, Vice Chair David Hvistendahl, Peder Jochen, Daniel Hollerung, Beth Kallestad, Kristin Partlo, and PRAB Youth Representative Tatum Hauck.

Planning Commission Chair Gasior opening the joint meeting just after 7:00pm. Chair Gasior turned the presentation over to Connor Cox with Toole Design.

2. [18-524](#) Presentation on Northfield Pedestrian, Bike and Trail Update from Toole Design

Attachments: [1 - Northfield Ped Bike Park Trail RFP - Final Draft](#)

Cox presented the Northfield Pedestrian, Bike and Pedestrian and Trail System Plan findings following the public outreach meetings they conducted.

Discussion was held on:

- maps,*
- engagement of the community,*
- analysis of the data*
- and the three different trail options presented.*

Option B was the preferred route of 72% of the 140 people surveyed.

Cox stated the timeline for completion would allow for the PRAB and PC to review the final report sometime in December. Then the report will go to City Council for review and approval. Cox asked for any further questions or comments to be emailed to him.

PLANNING COMMISSION MEETING

Also in attendance: City Planner Scott Tempel, Comm. Dev. Specialist Mikayla Schmidt, Mayor Rhonda Pownell, PC Youth Representative Arlie Lee, and couple other citizens.

- Present** 6 - Joe Gasior, William Schroeer, Betsey Buckheit, Tracy Heisler, Kate Stuart, and Aaron Swoboda
Absent 1 - Jay Jasnoch

I. Call to Order and Approval of Agenda

Chair Gasior opened the PC meeting at approximately 7:42pm.

Gasior introduced Arlie Lee to the Planning Commission and asked Lee to give a short introduction. Lee is a Junior at Northfield High School, lives in Dundas, and is looking forward to learning more about City government.

A motion was made by Vice Chair Schroeer, seconded by Buckheit, to approve the agenda with item 2 having already been completed. The motion carried by the following vote:

Yes: 6 - Gasior, Schroeer, Buckheit, Heisler, Stuart, and Swoboda

II. Approval of Minutes

1. [18-451](#) Draft Planning Commission Meeting Minutes

Attachments: [08-23-2018 PC Meeting Minutes](#)

A motion was made by Swoboda, seconded by Heisler, to approve the 08-23-2018 PC meeting minutes. The motion carried by the following vote:

Yes: 6 - Gasior, Schroeer, Buckheit, Heisler, Stuart, and Swoboda

III. New Business

3. [PC M2018-005](#) Ordinance Revision - Accessory Dwelling Units (ADUs)

Attachments: [1 - ADU Ordinance Clean Copy](#)
[2 - ADU Ordinance Language](#)
[3 - R1-B Analysis](#)

City Planner Tempel discussed the ADU ordinance language for the PC's review.

A motion was made by Vice Chair Schroeer, seconded by Buckheit, to amend section 2.9.4(c) to read "(whichever is greater)" versus "(whichever is less)". The motion carried by the following vote:

Yes: 6 - Gasior, Schroeer, Buckheit, Heisler, Stuart, and Swoboda

A motion was made by Buckheit, seconded by Heisler, to amend section 2.9.4(e) to read "A Tiny House that is buildt on a chassis with wheels may be used as an Accessory Dwelling Unit...". The motion carried by the following vote:

Yes: 6 - Gasior, Schroeer, Buckheit, Heisler, Stuart, and Swoboda

A motion was made by Vice Chair Schroeer, seconded by Buckheit, to add language, "Once a Tiny Home is properly installed per this section, it is exempt from the recreational vehicle parking restrictions." The motion carried by the following vote:

Yes: 6 - Gasior, Schroeer, Buckheit, Heisler, Stuart, and Swoboda

IV. Reports and Discussion Items

Tempel stated he will bring the ADU ordinance language forward on November 15 for public hearing. He hopes to also have discussion on the Complete Streets chart and a presentation on the Climate Action Plan.

Buckheit noted she attended a meeting with the Land Committee for the Climate Action Plan.

Tempel also noted there are two finalists for the Community Development Director position.

V. Adjournment

A motion was made by Stuart, seconded by Vice Chair Schroeer, to adjourn the meeting. The motion carried by the following vote:

Yes: 6 - Gasior, Schroeer, Buckheit, Heisler, Stuart, and Swoboda