



# City of Northfield

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

## Meeting Minutes - Draft Planning Commission

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Thursday, June 20, 2024

6:00 PM

Council Chambers

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### 6:00 PM - REGULAR AGENDA CALL TO ORDER AND ROLL CALL

*Vice Chair Heisler called the meeting to order at 6:01pm.*

- Present** 6 - William Schroeer, Brian Nowak, Bill Kuhlmann, Jason Menard, Vice Chair Tracy Heisler, and Donald Stager
- Absent** 1 - Chair Betsey Buckheit

*Also present: City Planner Mikayla Schmidt, Community Development Director Jake Reilly, Administrative Associate Kari Bonde.*

### APPROVAL OF AGENDA

A motion was made by Commissioner Menard, seconded by Commissioner Schroeer, to approve the amended agenda. Commissioner Stager added an additional item to the agenda in regards to feedback on the joint Work Session with the Economic Development Authority (EDA). The motion carried by the following vote:

**Yes:** 6 - Schroeer, Nowak, Kuhlmann, Menard, Heisler, and Stager

### APPROVAL OF MINUTES

1. [24-405](#) May 16, 2024 PC Meeting Minutes

**Attachments:** [05-16-2024 PC Meeting Minutes](#)

A motion was made by Commissioner Nowak, seconded by Commissioner Kuhlmann, to approve the May 16, 2024 PC Meeting Minutes. The motion carried by the following vote:

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

**Abstained:** 2 - Schroeer, and Stager

2. [24-406](#) May 29, 2024 EDA and PC Joint Work Session Minutes

**Attachments:** [1 - May 29, 2024 PC and EDA Joint Work Session Minutes](#)

A motion was made by Commissioner Menard, seconded by Commissioner Nowak, to approve the May 29, 2024 EDA & PC Joint Work Session Minutes. The motion carried by the following vote:

**Yes:** 4 - Nowak, Menard, Heisler, and Stager

**Abstained:** 2 - Schroeer, and Kuhlmann

**OPEN PUBLIC COMMENT**

None.

**PUBLIC HEARINGS**

- 3. [BC 24-008](#) Public Hearing for Consideration of a Zoning Map Amendment for St. Olaf College at 1825 Windy Ln.

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

*Vice Chair Heisler opened the Public Hearing at 6:08pm.*

*City Planner Mikayla Schmidt gave a PowerPoint presentation reviewing all criteria for the Zoning Map Amendment.*

*No public comment.*

**A motion was made by Commissioner Menard, seconded by Commissioner Schroeer, to close the Public Hearing at 6:29pm. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Nowak, Kuhlmann, Menard, Heisler, and Stager

- 4. [PC Res. 2024-003](#) Consideration of a Zoning Map Amendment for St. Olaf College at 1825 Windy Lane (Parcel ID 0335425001 and part of PID 0335300001).

**Attachments:** [1 - PC Resolution](#)  
[2 - ZMA St. Olaf College PowerPoint](#)

*City Planner Schmidt and Kevin Larson, St. Olaf Assistant Director of Facilities - Engineering Services answered questions from the commissioners.*

**A motion was made by Commissioner Schroeer, seconded by Commissioner Menard, to approve the Zoning Map Amendment for St. Olaf College at 1825 Windy Lane (Parcel ID 0335425001 and part of PID 0335300001). The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Nowak, Kuhlmann, Menard, Heisler, and Stager

- 5. [BC 24-009](#) Public Hearing for Consideration of Text Amendments to Section 3.3.4 Outdoor Lighting Standards found within Chapter 34 - Land Development Code.

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

*Vice Chair Heisler opened the Public Hearing at 6:37pm.*

*No public comment.*

**A motion was made by Commissioner Nowak, seconded by Commissioner**

Schroerer, to close the Public Hearing at 6:39pm. The motion carried by the following vote:

Yes: 6 - Schroerer, Nowak, Kuhlmann, Menard, Heisler, and Stager

- 6. [24-407](#) Consideration of Text Amendments to Section 3.3.4 Outdoor Lighting Standards found within Chapter 34 - Land Development Code.

- Attachments:** [1 - Ordinance \(Word\)](#)  
[2 - Ordinance \(pdf\)](#)  
[3 - Dark Sky draft text amendments \(Word\)](#)  
[4 - Dark Sky draft text amendments \(pdf\)](#)  
[5 - Dark Sky background information](#)

**A motion was made by Commissioner Menard, seconded by Commissioner Schroerer, to approve the Text Amendments to Section 3.3.4 Outdoor Lighting Standards found within Chapter 34 - Land Development Code. The motion carried by the following vote:**

Yes: 6 - Schroerer, Nowak, Kuhlmann, Menard, Heisler, and Stager

**REGULAR AGENDA**

- 7. [24-408](#) 2025 Board and Commission Appointment Process Update  
*City Planner Schmidt noted that Commissioner Menard, Commission Stager and Vice Chair Heisler are all up for reappointment if they choose to reapply.*

- 8. [24-409](#) Comprehensive Plan Update.  
*Community Development Director Reilly gave an update on the Comp Plan noting Stantec will be doing community engagement coming up, there is a Steering Committee meeting in July & end of August and our website has been updated with the most up-to-date information regarding the Comp Plan.*

- 24-423** Discuss joint EDA/PC meeting from last month.  
*Commissioner Stager proposed questions on growing the tax base in Northfield.*  
*Vice Chair Heisler asked how the Visable City info will be incoorporated into the Comprehensive Plan and if we will hear an update from Visable City.*

**STAFF UPDATES**

- 9. [24-410](#) Staff Updates.  
**Attachments:** [1 - Comprehensive Plan Update](#)  
[2 - Link to May HRA Board Meeting packet](#)  
[3 - HPC info - NAPC CAMP](#)  
[4 - HPC info - Paul Bruhn Mainstreet grants](#)

*Community Development Director Reilly: On July 1st, staff will be holding a public*

*hearing for a grant we are applying for from HUD for manufactured homes.*

## **BOARD MEMBER AND COMMISSIONER REPORTS**

*Commissioner Schroeer: in regards to the Comp Plan discussion remember the importance of developing a resilience infrastructure.*

*Commissioner Kuhlmann: listened to a presentation from Henry Grabar, author of Paved Paradise and attended a presentation from MNPOST on Minneapolis and St. Paul. Both interesting!*

*Commissioner Stager: read an article regarding mobility in all sizes of cities & towns and Northfield should keep moving forward with flexible mobility!*

## **ADJOURNMENT**

*Vice Chair Heisler adjourned the meeting at 7:17pm.*