



# City of Northfield

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

## Meeting Minutes - Draft Planning Commission

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Thursday, March 17, 2022

6:00 PM

Council Chambers

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

*The meeting was called to order at 6:00PM.*

*Also Present: City Planner Mikayla Schmidt, Assistant City Planner Reeve Needham,  
Meetings Associate Edward Malnar, Rhonda Pownell*

### APPROVAL OF AGENDA

A motion was made by Commissioner Nowak, seconded by Vice Chair Heisler, to approve the agenda as amended by removing Board & Commission orientation due to the absence of City Administrator Ben Martig. The motion carried by the following vote:

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

### APPROVAL OF MINUTES

1. [22-192](#) February 17, 2022 PC Meeting Minutes

**Attachments:** [02-17-2022 PC Meeting Minutes](#)

A motion was made by Vice Chair Heisler, seconded by Commissioner Schroeer, to approve the February 17 minutes. The motion carried by the following vote:

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

### UNFINISHED BUSINESS

3. [BC 22-009](#) Updates to the Planning Commission Bylaws.

**Attachments:** [1 - Current PC Bylaws - 2018](#)  
[2 - PC & ZBA Bylaws - Staff and Heisler Redline](#)

*Commissioner Sokup arrived at 6:02PM.*

*Commissioner Heisler presented efforts to review and edit the Commission's bylaws and led discussion of the considered text. Commissioners accepted grammatical edits, language changes for clarity, and finally considered language detailing the role of City Council Liaison.*

A motion was made by Commissioner Schroeer, seconded by Commissioner Menard, to approve the edited bylaws including reduction of section VII.a to its first sentence and add "Liaison assignments: in order to facilitate a smooth coordination between the Planning Commission, other city advisory boards, and selected governmental units outside Northfield, Planning Commission members

may be assigned to serve as liaisons to city boards and other governmental advisory boards." The motion carried by the following vote:

**Yes:** 6 - Schroeer, Chair Buckheit, Nowak, Menard, Sokup, and Heisler

4. [BC 22-010](#) Bridge Square Stakeholder Input.

**Attachments:** [1 - Draft Concept Plan](#)

[2 - Hyperlink to the Bridge Square Draft Improvement Plan Web Page](#)

*City Planner Mikayla Schmidt introduced stakeholder input collected on the Bridge Square park renovation project. Commissioners discussed logistics and feasibility of the park design toward hosting major events and attractions. They also expressed interest in seeing a version of the plan designed to depict a stage, vendors, and traffic flows during varied iconic Northfield events like Vintage Band Festival, Riverwalk Market Fair, and Defeat of Jesse James Days. They directed Schmidt to prepare such language for recommendations to the planner.*

**A motion was made by Commissioner Menard, seconded by Commissioner Schroeer, to approve sending comments prepared by subcommittee to the planner and/or the City Council. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Chair Buckheit, Nowak, Menard, Sokup, and Heisler

5. [22-194](#) Continued Discussion and Feedback on Building Area Ratio and Front/Side Yard Paving.

**Attachments:** [1 - December 16, 2021 Staff Report \(Hyperlink\)](#)

[2 - Resources](#)

[3 - Example graphics](#)

*Chair Buckheit invited Assistant City Planner Reeve Needham to introduce herself. Needham described ways to measure zoning considerations of parking and parking/structure ratios and considered how to use Land Development Code language defining parking space, pavement, and porches for promoting construction. Needham helped Commissioners define difference between terms "lot coverage," "Floor Area Ratio," and "Building Area Ratio." Commissioners discussed the goals of the Code and how to measure its efficacy of goal achievement per updated goals like those of the Comprehensive Plan or Climate Action Plan. Commissioners requested staff to provide wide-ranging information in a variety of formats.*

## REPORTS FROM COMMISSION MEMBERS AND CHAIR

*Staff offered comments on their subcommittees and news events describing the broader social and legal environment of planning topics.*

## STAFF UPDATES

6. [22-195](#) Staff Updates.

**Attachments:** [1 - Hyperlink to PlanIt Podcast - Placemaking](#)

[2 - Hyperlink to Tree Canopy Tool by Met Council](#)

[3 - Hyperlink to Growing Shade Webinar](#)

*City Planner Mikayla Schmidt mentioned events and progress on zoning, plat, City Hall, and professional education matters.*

## **ADJOURNMENT**

**A motion was made by Vice Chair Heisler, seconded by Commissioner Schroeer, to adjourn the meeting at 7:41PM. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Chair Buckheit, Nowak, Menard, Sokup, and Heisler