



# City of Northfield

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

## Meeting Minutes - Draft Planning Commission

---

Thursday, April 21, 2022

6:00 PM

Council Chambers

---

### CALL TO ORDER AND ROLL CALL

*Chair Buckheit called the meeting to order at 6:00pm.*

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

### ALSO PRESENT

*City Planner Mikayla Schmidt, Interim Community Development Director Teresa Jensen, Economic Development Coordinator Nate Carlson, City Administrator Ben Martig, Mayor Rhonda Pownell, Assistant City Planner Reeve Needham, Administrative Associate Kari Bonde, Youth Rep: Sofia Chihade, Alice Thomas.*

### APPROVAL OF AGENDA

**A motion was made by Commissioner Nowak, seconded by Commissioner Schroeer, to approve the agenda. The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Chair Buckheit, Nowak, Kuhlmann, and Menard

**Not Present:** 1 - Sokup

### APPROVAL OF MINUTES

1. [22-259](#) 17 March 2022 PC Meeting Minutes

**Attachments:** [03-17-2022 PC Meeting Minutes](#)

**A motion was made by Commissioner Schroeer, seconded by Commissioner Kuhlmann, to approve the March 17, 2022 minutes. The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Chair Buckheit, Nowak, Kuhlmann, and Menard

**Not Present:** 1 - Sokup

### PRESENTATIONS

2. [22-193](#) Presentation of Annual Boards and Commission Onboarding and Re-Orientation.

- Attachments:** [1 - PC Orientation and Refresher 2022](#)  
[2 - City Code 7.4 Planning Commission and Zoning Board of Appeals](#)  
[3 - Bylaws PC/ZBA](#)  
[4 - Northfield Strategic Plan 2021-24](#)  
[5 - Rules of Business \(applies to B&C\)](#)  
[6 - Board & Commission Training \(watch video\)](#)

Mayor Pownell and City Administrator Martig gave a PowerPoint presentation for onboarding and re-orientation of board/commission members. Topics reviewed were Board Member Roles and Responsibilities, Mayor Pownell highlighted upcoming Board/Commission events (recognition, training and appreciation events) and noted Joe Gasior was awarded the 2021 Board Member Excellence Award. Mayor Pownell and City Administrator Martig thanked the commissioners for their service and answered questions from the commissioners.

Commissioner Sokup arrived at 6:02pm. (After agenda/minutes were approved.)

Sofia Chihade arrived at 6:06pm.

## NEW BUSINESS

3. [22-260](#) Review and Discuss Land Development Code provisions related to City buildings and facilities including initial potential amendments for clarification.

- Attachments:** [1 - Draft Ordinance Language](#)  
[2 - Historic District Code Research](#)  
[3 - Hyperlink to 4/12/22 City Council Meeting](#)  
[4 - Hyperlink to 4/14/22 HPC Meeting](#)

Assistant City Planner Reeve Needham introduced this item noting that the HPC is looking for feedback from the Planning Commission. Needham answered questions from commissioners.

A motion was made by Commissioner Nowak, seconded by Schroeer that the Planning Commission recommends to City Council that the city be required to receive a Certificate of Appropriateness for public projects.

Motion passes.

Yes: Nowak, Sokup, Menard, Schroeer and Chair Buckheit

No: Kuhlmann

A motion was made by Commissioner Menard, seconded by Commissioner Schroeer to allow the exemptions listed in option B with the exceptions of the one which allows the 10% change and external changes of any kind come to the HPC.

All in favor, motion passes.

Yes: Nowak, Sokup, Menard, Schroeer, Kuhlmann and Chair Buckheit

A motion was made by Commissioner Schroeer, seconded by Commissioner Menard that the Planning Commission recommends that the appeals process be consistent with other appeals processes and goes to the ZBA.

All in favor, motion passes.

Yes: Nowak, Sokup, Menard, Schroeer, Kuhlmann and Chair Buckheit

4. [PC M2022-011](#) Consider a Motion regarding the Development Program for the Master Development District and Tax Increment Financing (TIF) Plan for the Heritage Lofts TIF District.

**Attachments:** [1 - Northfield Heritage Lofts TIF PPT PC 4-21-22](#)  
[2 - TIF Plan.Northfield Heritage Lofts TIF](#)  
[3- History of Master Development District plan](#)

*Economic Development Coordinator Nate Carlson introduced this item. He gave a PowerPoint presentation reviewing the project overview, site location, project renderings and schedule of events. The project will abide by the sustainable building policy. Carlson answered questions posed by commissioners. City Administrator Martig also answered questions posed by commissioners.*

*A motion was made by Commissioner Nowak, seconded by Commission Kuhlmann declaring that the Planning Commission has been consulted prior to expanding the Master Development District and creating the Heritage Lofts TIF district pursuant to MN Statute 469.126 relating to Municipal Development Act.  
All in favor, motion passes.*

*Yes: Nowak, Sokup, Menard, Schroeer, Kuhlmann and Chair Buckheit*

**A motion was made by Commissioner Kuhlmann, seconded by Commission Schroeer to determine that the TIF district for Heritage Lofts does comply with our Comprehensive Plan and other development plans.**

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

5. [BC 22-013](#) Review and Recommendation of the A.W. Norton House (418 College St) as a local Heritage Preservation Site.

**Attachments:** [1 - Application with Appendices](#)  
[2 - SPHO Letter](#)  
[3 - Presentation](#)

*Assistant City Planner Reeve Needham introduced this item noting that the A.W. Norton House was approved by HPC and that the MN State Historic Preservation office concurred that the A.W. Norton House is a good candidate for local designation under the criterions B and C. Applicant Alice Thomas gave a PowerPoint presentation regarding the importance of 418 College St.*

**A motion was made by Commissioner Menard, seconded by Commissioner Kuhlmann, to approve the A.W. Norton House at a local Heritage Preservation Site. The motion carried by the following vote:**

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

6. [22-261](#) Read & Discuss Chapter 1 of the Northfield Comprehensive Plan.

**Attachments:** [1 - Comp. Plan Review Memo from Chair Buckheit 04122022](#)  
[2 - Hyperlink to the Northfield Comprehensive Plan](#)

*Chair Buckheit introduced this item.*

*Topics discussed were:*

- Missing topics/plans such as: Diversity, Equity and Inclusion and Climate Action Plan. Plans need to be updated.*
- Section A Overview "The assessment will result in the creation of a hybrid form-based code as a means of accomplishing some or all of the land use objectives of the Plan" is missing/not followed up by the consultant.*
- Be more proactive and not reactive, referencing last page, section E.*
- Having the Comp Plan build on City Plans.*

## REPORTS FROM COMMISSION MEMBERS AND CHAIR

*None.*

## STAFF UPDATES

### 7. [22-262](#)

Staff Updates.

*City Planner Mikayla Schmidt noted the following updates:*

- Kraewood final plat & maple place final plat have been approved by Council.*
- Teresa Jensen is the Interim Community Development Director.*
- She will be attending the APA training in San Diego.*
- Reeve will be attending the MainStreet Conference.*

## ADJOURNMENT

**A motion was made by Commissioner Schroeer, seconded by Commissioner Menard, to adjourn the meeting at 8:29pm. The motion carried by the following vote:**

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