



# City of Northfield

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

## Meeting Minutes - Final Planning Commission

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Thursday, March 16, 2023

6:00 PM

Council Chambers

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### CALL TO ORDER AND ROLL CALL

*Chair Buckheit called the meeting to order at 6:21pm.*

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

### ALSO PRESENT

*City Planner Mikayla Schmidt, Community Development Director Jake Reilly, Administrative Associate Kari Bonde, Meeting Associate Matt Bailey & Youth Reps: Claire Casson and Griff Dahle.*

### APPROVAL OF AGENDA

**A motion was made by Commissioner Stager, seconded by Commissioner Kuhlmann, to approve the amended agenda. Item 7 was removed from the agenda and item 3 was move to be before item 2. The motion carried by the following vote:**

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

### APPROVAL OF MINUTES

1. [23-1037](#) January 19, 2023 PC Meeting Minutes

**Attachments:** [01-19-2023 PC Meeting Minutes](#)

**A motion was made by Commissioner Kuhlmann, seconded by Commissioner Schroeer, to approve the January 19, 2023 PC Meeting Minutes. The motion carried by the following vote:**

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

### PRESENTATIONS

3. [23-1039](#) Presentation on Riverfront Enhancement Action Plan.

**Attachments:** [1 - Presentation](#)

*Bruce Jacobson and Bob Close gave a PowerPoint presentation on the updates for the Riverfront Enhancement Action Plan. They reviewed concept plans, noted groups they are working with and their community engagement sessions.*

- 2. [23-1038](#) Review of Board & Commission Rules of Business.

**Attachments:** [1 - Draft Board/Commission Rules of Business](#)

*City Administrator Ben Martig introduced this item and answered questions from the Commissioners.*

**PUBLIC HEARINGS AND RELATED ACTION**

- 4. [BC 23-007](#) Public Hearing for Consideration of Ordinance Rezoning Depot Addition, Lot 1, Block 1 from C-1: Downtown to PI-S: Public Institutional.

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

*Chair Buckheit opened the Public Hearing at 7:30pm.*

*City Planner Mikayla Schmidt introduced this item reviewing the process and criteria. Staff is recommending approval of this rezone.*

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

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

- 5. [PC M2023-005](#) Consideration of Ordinance Rezoning Depot Addition, Lot 1, Block 1 from C-1: Downtown to PI-S: Public Institutional.

**Attachments:** [1 - Draft Ordinance](#)  
[2 - Staff Presentation](#)

**A motion was made by Commissioner Schroeer, seconded by Vice Chair Heisler, to approve the Ordinance Rezoning Depot Addition, Lot 1, Block 1 from C-1: Downtown to PI-S: Public Institutional. The motion carried by the following vote:**

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

- 6. [PC M2023-006](#) Public Hearing for Consideration of the Preliminary Plat Request for Cedar Meadows.

**Attachments:** [1 - Public Hearing Notice & Location Map](#)  
[2 - Public Comment](#)

*Chair Buckheit opened the Public Hearing at 7:39pm.*

**A motion was made by Commissioner Schroeer, seconded by Commissioner Kuhlmann, to close the Public Hearing. The motion carried by the following vote:**

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

**NEW BUSINESS**

8. [BC 23-008](#) Review of the Planning Commission Bylaws.

**Attachments:** [1 - PC ZBA Bylaws - 2022 - Word Version](#)  
[2 - PC ZBA Bylaws - 2022 - PDF Version](#)

*Chair Buckheit asked for a subcommittee to review/discuss the PC Bylaws. Commissioners Heisler, Kuhlmann and Menard volunteered to be on the subcommittee.*

9. [BC 23-009](#) Review of the 2022 - 2024 Planning Commission Work Plan.

**Attachments:** [1 - PC Work Plan 2022 - 2024\\_03072023\\_redline](#)

*City Planner Mikayla Schmidt introduced this item reviewing accomplishments from 2022 and noted what is still in the works.*

## REPORTS FROM COMMISSION MEMBERS AND CHAIR

*Chair Buckheit - is enjoying getting to know everyone and is looking forward to a productive year!*

*Vice Chair Heisler - participated on the interview panel for Comp Plan consultants. Commissioner Schroeer - Federal Administration Department of Transportation opened applications for competitive grants for EV charging fund. Apologized for his attitude earlier.*

*Commissioner Sokup - waiting for Housing budget, City Council is looking at street plan and listening to feedback.*

*Commissions Kuhlmann, Nowak and Stager attended a presentation on Community Land Trust.*

## STAFF UPDATES

10. [23-1040](#) Staff Updates.

**Attachments:** [1 - Hyperlink to League of MN Cities](#)  
[2 - Hyperlink to SmartGrowth](#)  
[3 - Hyperlink to Center for New Urbanism](#)  
[4 - Hyperlink to Urban Land Institute](#)  
[5 - Hyperlink to American Planning Association](#)

*City Planner Mikayla Schmidt: City Council approved negative declaration for an EIS for Cedar Meadows, more to come on AUAR. Neighborhood Floating Districts 1st and 2nd readings got approved and will go live at the end of the month in our City Code.*

*Community Development Director Reilly gave an update on the Comp Plan.*

## ADJOURNMENT

**A motion was made by Commissioner Menard, seconded by Commissioner Kuhlmann, to adjourn the meeting at 8:04pm. The motion carried by the following vote:**

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