



City of Northfield

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

Meeting Minutes - Draft Planning Commission

Thursday, July 21, 2016

7:00 PM

Council Chambers

Rollcall

Present 5 - Chair Richard Schulte, Joe Gasior, Michael Skunes, Kate Stuart, and David DeLong
Absent 1 - Jay Jasnoch

I. Call to Order and Approval of Agenda

Chair Schulte amended the agenda to include electing a Vice Chair to the Planning Commission, adjust the roman numerals, and include an additional set of minutes from the 6-16-16 Planning Commission meeting.

A motion was made by Vice Chair Gasior, seconded by Commissioner Skunes, to approve the agenda as amended. The motion carried by the following vote:

Yes: 5 - Chair Schulte, Gasior, Skunes, Stuart, and DeLong

II.

Election of Vice President to the Planning Commission

A motion was made by Commissioner Stuart to nominate Joe Gasior as the Vice Chair of the Planning Commission. The motion carried by the following vote:

Yes: 5 - Chair Schulte, Gasior, Skunes, Stuart, and DeLong

III. Approval of Minutes

1. [16-334](#) Draft Planning Commission Meeting Minutes

Attachments: [04-21-2016 PC MEETING MINUTES](#)
[05-11-2016 PC MEETING MINUTES](#)

Chair Schulte requested several amendments to the 4-21-16 and 5-11-16 Planning Commission meeting minutes.

A motion was made by Commissioner Stuart, seconded by Commissioner Gasior, to approve the 04-21-2016 Planning Commission meeting minutes as amended. The motion carried by the following vote:

Yes: 5 - Chair Schulte, Gasior, Skunes, Stuart, and DeLong

A motion was made by Commissioner Skunes, seconded by Commissioner DeLong, to approve the 05-11-16 Planning Commission meeting minutes as amended. The motion carried by the following vote:

Yes: 5 - Chair Schulte, Gasior, Skunes, Stuart, and DeLong

A motion was made by Commissioner Gasior, seconded by Commissioner

Skunes, to approve the 06-16-16 Planning Commission meeting minutes. The motion carried by the following vote:

Yes: 4 - Chair Schulte, Gasior, Skunes, and DeLong

Recused: 1 - Stuart

IV. Unfinished Business

2. [16-335](#) Rezoning Proposal Withdrawn

Attachments: [2250 Cannon Dr Zoning Map](#)

City Planner Scott Tempel reviewed his staff report on the applicant withdrawing their rezoning application.

The commissioner then discussed conducting a study for this commercial area, the type of information that would be gathered, and the timeline for the study. The commissioners asked staff to add studying the area near 2250 Cannon Dr. to the Planning Commission's list of outstanding items and to not take action until January 2017.

V. New Business

3. [16-336](#) Temporary Health Care Dwellings

Attachments: [1 - Temporary Family Health Care Dwellings FAQ](#)

[2 - Star Tribune Article - June 4, 2015](#)

[3 - Star Tribune Article - July 5, 2015](#)

[4 - Summary of City Responses to Opt In/Opt out](#)

[5 - Template for Opt Out Ordinance](#)

Tempel reviewed his staff report on Temporary Health Care Dwellings. He explained his recommendation to "opt out" of the State Statute which goes into effect on September 1st, 2016 if the City does not take action to opt out. Tempel stated the commissioners recommendation would then go to City Council for final approval.

Discussion was held on:

-the need to have an ordinance, but would like to refine the language to best meet Northfield's needs

-how accessory dwelling units are currently allowed in garages

-the definitions of temporary health care dwellings, tiny houses, and accessory dwelling units

-emergency services

-opting out of the language and then placing this topic to the top of the Planning Commissions outstanding items list

A motion was made by Commissioner Stuart, seconded by Commissioner DeLong, to approve "opting out" of the suggested language for temporary health care dwelling legislation by the State of Minnesota. The motion carried by the following vote:

Yes: 5 - Chair Schulte, Gasior, Skunes, Stuart, and DeLong

4. [16-337](#) Disposal of Public Land - Meadows Park

Attachments: [1 - 06-21-2016 City Council Minutest Meadows Park Public Hearing Excerpt on Disposal of Public Land](#)
[2 - Planning Commission Memo to Council re Meadows Park Land Return](#)
[3 - Meadows Park Master Plan](#)
[4 - Parcel Exhibit](#)
[5 - CC Resolution 2015-108](#)

Tempel reviewed his staff report which discussed several options for the 4.78 acre parcel of Meadows Park. City Council asked the Planning Commission to specifically give feedback on the decision to revert the land back to the State of Minnesota and whether that is in compliance with the Comprehensive Plan.

A motion was made by Commissioner Skunes, seconded by Commissioner Stuart, to approve the return of the 4.78 acre parcel to the State of Minnesota is consistent with the Comprehensive Plan. The motion carried by the following vote:

Yes: 3 - Chair Schulte, Skunes, and Stuart

No: 1 - Gasior

Abstained: 1 - DeLong

VI. Reports and Discussion Items

Chair Schulte announced Henry Hofstad and Paul Wehling will be joining the Planning Commission as youth representatives. Wehling has proposed a trail connection from Arcadia Charter School to the East Cannon River Trail. Chair Schulte and Tempel are helping Wehling develop a proposal and experience the process of having his idea potentially added to the Capital Improvement Plan.

VII. Adjournment

A motion was made by Commissioner Skunes, seconded by Commissioner DeLong, to adjourn the meeting. The motion carried by the following vote:

Yes: 5 - Chair Schulte, Gasior, Skunes, Stuart, and DeLong