



# 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, August 23, 2018

7:00 PM

Council Chambers

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### Rollcall

*Also present: City Planner Scott Tempel, Comm. Dev. Specialist Mikayla Schmidt and Youth Representative Paul Wehling.*

**Present** 5 - William Schroeer, Betsey Buckheit, Tracy Heisler, Kate Stuart, and Aaron Swoboda

**Absent** 2 - Joe Gasior, and Jay Jasnoch

### I. Call to Order and Approval of Agenda

*Vice Chair Schroeer called the meeting to order at 7:00pm.*

**A motion was made by Buckheit, seconded by Heisler, to approve the agenda.  
The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Buckheit, Heisler, Stuart, and Swoboda

### II. Approval of Minutes

1. [18-421](#) Review Draft Zoning Board of Appeals & Planning Commission Meeting Minutes

**Attachments:** [1 - 06-21-2018 ZBA Meeting Minutes](#)  
[2 - 06-21-2018 PC Meeting Minutes](#)  
[3 - 07-19-2018 ZBA Agenda Packet](#)  
[4 - 07-19-2018 PC Meeting Minutes](#)

**A motion was made by Stuart, seconded by Heisler, to approve the 06-21-18 ZBA, 06-21-18 PC, 07-19-18 ZBA and 07-19-18 PC meeting minutes with technical corrections to the 06-21-18 PC minutes. The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Buckheit, Heisler, Stuart, and Swoboda

### III. Unfinished Business

2. [18-422](#) Administrative Updates

**Attachments:** [1 - Bluff View Preliminary Plat](#)  
[2 - ULI Workshop Review](#)  
[3 - NCF Presentation](#)  
[4 - Northfield Postcard Handout DRAFT](#)

*Tempel reviewed several administrative updates.*

*Discussion was held on:*

- the Ford Street profile for Bluff View and ways to potentially alleviate costs for the project*
- possible topics to explore further from the ULI Workshop*
- Heisler noted she attended the ULI workshop and felt infrastructure is one way the City can control costs and felt looking at the return on investment for street standards and infrastructure would be of value*
- Schroeer would like the ULI workshop PowerPoint and data made available to everyone and offered to present the information to the Council*
- the upcoming Bicycle and Trail System survey meetings*

*Tempel noted Comm. Dev. Director Chris Heineman has accepted the City Administrator position with Little Canada. Schroeer asked Tempel to pass along the Planning Commission's congratulations to Mr. Heineman.*

**3. [18-423](#)**

**Continuing Discussion on Accessory Dwelling Units (ADUs)**

*Tempel began the conversation on ADUs and felt a code revision could move forward before the end of the year. Tempel stated he would complete a draft text amendment for PC review and then gather input from the Housing and Redevelopment Authority, Economic Development Authority and City Council.*

*The consensus from the PC members was to make the make the policy easy to execute for staff and the community.*

*Discussion was held on:*

- where ADUs should be permitted*
- any obstacles in the Land Development Code creates*
- the definition of an ADU*
- size limitation (square footage cap)*
- excluding ADUs from the Building Area Ratio percentage*
- rental licensing*
- parking requirements*
- design and aesthetics*
- removing the 8,000 sq. ft. lot size requirement*
- adding further reasoning to the purpose statement in regards to ADUs*

## **IV. Reports and Discussion Items**

*Buckheit noted streets.mn has a post on the City of Minneapolis and the City of St. Paul's ADUs policy's.*

*Schroeer noted the Minnesota Housing Task Force reported the need of 300,000 additional homes by 2030 to help with the affordable housing shortage.*

*Heisler noted she is on the Northwest Area Planning Advisory Committee and they are making a recommendation for a consultant to analysis the area west of the hospital.*

*Wehling noted he did not know of other youth members planning to serve on the board. Wehling stated he would have time to send a parting memo to the PC.*

## **V. Adjournment**

**A motion was made by Swoboda, seconded by Buckheit, to adjourn the meeting.**

**The motion carried by the following vote:**

**Yes:** 5 - Schroeer, Buckheit, Heisler, Stuart, and Swoboda