

## Meeting Minutes - Draft Planning Commission

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Thursday, February 21, 2019

7:00 PM

Council Chambers

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### Rollcall

*Also present: Connor Cox - Toole Design, Pat Allen - Climate Action Plan Advisory Board (CAPAB) Member, Suzie Nakasian - Council Member, Ben Martig - City Administrator, Scott Tempel - City Planner, Mikayla Schmidt - Comm. Dev. Specialist, Wanda Playter - Administrative Associate, Tim Berhendt - Streets & Parks Manager, Rhonda Pownell - Mayor, Richard and Donna Jackson, and Neil Lutsky, Beth Kallestad, Peder Jothen and Kristin Partlo of the Park & Recreation Advisory Board.*

**Present** 7 - Joe Gasior, William Schroeer, Betsey Buckheit, Tracy Heisler, Terri Jensen, Greg Siems, and Aaron Swoboda

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

*Chair Gasior called the meeting to order at 7:20 PM.*

**A motion was made by Jensen, seconded by Heisler, to approve the amended agenda to include dicussion on the Northfield Cultural Plan, changing the Planning Commission/Zoning Board of Appeals meeting start time to 6:00 PM, and removing the approval of the minutes. The motion carried by the following vote:**

**Yes:** 7 - Gasior, Schroeer, Buckheit, Heisler, Jensen, Siems, and Swoboda

### IV. New Business

1. [19-728](#) Update on Climate Action Plan - Land Team

**Attachments:** [Land Team Problem Statement.doc](#)  
[Poster Climate Action Plan Feb. 28th Event](#)

*Pat Allen, Chair of the Land Use Climate Action Plan subcommittee, presented to the commissioners and discussed the zoning map, the urban expansion zone, agricultural land, and wetlands/environmentally sensitive areas. Allen stated the Land subcommittee is focusing on carbon solutions, the built environment, and atmospheric impacts. Allen asked for any feedback and noted there will be Climate Action Plan open house on Feb. 28th at the Northfield High School at 7:00PM.*

*Chair Gasior called for a short recess at 7:45 PM.*

2. [19-729](#) Joint meeting with PRAB for presentation on CITY OF NORTHFIELD PEDESTRIAN, BIKE, AND TRAIL SYSTEM DRAFT REPORT

**Attachments:** [Northfield Street Types\\_20190208](#)

*Chair Gasior called the joint meeting with the Parks & Recreation Advisory Board to order*

at 7:50PM.

Connor Cox - Toole Design - reviewed the goals of the project and presented the changes.

Discussion was held on:

- walking gaps
- biking problem areas
- Mill Towns Trail alignment
- safe routes to school
- the street chart
- network map
- next steps

Cox asked any further comments or feedback be directed to Behrendt by March 8th.

A couple citizens voiced their concerns for the Mill Towns Trail connection along Spring Creek Road.

### 3. Discussion on Meeting Start Time

A motion was made by Buckheit, seconded by Heisler, to approve changing the Planning Commission / Zoning Board of Appeals meeting start time to 6:00PM. The motion carried by the following vote:

Yes: 7 - Gasior, Schroeer, Buckheit, Heisler, Jensen, Siems, and Swoboda

### 4. Discussion on the Northfield Cultural Plan

A motion was made by Heisler, seconded by Buckheit, to approve recognizing the Northfield Cultural Plan is in conformance with the Comprehensive Plan and support it's adoption by the City Council. The motion carried by the following vote:

Yes: 7 - Gasior, Schroeer, Buckheit, Heisler, Jensen, Siems, and Swoboda

### 5. [19-730](#) Work Plan discussion

**Attachments:** [1 - 2019 LDC items January](#)  
[2 - Strategic Plan Update 2018 Q1 Report 061218](#)  
[3 - Heisler Notes on Strat Plan](#)

A motion was made by Heisler, seconded by Buckheit, to table the work plan discussion until the March meeting with the structure of:

1. list of strategic plan goals and a short list of goals (keeping the Land Development Code and Comprehensive Plan in mind),
2. report on what staff's priorities are,
3. and commissioners should be prepared with points they would like to discuss.

The motion carried by the following vote:

Yes: 7 - Gasior, Schroeer, Buckheit, Heisler, Jensen, Siems, and Swoboda

PC M2019-004

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

**Yes:** 7 - Gasior, Schroeer, Buckheit, Heisler, Jensen, Siems, and Swoboda

## **V. Reports and Discussion Items**

*Buckheit stated the Greenvale Park design group met and discussed the building, rooms, site design and streetscape. She is trying to funnel feedback from people in the community to the design group and noted the Planning Commission could give recommendations.*

*Heisler updated the commissioners on the work of the Riverfront Enhancement Committee. She stated the group is working on identifying quick wins, lighting, kayak landing, and a riverwalk extension under the 2nd Street bridge.*

## **VI. Adjournment**

**A motion was made by Swoboda, seconded by Vice Chair Schroeer, to adjourn the meeting at 9:25PM. The motion carried by the following vote:**

**Yes:** 7 - Gasior, Schroeer, Buckheit, Heisler, Jensen, Siems, and Swoboda