



City of Northfield

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

Meeting Minutes - Draft Planning Commission

Thursday, September 19, 2019

6:00 PM

Council Chambers

Rollcall

Present 5 - William Schroeer, Betsey Buckheit, Tracy Heisler, Greg Siems, and Aaron Swoboda
Absent 2 - Joe Gasior, and Terri Jensen

6:00 PM - REGULAR AGENDA

CALL TO ORDER AND APPROVAL OF AGENDA

Also present: City Planner Scott Tempel, Community Development Specialist Mikayla Schmidt, Council Member Suzie Nakasian, and PC Youth Representatives Grant Boardman and Sofia Chihade.

Vice Chair Schroeer called the meeting to order at 6:02pm.

Vice Chair Schroeer asked the commissioners and Council Liason Nakasian to introduce themselves to the youth board members. The new youth board members Grant Boardman and Sofia Chihade introduced themselves as well.

A motion was made by Buckheit, seconded by Heisler, to approve the amended agenda to include discussion of the work plan after item 2. The motion carried by the following vote:

Yes: 5 - Schroeer, Buckheit, Heisler, Siems, and Swoboda

APPROVAL OF MINUTES

1. [19-1095](#) Review Draft Planning Commission Meeting Minutes

Attachments: [1 - 08-15-2019 PC Minutes](#)

A motion was made by Buckheit, seconded by Swoboda, to approve the 08-15-2019 PC meeting minutes. The motion carried by the following vote:

Yes: 5 - Schroeer, Buckheit, Heisler, Siems, and Swoboda

NEW BUSINESS

2. [PC Res. 2019-002](#) Comprehensive Plan Compliance Review, Fifth Street Lofts

Attachments: [1 - Resolution](#)
[2 - Developer Presentation to Council](#)
[3 - Memo from Ehlers](#)

Tempel opened the discussion noting on City Council declined to participate in the public parking for this project. He noted a site plan application has not been submitted yet and this resolution is meant to approve the project's conformance with the comprehensive plan.

Many of the commissioners felt there was confusion in the resolution on whether they were approving the project and the TIF district or just the project's conformance with the comprehensive plan. The commissioners trusted staff has the correct language and noted this was the same language used in the Maple Brook townhome resolution.

A motion was made by Heisler, seconded by Swoboda, to approve PC Resolution 2019-002 stating the Master Development District and a Tax Increment Financing Plan for the Fifth and Washington Tax Increment Financing District conform to general plans for development and redevelopment of the City as a whole. The motion carried by the following vote:

Yes: 5 - Schroeer, Buckheit, Heisler, Siems, and Swoboda

3. Discussion of Work Plan

Buckheit proposed to discuss two items related to the work plan:

- 1. Update and integrate comprehensive planning documents and code sections to provide the strongest tools to ensure a safe, convenient network for people walking, rolling, and biking.*
- 2. Develop a streets plan which will provide robust design direction for street and development projects.*

Buckheit stated the timing / process is flexible and there are great plans available to incorporate into the city's current plans to help accomplish our goals.

Discussion was held on examples of conflict where the pedestrian access isn't addressed, how to incorporate comprehensive plan updates from Toole Design when they completed the 2018 Pedestrian, Bike, and Trail System report, and to create a subcommittee to draft a work plan for the planning commission.

A motion was made by Heisler, seconded by Swoboda, to approve the formation of a subcommittee to address the planning commission work plan. The motion carried by the following vote:

Yes: 5 - Schroeer, Buckheit, Heisler, Siems, and Swoboda

REPORTS AND DISCUSSION ITEMS

Swoboda asked about the email from Community Dev. Director Mitzi Baker in regards to what Council approved versus what the Planning Commission approved for the conditional use permit for Premier Bank. Discussion was held on how Baker wanted the commission to be aware that staff was recommending changes to the findings. Council unanimously adopted the Planning Commission's findings and attached two conditions, which were to make the developer work with the property owners to link the bank with the pedestrian network and that there be clearly delineated crosswalk across the driveways and traffic calming was included.

Heisler noted the Riverfront Enhancement Advisory Committee meeting planned for October will have presentations from experts on flooding, floodplain and dams.

Vice Chair Schroeer noted the Climate Action Plan draft is available until Monday for

comment. He also noted Climate Action Day is approaching and many youth will march to Bridge Square to protest climate change.

Tempel noted the possibility of an annexation request.

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, Siems, and Swoboda