



# City of Northfield

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

## Meeting Minutes - Final Planning Commission

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Thursday, January 18, 2018

7:00 PM

Council Chambers

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### Rollcall

**Present** 6 - William Schroeer, Betsey Buckheit, Tracy Heisler, Jay Jasnoch, Kate Stuart, and Aaron Swoboda

**Absent** 1 - Joe Gasior

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

*Also present: City Planner Scott Tempel, Comm. Dev. Specialist Mikayla Fischer, Mayor Rhonda Pownell, and Youth Rep. Paul Wehling.*

**A motion was made by Heisler, seconded by Stuart, to approve the agenda with the amendment to swap agenda items three and four. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Buckheit, Heisler, Jasnoch, Stuart, and Swoboda

### II. Approval of Minutes

1. [18-049](#) Draft Zoning Board of Appeals and Planning Commission Meeting Minutes

**Attachments:** [12-14-2017 ZBA Minutes](#)  
[12-14-2017 PC Meeting Minutes](#)

**A motion was made by Heisler, seconded by Stuart, to approve the 12-14-2017 ZBA meeting minutes. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Buckheit, Heisler, Jasnoch, Stuart, and Swoboda

**A motion was made by Heisler, seconded by Vice Chair Schroeer, to approve the 12-14-2017 PC meeting minutes. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Buckheit, Heisler, Jasnoch, Stuart, and Swoboda

### III. Commission Orientation

*Vice Chair Schroeer welcomed the new Planning Commission members and Tempel played a video of City Administrator Ben Martig giving an introductory speech to the commission.*

2. [18-050](#) Welcome and Orientation

**Attachments:** [2018 Board Commission Orientation Materials with attachments](#)

**A motion was made by Buckheit, seconded by Heisler, to approve Tempel poll the commissioners and set a date for a work session. The motion carried by the**

following vote:

**Yes:** 6 - Schroeer, Buckheit, Heisler, Jasnoch, Stuart, and Swoboda

## V. New Business

4. [18-052](#) Planning Commission Administrative Items

**Attachments:** [1 - Bylaws - Approved 1/2014](#)  
[2 - Outstanding LDC Items](#)  
[3 - 2018 Meeting Schedule](#)  
[4 - Projected Work Plan 2018](#)

*The commissioners reviewed and approved the bylaws for 2018.*

*Tempel reviewed the outstanding LDC items list. Tempel gave an update on the upcoming senior housing project by the Northfield Hospital and discussed zoning for that area and the northwest industrial area.*

**A motion was made by Jasnoch, seconded by Stuart, to note the bylaws were reviewed and approved without revision. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Buckheit, Heisler, Jasnoch, Stuart, and Swoboda

5. [PC M2018-001](#) Election of Officers

*Schroeer and the commission decided to postpone the election of officers until the February meeting.*

## IV. Unfinished Business

3. [18-051](#) Review Proposed Changes to N2 Zone District Allowing Tiny Houses and Small Lot Development

**Attachments:** [N2 Site Development Standards - Tiny House](#)

*Tempel reviewed the discussion on tiny houses from the December 2017 meeting. He stated this type of housing helps address one area of affordable housing, but also goes along with the City Council Strategic Plan and HRA initiatives. Tempel suggested an incremental approach to make sure all aspects of tiny homes / ADU's are addressed for each the zoning districts.*

## VI. Reports and Discussion Items

## VII. Adjournment

**A motion was made by Heisler, seconded by Stuart, to adjourn the meeting. The motion carried by the following vote:**

**Yes:** 6 - Schroeer, Buckheit, Heisler, Jasnoch, Stuart, and Swoboda