



# 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, March 15, 2018

7:00 PM

Council Chambers

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### Rollcall

**Present** 5 - Joe Gasior, William Schroeer, Betsey Buckheit, Kate Stuart, and Aaron Swoboda

**Absent** 2 - Tracy Heisler, and Jay Jasnoch

### I. Joint Meeting - Planning Commission & Park & Recreation Advisory Board (7:00 PM)

#### 1. [18-157](#) Northfield Pedestrian/Bike/Park Trail System Update

**Attachments:** [1 - Northfield Pedestrian/Bike/Park Trail System Update](#)

*Attendance at the meeting -*

*Parks & Recreation Advisory Board (PRAB):*

*Chair Dale Gehring, Peder Jothan, Beth Kallestad, Neil Lutsky, Kristin Partlo, and Youth Representatives Kenyon Nystrom and Abby Borene.*

*Planning Commission (PC):*

*Chair Joe Gasior, Will Schroeer, Aaron Swoboda, Kate Stuart, Betsey Buckheit, and Youth Representatives Paul Wehling and Anna Weber.*

*Staff and other:*

*Allison Watkins, Tim Behrendt, Chris Heineman, Mikayla Fischer, Scott Tempel, Brad Ness*

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

*As part of the 2017 Strategic Planning process, there was an initiative created to update the Parks, Open Space & Trail System Plan. The PRAB invited the PC to discuss the request for proposal (RFP) and gather input from the board members.*

*The boards discussed:*

- being prepared for the Mill Town's Trail project*
- connections to the schools*
- defining priorities and priority areas*
- creating review criteria and weighted grading to help define those priorities*
- potentially add in costs to the RFP*
- being cognizant of the 2020 CIP, Strategic Plan and Age-Friendly goals*
- clarification of invasive species and how to mitigate them*
- gathering additional input from the public*
- further comments to be sent to Behrendt by March 23*
- plan a second joint meeting for April*

## Planning Commission Meeting (7:30 PM or immediately following the Joint Meeting)

*Also in attendance: City Planner Scott Tempel, Comm. Dev. Director Chris Heineman, Comm. Dev. Specialist Mikayla Fischer, and Youth Representatives Anna Weber and Paul Wehling.*

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

*Chair Gasior called the meeting to order at 7:35pm.*

**A motion was made by Vice Chair Schroeer, seconded by Swoboda, to approve the agenda as amended to include the discussion of the Northwest Area. The motion carried by the following vote:**

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

### II. Approval of Minutes

1. [18-158](#) Draft Planning Commission Meeting Minutes

**Attachments:** [02-15-2018 PC Meeting Minutes](#)

**A motion was made by Vice Chair Schroeer, seconded by Buckheit, to approve the 02-15-2018 PC meeting minutes as amended to correct grammatical errors and remove Stuart's vote for adjournment. The motion carried by the following vote:**

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

### III. Unfinished Business

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

**A motion was made by Buckheit, seconded by Stuart, to approve the nomination of Joe Gasior as the Chair and Will Schroeer as the Vice Chair of the Planning Commission. The motion carried by the following vote:**

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

### IV. New Business

#### 3. Northwest Area Process Advisory Committee Discussion

*Schroeer reviewed the Northwest Area history, gave background on the formation of the committee, summarized the goals of the group and asked for feedback on the recommendation being made to Council.*

*The commissioners discussed:*

- providing staff support*
- who would be the "point of contact" for the consultant*
- process moving forward and timeline*
- costs for the Request for Proposal (RFP) and execution*

4. [18-159](#) Discussion on retreat and work plan

**Attachments:** [1 - Projected Work Plan 2018: March Update](#)  
[2 - 2018 LDC Items January](#)

*Tempel reviewed the work plan and retreat options. The commissioners agreed they would still like to have a retreat sometime between this meeting and Memorial Day.*

*Tempel updated the PC on items for the April meeting.*

## V. Reports and Discussion Items

## VI. Adjournment

**A motion was made by Vice Chair Schroeer, seconded by Buckheit, to adjourn the meeting at 8:29pm. The motion carried by the following vote:**

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