



# City of Northfield

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

## Meeting Minutes - Final Planning Commission

---

Thursday, June 21, 2018

7:05 PM

Council Chambers

---

### Rollcall

*Also present: City Planner Scott Tempel, Comm. Dev. Specialist Mikayla Schmidt and another citizens.*

**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 7:24pm.*

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

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

### II. Approval of Minutes

1. [18-324](#) Draft Planning Commission Meeting Minutes for 04-19-2018

**Attachments:** [04-19-2018 PC Meeting Minutes](#)

**A motion was made by Heisler, seconded by Swoboda, to approve the 04-19-2018 PC meeting minutes. The motion carried by the following vote:**

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

### III. New Business

2. [18-325](#) Discussion on Accessory Dwelling Units

**Attachments:** [1 - ADU Reference List](#)

[2 - ADU Paper](#)

[3 -  
Accessory-Dwelling-Units-A-smart-growth-tool-for-providing-affordable-  
housing](#)

[4 - Accessory-Dwelling-Units issues](#)

[5 - NewSegregation](#)

*Tempel reviewed his staff report on Accessory Dwelling Units.*

*Vice Chair Schroeer proposed a structured discussion and passed out an outline.*

*Discussion was held on:*

- utilizing the City of Minneapolis and St. Paul's implemented ADU code language*
- the approval being administrative*
- keeping the regulations simple*
- how to create ADUs compatible with the neighborhood and existing home*
- how to gather public input*
- having a joint meeting with the HRA*
- seeking input and education*
- hosting an educational meeting with the public and Planning Commission (PC)*

**A motion was made by Stuart, seconded by Buckheit, to direct staff to address questions raised during the meeting and recommend a process for moving an ADU revision and/or new ordinance forward. The motion rried by the following vote:**

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

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

#### **V. Adjournment**

**A motion was made by Swoboda, seconded by Buckheit, to adjourn the meeting at 8:09pm. The motion carried by the following vote:**

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