

Meeting Minutes - Final Planning Commission

Thursday, November 15, 2018

7:00 PM

Council Chambers

Rollcall

Also present: City Planner Scott Tempel, Community Development Specialist Mikayla Schmidt, Housing Coordinator Janine Atchison, Public Works Director/City Engineer David Bennett, Youth Representative Arlie Lee, Dayna Norvold, Erica Zweifel, James Anway and a couple other citizens.

Present 6 - Joe Gasior, William Schroeer, Betsey Buckheit, Tracy Heisler, Kate Stuart, and Aaron Swoboda

I. Call to Order and Approval of Agenda

Chair Gasior opened the meeting at 7:14 p.m.

A motion was made by Heisler, seconded by Buckheit, to approve the agenda as amended to move the Accessory Dwelling Unit public hearing before the street chart revision item. The motion carried by the following vote:

Yes: 6 - Gasior, Schroeer, Buckheit, Heisler, Stuart, and Swoboda

II. Approval of Minutes

1. [18-571](#) Draft Planning Commission Meeting Minutes

Attachments: [10-18-2018 PC Meeting Minutes](#)

A motion was made by Swoboda, seconded by Vice Chair Schroeer, to approve the 10-18-18 PC meeting minutes. The motion carried by the following vote:

Yes: 6 - Gasior, Schroeer, Buckheit, Heisler, Stuart, and Swoboda

III. Presentations

2. [18-572](#) Presentation on Climate Action Plan

Miller and Anderson presented on the Climate Action Plan Advisory Board's (CAPAB) work and asked for any questions. Miller noted the group meets on the first Wednesday of every month at 7:00 p.m. Miller stated the CAPAB choose the Great Plains Institute as the consultant to help develop the City's Climate Action Plan.

Chair Gasior thanked them for the work they are doing.

IV. Old Business

4. [PC M2018-008](#) Ordinance Zoning Text Amendment - Accessory Dwelling Units (ADUs)

Attachments: [1 - ADU Ordinance Language 11-1-18](#)

Chair Gasior read the opening public hearing statement and opened the hearing at 7:29 p.m.

Tempel reviewed the proposed Accessory Dwelling Unit (ADU) ordinance language.

Chair Gasior invited the public to speak.

Erica Zweifel - 406 Highland Ave. - Zweifel noted she is on the City Council, is an HRA board member and on the CAPAB. She is in favor of the proposed changes to ADUs. She thanked the PC for these reasonable and well thought out recommendations.

James Anway - 517 3rd St. W. - introduced himself and stated he and his wife, Karen, are in support of these changes. They have a large carriage barn in fair condition which he would like to restore. These changes help support the restoration and he likes the "no parking" requirement.

Dayna Norvold - 27744 Denmark Ave. - noted she is the HRA President and the Executive Director for the Rice County Habitat for Humanity. Norvold stated she is in support of all the changes.

A motion was made by Vice Chair Schroeer, seconded by Buckheit, to close the public hearing at 7:43 p.m.. The motion carried by the following vote:

Yes: 6 - Gasior, Schroeer, Buckheit, Heisler, Stuart, and Swoboda

A motion was made by Buckheit, seconded by Heisler, to recommend approval of the amended ADU ordinance language to the City Council. The motion carried by the following vote:

Yes: 6 - Gasior, Schroeer, Buckheit, Heisler, Stuart, and Swoboda

3. [18-573](#) Revision of LDC Street Chart

Attachments: [1 - Street Chart](#)

Tempel introduced the item and asked Bennett to discuss the changes to the Street Chart. Bennett discussed how the Trail & Open Space Plan interacts with the Land Development Code (LDC), land uses and road classifications. Bennett stated a draft Trail & Open Space Plan, including the street chart, should be completed by the end of December.

Discussion was held on:

- starting completely over with a new Street Chart*
- making the chart more user friendly*
- empowering staff decision making for projects that are dependent on context*
- how to best allocate space and the public right of way*
- translating what Toole Consulting has learned and bringing those examples to fit Northfield*
- climate change and how to reduce motor vehicle traffic*
- creating transparent documents*
- building stronger connections*

Bennett stated he will bring these comments to Toole Consulting to integrate into the

plan.

V. Reports and Discussion Items

Buckheit noted she joined the Land and Transportation working groups for the Climate Action Plan Advisory Board.

Gasior stated he is on the Energy subcommittee who has partnered with Xcel Energy. He is excited to see what comes out of this partnership and is looking forward to the results of the climate change survey. He would like the results presented to the PC.

Schroeer stated he is on the Transportation subcommittee.

Heisler noted she was appointed to the Riverwalk Enhancement Committee.

VI. Adjournment

A motion was made by Vice Chair Schroeer, seconded by Buckheit, to adjourn the meeting at 8:34 p.m. The motion carried by the following vote:

Yes: 6 - Gasior, Schroeer, Buckheit, Heisler, Stuart, and Swoboda