



# 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 21, 2019

6:00 PM

Council Chambers

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### Rollcall

*Also present: Scott Tempel - City Planner, Mikayla Schmidt - Comm. Dev. Specialist, David Hvistendahl and Dan Corbett.*

**Present** 6 - Joe Gasior, William Schroeer, Betsey Buckheit, Tracy Heisler, Terri Jensen, and Greg Siems

**Absent** 1 - Aaron Swoboda

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

*Chair Gasior called the meeting to order at 6:00PM.*

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

**Yes:** 6 - Gasior, Schroeer, Buckheit, Heisler, Jensen, and Siems

### II. Approval of Minutes

1. [19-786](#) Draft Zoning Board of Appeals & Planning Commission Meeting Minutes

**Attachments:** [1 - 01-17-19 Draft PC Meeting Minutes](#)  
[2 - 02-21-2019 ZBA Meeting Minutes](#)

**A motion was made by Heisler, seconded by Jensen, to approve the 01-17-19 PC meeting minutes as amended to include a misspelling. The motion carried by the following vote:**

**Yes:** 6 - Gasior, Schroeer, Buckheit, Heisler, Jensen, and Siems

**A motion was made by Buckheit, seconded by Heisler, to approve the 02-21-2019 ZBA meeting minutes. The motion carried by the following vote:**

**Yes:** 6 - Gasior, Schroeer, Buckheit, Heisler, Jensen, and Siems

### III. Public Hearing

2. [PC M2019-005](#) Consider Text Amendment for Historic District signage regulations

**Attachments:** [1 - FINAL Ordinance Historic District Signage Regs](#)

*Chair Gasior read the opening statement and called the public hearing to order at 6:04PM.*

*Tempel answered questions from the commissioners on the process moving forward.*

*Chair Gasior opened the floor for the public to speak.*

*Dave Hvistendahl - owner of Froggy Bottoms building - felt the changes overall were good, but there was room to lessen the internally illuminated signs like neon signs and signs in windows. He stated there is trouble regulating this and would like to see changing of illuminated LED light be allowed.*

*Dan Corbett - 423 Division St. S. or the SWAG building - stated he is confused on why you cannot have web sites on signage. Tempel responded that the web site is not intended to be the actual sign and that 50% of your storefront windows can have signage.*

**A motion was made by Heisler, seconded by Buckheit, to close the public hearing at 6:22PM. The motion carried by the following vote:**

**Yes:** 6 - Gasior, Schroeer, Buckheit, Heisler, Jensen, and Siems

*Will Schroeer entered the meeting at 6:42PM.*

**A motion was made by Heisler, seconded by Buckheit, to approve the draft ordinance language as amended to include:**

**-(B) General Requirements (3) (d): The sign shall be placed only in front of the business, near the curb and allow for 3 feet or ADA compliant standards for pedestrian use.**

**-(B) General Requirements (F) (9): Signs shall be designed to match the historic time period elements of the building.**

**The motion carried by the following vote:**

**Yes:** 6 - Gasior, Schroeer, Buckheit, Heisler, Jensen, and Siems

**A motion was made by Jensen, seconded by Buckheit, to strike the (F) (5) language requiring existing non-complying signage to be brought into compliance upon receipt of any application to the Historic Preservation Commission. The motion carried by the following vote:**

**Yes:** 5 - Gasior, Schroeer, Buckheit, Jensen, and Siems

**No:** 1 - Heisler

**A motion was made by Jensen, seconded by Buckheit, to recommend approval of the historic downtown signage ordinance with amendments to City Council. The motion carried by the following vote:**

**Yes:** 6 - Gasior, Schroeer, Buckheit, Heisler, Jensen, and Siems

## IV. Old & New Business

3. [PC M2019-006](#) Consider recommendation on 2018 Pedestrian, Bike and Trail System Plan

**Attachments:** [1 - Pedestrian, Bike, and Trail System Draft Report](#)

*Commissioners discussed:*

*-the need to decrease vehicle lanes widths from 12 feet to 10 feet*

*-assigning bike lane widths to 6 feet*

*-the need for a bike facility matrix*

*-a list of improvement areas*

*-a technical error in the report*

*-and the good work Toole has done on this plan*

**A motion was made by Vice Chair Schroeer, seconded by Buckheit, to not recommend the draft plan until the commission sees responses to lane widths and how the street chart would interact with intersections and bike lane width. The motion carried by the following vote:**

**Yes:** 6 - Gasior, Schroeer, Buckheit, Heisler, Jensen, and Siems

**4. [19-787](#)** Update on Greenvale Park School planning process

**Attachments:** [1 - Northfield News Article - Preliminary plans introduced for new Elem. School](#)

*Chair Gasior invited Tempel to review the planning of the new Greenvale Park school process thus far. Tempel stated himself and Buckheit have attended the planning meetings.*

*Buckheit noted how impressed she was by the input and how the space can help them do their work. She emphasized the importance of accessibility to the school.*

**A motion was made by Vice Chair Schroeer, seconded by Heisler, to invite the District to engage with the Planning Commission to pursue mutual goals and achieve mutual success in recognizing the large impact on the city and the neighborhood of the new Greenvale Elementary School.**

**The Planning Commission urges the District to use the new school investment to support and advance the goals of:**

**-The City's Comprehensive Plan**

**-The City's Strategic Plan**

**The Planning Commission sees impacts especially on the city's transportation goals, among others. Understanding that the preliminary site plan in the News is preliminary, the Commission urges the District to pursue a different set of access options.**

**The motion carried by the following vote:**

**Yes:** 6 - Gasior, Schroeer, Buckheit, Heisler, Jensen, and Siems

**5. [19-788](#)** Work Plan discussion

**Attachments:** [1 - 2019 LDC items January](#)  
[2 - Strategic Plan Update 2018 Q1 Report 061218](#)  
[3 - Heisler Notes on Strategic Plan](#)

*Tempel asked the commissioners what they would like to evaluate as part of the work plan.*

*Several topics were discussed, including; inclusion, diversity, housing, the future land use map, how to link the Planning Commission's work across city departments, potential subcommittee's for transportation and land use, how the Strategic Plan drives the changes made to the Land Development Code (LDC), and to have a work session to discuss LDC items.*

## V. Reports and Discussion Items

*Heisler reported that the Riverfront Enhancement Committee (REC) is working on a kayak / canoe landing, the group will be hearing a presentation from Philips on aesthetic*

*lighting, and the National Parks Service was in attendance of the last meeting as well.*

*Chair Gasior mirrored Heisler's comments.*

*Buckheit noted Councilmember Grabau asked her to speak at the last Human Rights Commission (HRC) meeting to discuss Accessory Dwelling Units (ADUs).*

*Schroeer noted that himself and Heisler were at the ADU open house. Schroeer commented that the open house was well done and there was high attendance. Schroeer stated there was good discussions, serious questions, overall positive, but people had concerns as well.*

## **VI. Adjournment**

**A motion was made by Buckheit, seconded by Vice Chair Schroeer, to adjourn the meeting at 8:42PM. The motion carried by the following vote:**

**Yes:** 6 - Gasior, Schroeer, Buckheit, Heisler, Jensen, and Siems