City of Northfield

Meeting Minutes - Final
Planning Commission

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

Thursday, June 20, 2019 | **6:00 PM** | **Council Chambers**

Rollcall

Also present: City Planner Scott Tempel, Comm. Dev. Specialist Mikayla Schmidt, Project Coor. Beth Kallestad, Martha Larson, Lewis Campbell, Norman Oberto, and Abram Albee.

Present 6 - Joe Gasior, William Schroeer, Betsey Buckheit, Tracy Heisler, Terri Jensen, and Aaron Swoboda

Absent 1 - Greg Siems

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 Swoboda

II. Approval of Minutes

1. 19-936 Review Draft Planning Commission Meeting Minutes

Attachments: 1 - 05-16-2019 PC Minutes

A motion was made by Buckheit, seconded by Swoboda, to approve the 05-16-2019 PC meeting minutes. The motion carried by the following vote:

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

III. Presentations

2. 19-937 Presentation and review of the Energy Subcommittee Report.

Attachments: 1- Northfield Energy Subcommittee Report_052819

Schroeer entered at 6:02PM.

Beth Kallestad (Project Coordinator) introduced the item and Martha Larson who is the Energy Subcommittee lead. Larson explained the Energy Subcommittee's work with Xcel Energy is a part of two phases. The first phase (now completed) looked at assisting the Energy Subcommittee to document the City's current energy consumption and identify goals. The second phase is an eighteen month implementation program also assisted by Xcel Energy.

Martha then reviewed her PowerPoint presentation where she noted small and large consumers, and carbon reduction goals.

Discussion was held on:
-land use, infill, and redevelopment,
-strategically planning the locations of renewable energy resources,
-energy use and internal combustion vehicles,
-green building standards and costs,
-programs to assist with green building,
-how to better enforce and monitor energy codes,
-life cycle of goods, buildings, etc.,
-and how the education piece of this report transitions into policy.

IV. New Business

3. PC M2019-010 Conditional Use Permit for Zimtor Elementary School

Attachments: 1 - Draft Council Resolution

2 - Zimtor Correspondence

Chair Gasior read the public hearing statement for the conditional use permit (CUP) and rezoning request, and opened the hearing at 6:32PM.

Tempel reviewed his PowerPoint presentation on the request for a CUP for the Zimtor Elementary School.

Chair Gasior invited the public to comment. No one from the public spoke.

Schroeer noted a school helps meet the goals of the R1 zoning district and he didn't know if a parking condition was neccesary at this time.

Lewis Campbell - 813 St. Lawrence Dr. - stated the school will host Kindergarten - 2nd grade with the option to host 3rd - 5th graders in the upper level of the building if the school expands. Campbell noted the upper level of the building would need an elevator and ramp for accessability. He had no objection to further review in the future.

A motion was made by Swoboda, seconded by Vice Chair Schroeer, to close the public hearing for the CUP request at 6:35PM. The motion carried by the following vote:

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

A motion was made by Vice Chair Schroeer, seconded by Buckheit, to recommend approval of the draft City Council Resolution approving a Conditional Use Permit for a private elementary school in the R1 District. The motion carried by the following vote:

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

4. PC M2019-011 Consideration of Ordinance Rezoning 2280 Cannon Road from Commercial to Industrial

Attachments: 1 - Ordinance

2 - HomeTown Credit Union Letter regarding 2280 Cannon Rd. rezoning

Chair Gasior opened the public hearing at 7:02PM.

Tempel reviewed his PowerPoint presentation on the rezoning request.

Chair Gasior opened the hearing for public comment.

Norman Oberto - 701 Banberry Ct. - spoke on the self-storage facility project in regards to a concern from a nearby property owner, it's consistency with the Comprehensive Plan and the need for more self-storage in the Northfield area.

Abram Albee - Hometown Credit Union representative - voiced Hometown's concerns on how the area could become more industrial. Albee noted the Hometown Credit Union plans to break ground next year and were thinking of incorporating retail space.

Oberto responded by stating the industrial is a broad term and this property will be very well maintained. He stated there is an average of 15 stops per day, except when people pay their bill. Oberto noted 85% of the self storage units belong to individuals and the remaining of 15% occupied by businesses too for carrying inventory.

A motion was made by Vice Chair Schroeer, seconded by Heisler, to close the public hearing at 7:17PM. The motion carried by the following vote:

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

A motion was made by Heisler, seconded by Vice Chair Schroeer, to recommend approval of the ordinance for the rezoning of 2280 Cannon Road from Highway Commercial (C2) to Industrial (I1). The motion carried by the following vote:

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

5. PC Res. 2019-001 Comprehensive Plan Compliance Review, Maple Brook Townhomes

Attachments: 1 - Resolution

Tempel stated the Maple Brook Townhome project was heard at City Council and passed and now a resolution is needed stating the project is consistent with the comprehensive plan.

A motion was made by Vice Chair Schroeer, seconded by Jensen, to approve the PC Resolution 2019-001 agreeing that a development program for the Southbridge Development District and a Tax Increment Financing Plan for the Maple Brook Housing Tax Increment Financing District conforms to the general plans for the development and redevelopment of the City. The motion carried by the following vote:

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

6. 19-938 Planning Commission Work Plan

Attachments: 1 - Land Development Code Issues to Address

2 - Planning Commission Priorities List

The commissioners and staff began discussion on work plan items. The outline of goals was based off staff recommendations and the goals of the commissioners.

Chair Gasior noted the demographics data would be beneficial to update because the

2020 census data will not be available for another five years.

Further discussion by the commissioners and Tempel was held on:
-items that could potentially be addressed at the July meeting,
-having a meeting with the Bridgewater Township supervisors and potentially Rice County as well,
-affordability and availability of current housing stock, which may call for a housing study of existing units,
-a possible individual joint work session with the HRA and EDA,
-banning drive-thoughs and removing parking minimums,
-reducing parking requirements and having a broad conversation on parking in general,
-being ready to address small changes in the Land Development Code (LDC) and incorporate those all at once into a single change",
-vacation rental and rental ordinance language,
-defining unrelated occupants,
-how the Planning Commission (PC) can assist with making changes while knowing the budgetary constraints,
-how the commissioners can look at the "big picture" items as part of the comprehensive plan and strategic plan to create their action plan,
-having a PC work session and possible using a method to contribute jointly on items before the meeting,
-and to have a regular meeting in worksession format for better discussion.

V. Reports and Discussion Items

VI. Adjournment

A motion was made by Vice Chair Schroeer, seconded by Jensen, to adjourn the meeting at 8:16PM. The motion carried by the following vote:

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