



City of Northfield

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

Meeting Minutes - Final Planning Commission

Thursday, May 19, 2022

6:00 PM

Council Chambers

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:01PM.

Also Present: Youth Representative Sofia Chihade, City Planner Mikayla Schmidt, Assistant City Planner Reeve Needham, Interim Community Development Director Teresa Jensen, Meetings Associate Edward Malnar, Tyler Asher, Anders Bergsten, Miranda Lentz, Syd Garrison, Ryan Harvey

Present 7 - William Schroeder, Chair Betsey Buckheit, Brian Nowak, Bill Kuhlmann, Jason Menard, Davin Sokup, and Vice Chair Tracy Heisler

APPROVAL OF AGENDA

A motion was made by Vice Chair Heisler, seconded by Commissioner Menard, to approve the agenda. The motion carried by the following vote:

Yes: 6 - Chair Buckheit, Nowak, Kuhlmann, Menard, Sokup, and Heisler

APPROVAL OF MINUTES

1. [22-336](#) April 21, 2022 PC Meeting Minutes

Attachments: [04-21-2022 PC Meeting Minutes](#)

A motion was made by Commissioner Kuhlmann, seconded by Commissioner Menard, to approve the April 21 minutes. The motion carried by the following vote:

Yes: 5 - Chair Buckheit, Nowak, Kuhlmann, Menard, and Sokup

Abstained: 1 - Heisler

PRESENTATIONS

2. [22-337](#) Presentation by St. Olaf College Students on their Land Development Code Student Revision Project.

Attachments: [1 - St. Olaf Student LDC Revision Team Presentation](#)

Students from St. Olaf presented their work reviewing the Land Development Code for feasibility of achieving Climate Action Plan goals and referred recommendations for changing municipal code and infrastructure. Students answered questions from Commissioners.

Commissioner Schroeder arrived at 6:06PM. Youth Representative Sofia Chihade arrived at 6:10PM.

PUBLIC HEARINGS AND RELATED ACTION

3. [PC M2022-013](#) Public Hearing for Consideration of Ordinance Rezoning Parcel ID 2202100002 from CD-S: College Development to I1-B: Industrial.

Attachments: [1 - Public Hearing Notice & Location Map](#)
[2 - Email of Support from St. Olaf](#)

City Planner Mikayla Schmidt presented the proposed change of zoning Cardinal Glass property from "College Development" to "Industrial" and introduced a schedule of public hearings for this zoning. Commissioners addressed questions of ownership history, property development, utilities efficiency, and tree maintenance. Vice Chair Heisler, seconded by Commissioner Nowak, moved to close the public hearing. The motion passed unanimously.

NEW BUSINESS

4. [PC M2022-014](#) Consideration of Ordinance Rezoning Parcel ID 2202100002 from CD-S: College Development to I1-B: Industrial.

Attachments: [1 - Ordinance](#)
[2 - Location Map](#)

A motion was made by Vice Chair Heisler, seconded by Commissioner Schroeer, to approve the rezoning of Parcel 2202100002 from "College Development" to "Industrial," including findings of fact presented in the staff report, as presented. The motion carried by the following vote:

Yes: 7 - Schroeer, Chair Buckheit, Nowak, Kuhlmann, Menard, Sokup, and Heisler

5. [22-338](#) Discuss Land Development Code (LDC) Amendments to Heritage Preservation Ordinance.

Attachments: [1 - Draft Ordinance](#)
[2 - MN SHPO Sample Ordinance](#)
[3 - 2001 LDC](#)
[4 - Peer Cities Research](#)
[5 - Hyperlink to 5.3.22 Staff Report](#)
[6 - Hyperlink to 5.3.22 CC Meeting](#)
[7 - Hyperlink to 5.12.22 HPC Meeting](#)

Assistant City Planner Reeve Needham presented amendments covering applicability of Certificates of Appropriateness, tiered levels and procedure of certification review, areas of exemption, review of changes on public property, and appeals of applications. These amendments will return to the Heritage Preservation Commission for additional review before starting the approval process. Staff answered commissioners' questions during discussion of the impact and implementation of the drafted amendments. Commissioners wanted assurance that staff handling minor work applications would be held to public standards.

A motion was made by Vice Chair Heisler, seconded by Commissioner Menard, to approve the drafted code amendments as amended by clarifying that “the Secretary of the Interior’s standards for treatment of historic properties shall be used to evaluate applications and proposed treatments in all cases, regardless of the review procedure applied.” The motion carried by the following vote:

Yes: 7 - Schroeder, Chair Buckheit, Nowak, Kuhlmann, Menard, Sokup, and Heisler

6. [22-339](#) Review Updates to Land Development Code Signage Regulations within the Historic District.

Attachments: [1 - Redlined Draft Changes to the LDC 6.10 Signage](#)
[2 - Redlined Draft Changes to LDC 9.2 Definitions](#)
[3 - Hyperlink to February 2022 HPC Agenda Packet](#)
[4 - Hyperlink to Article 6 - Signage](#)
[5 - Hyperlink to 5.12.22 HPC Meeting](#)

Assistant City Planner Reeve Needham introduced changes drafted for the Historic District signage regulation checklist. Commissioners reviewed the language and discussed how to achieve intended goals in official, written guidance. Commissioners agreed that they prefer simplification of the regulations, removal of certain features such as font or color restrictions, and thanked staff for the work. They requested clarification of diagrams and referred this feedback back to staff.

7. [22-340](#) Discussion & Selection of Chapters to Read from the Northfield Comprehensive Plan.

Attachments: [1 - Comp. Plan Review Memo from Chair Buckheit 04122022](#)
[2 - Hyperlink to the Northfield Comprehensive Plan](#)

Chair Buckheit directed commissioners to review sections of the Comprehensive Action Plan to read for the next meeting.

REPORTS FROM COMMISSION MEMBERS AND CHAIR

Commissioner Schroeder reported his presentation on rideshare programs to the Council. Chair Buckheit thanked Youth Representative Sofia Chihade for her dedication to the Commission.

STAFF UPDATES

8. [22-341](#) Staff Updates.

Attachments: [1 - "New" Draft PC Work Plan 2022-2024](#)

City Planner Mikayla Schmidt presented a draft of a work plan for the Commission to be considered during special session along with a review of the St. Olaf student report. Schmidt noted the selection of new community development director Jake Riley, whom interim CD Director Teresa Jensen offered to assist with orientation. Schmidt also presented photos and remarks on the national American Planning Association conference and Needham remarks on the Main Street America conference.

ADJOURNMENT

A motion was made by Commissioner Schroeer, seconded by Commissioner Kuhlmann, to adjourn the meeting at 7:48PM. The motion carried by the following vote:

Yes: 7 - Schroeer, Chair Buckheit, Nowak, Kuhlmann, Menard, Sokup, and Heisler