

MEMBERS PRESENT: Tracy Davis, Jim Herreid, Alice Thomas, Suzie Nakasian, Richard Schulte and Steve Rholl

ABSENT: Greg Colby

ALSO PRESENT: Betsey Buckheit, Community Development Director Brian O’Connell, City Planner Dan Olson, Recording Secretary Sandra Bremer and other interested citizens

1) Call to Order and Approval of Agenda

Chair Davis called the meeting to order at 7:00 p.m.

**A motion was made by Herreid and seconded by Thomas to approve the agenda of January 21, 2010, as amended to move 5a to follow 5b, c, & d. All in favor. Motion carried.**

2) Approval of Minutes

**A motion was made by Schulte and seconded by Rholl to approve the minutes for the work session of January 7, 2010, as amended on Page 2 to amend the 7<sup>th</sup> paragraph to read “*Members felt that the recommendation should also have a statement as from the Planning Commission as follows: At the Planning Commission meeting of January 7, 2010, the Commission selected Alternative #2, which recommended approval to the City Council of the 456-acre annexation request of the Praver-Gill properties, with the conditions noted in the motion. The vote of the Commission was five to one in favor of the request. The vote against annexation was based on the position that the annexation should be delayed until completion of both the Land Development Code and the updated stormwater and stream protection ordinances, both critical tools given the unique, sensitive natural resources involved. Commission members stated that they are unanimous in their support of the annexation requests, but have significant concerns about the impact of future development on the environmental resources, including the two streams in the area and more particularly, the Brook Trout habitat represented in Rice Creek. The Planning Commission advises the City Council that development in this area preserve and enhance the environmental features of the annexation area, while at the same time pursuing viable economic development for Northfield.*” and Page 3, Item 4d) to change to read: “...them at a future meeting...” Schulte abstained as he was not at the meeting. Motion carried.**

It was agreed that the statement to the Council would be compiled by the members regarding the annexation before the packet information is sent to the Council for review.

**A motion was made by Rholl and seconded by Thomas to approve the minutes for the special meeting of January 14, 2010, as amended to move Item 5a to follow Items b, c, & d. Schulte abstained as he was not at the meeting. Motion carried.**

3) Unfinished Business Action Items:

a) Finalize liaison assignments for 2010

Staff presented a list of all the boards and commissions and the Council liaisons for them. Schulte agreed to cover the Heritage Preservation Commission.

4) New Business Action Items:

a) Public Hearing

Chair Davis called the public hearing to order at 7:32 p.m. It was noted that the change would allow the ordinance language to be general and refer to the bylaws for the specific meeting dates.

Buckheit, 610 Union Street, City Council liaison. She thanked the Commission for changing their meeting date to allow the review process to be streamlined.

**A motion by Thomas and seconded by Rholl to close the public hearing. All in favor. Motion carried.**

**A motion was made by Thomas and seconded by Schulte to recommend the amendment to the ordinance as follows: “Sec. 34-59. Meetings. (a) *Regular meetings.* The planning commission shall meet on the dates specified in the bylaws for the Commission. The first meeting of the year of the planning commission and of the zoning board of appeals shall be on the second Tuesday in January. Regular meetings shall be held on the second and fourth Tuesdays of each month effective January 1, 2003, unless such day is a legal holiday or an election day in the city, in which case the regular meeting shall be held on the following Wednesday, and provided that regular meetings may be cancelled if there is no business before the commission functioning as either planning commission or zoning board of appeals. All in favor. Motion carried.**

5) Reports and Discussion Items:

b) Liaison reports

Thomas reported on the Rice County Planning Commission.

Rholl reported on the EDA meeting.

c) Staff update on land use applications received

Staff noted there were none pending.

d) Remarks by Chair: None

a) Discuss Comprehensive Plan Goals Related to Residential Land Uses

Chair Davis reviewed the process that would be used to review residential districts. The goal of this meeting was to identify the areas that are consistent with the Comprehensive Plan.

The members expressed the Comprehensive Plan objectives they felt pertained to residential uses.

The issue was raised as to what were the members' ideas regarding connectivity, what is sound economic base, Northfield's sense of place, what do we want Northfield to be, compact development and what does this mean, mixed use centers or neighborhood serving commercial, etc. It was noted that these would need to be further defined.

Staff compiled a bullet list of the points raised by the Commission members. This list was refined and then the next step would be to address these issues and Staff will reference where they are addressed in the LDC regulations. This list is to be used only as part of an exercise to be able ensure that these are included in the LDC. There may be more added as the process continues.

It was agreed that Staff would take the implementation table items that refer to residential use and then reference where they are found in the LDC regulations and then add in those that were identified that are not in the implementation table.

6) Adjournment:

A motion was made by Thomas and seconded by Herreid to adjourn the meeting. All in favor. Motion carried.

The meeting was adjourned at 9:22 p.m.

Submitted by:

Sandra Bremer  
Recording Secretary

MEMBERS PRESENT: Tracy Davis, Jim Herreid, Suzie Nakasian, Alice Thomas, Steve Rholl, and Richard Schulte

MEMBERS ABSENT: Greg Colby

ALSO PRESENT: Betsey Buckheit, Community Development Director Brian O’Connell, City Planner Dan Olson, Recording Secretary Sandra Bremer

Rholl reported on the EDA meeting.

Buckheit gave a review of the City Council’s Goal Session from Tuesday night. The LDC is at the top of their list.

1) Discuss Wording of Praver-Gill Annexation Recommendation

Staff noted the wording that the Planning Commission drafts will be placed in the City Council staff report for the February 9, 2010, meeting.

**A motion was made by Herreid and seconded by Thomas to approve the following statement to forward to City Council as to what the Commission based the decision to recommend the annexation of the Praver/Gill property: “To accomplish this the Commission encourages the Council to direct that the eventual development on the site be informed by a complete hydrological and biological work-up for both Rice and Heath Creeks, research needed to ensure that these acres are developed in a manner that accords with the principles of the 2008 Comprehensive Plan. Furthermore, in accordance with the conditions stated in Alternative 2, the Planning Commission encourages the Council to direct City Staff to work closely and cooperatively with Bridgewater Township and to engage the technical expertise of the Rice Creek (Spring Brook) Concerned Citizens Group, CRWP and other interested groups in the revision of stormwater and stream protection ordinances.” Schulte abstained as he was not on the Commission during the public hearing and recommendation. Motion carried.**

2) Continue Review Process for Draft Land Development Code Focusing on the Residential Aspects of Strategies Listed in the Comprehensive Plan’s Implementation Matrix (Chapter 12)

The Commission began their review of the Implementation Matrix that was presented at the meeting by Staff in relation to residential districts. See the notes on the attached Implementation Matrix for the comments made at the meeting. It was noted there needs to be discussion regarding neighborhood compatibility standards.

It was suggested that at the next meeting they will continue the review of the matrix starting at CI 4.2 and complete this section. It was suggested to deal with the neighborhood compatibility issues in the LDC, Section 3.5.

3) Adjournment:

The meeting was adjourned at 9:05 p.m.

Submitted by:

Sandra Bremer  
Recording Secretary