

**Northfield Master Plan Steering Committee/EDA
Meeting Summary – August 19, 2010
First National Bank**

MEMBERS PRESENT: Rick Estenson, Rhonda Pownell, Jim Pokorney, John Klockeman, Glen Castore, Chris Sawyer, Steve Engler, Tim Geary, Jay Jasnoch, Victor Summa

MEMBERS ABSENT: Scott Richardson, Neil Lutsky, Mike Berthelsen, Erica Zweifel, Tracy Davis, Pete Sandberg

ALSO PRESENT: Jeff McMenimen (HKGi), Economic Development Director Jody Gunderson, Community Development Director Brian O'Connell, City Engineer Katy Gehler-Hess, John Fink, Bob Gill, Larry Larson

The meeting was called to order at 6:10 p.m.

Development Guidelines

Jeff McMenimen began the meeting with a review of the progress on the development guidelines being developed in partnership with the master plans. The materials presented included the draft outline of the guidelines, the purpose and intent of the guidelines, how the guidelines are to be used, the relationship of the guidelines to other planning policies and documents in the City, examples of how the guidelines will address specific issues and the graphic format of the guidelines. A draft of the development guidelines was distributed to the Steering Committee for review. The draft guidelines did not include the final chapter – construction management or the introduction statements. The Steering Committee was asked to have all comments prepared and submitted to Jody Gunderson and Jeff McMenimen before the Sept. 16th Meeting.

There was some discussion regarding how prescriptive the guidelines should be. Jeff told the group the guidelines are currently written to control the quality of development and address the spirit of the goals and objectives for the business and industrial parks, but not overly prescriptive. Too prescriptive and the guidelines can become an obstacle to development. Too flexible and the guidelines become too difficult to enforce. A balance is required. The design team will look toward the Steering Committee to provide a desired level of flexibility vs. prescription.

Draft Phasing Strategies

Following a brief discussion of the development guidelines, Jeff presented the draft phasing strategies and cost estimates for each phase. Each plan was broken into four phases. Each phase moves roughly from east to west, due to where utilities and infrastructure exist today. As site improvements (roads, utilities and stormwater facilities) are constructed (moving east to west) to serve development, parcels may open up for development. Jeff also reviewed some implementation recommendations associated with each component of the site improvements including streets, utilities, storm sewer, open space, etc.

Comments received regarding the phasing plans include:

- Provide further break down of phase 1 (north site) into sub-phases.
- Provide potential tax revenue generation per phase.
- Provide potential employee generation per phase.
- What other costs may be associated with development? Schools? Water treatment facility upgrades? *Note: these are comprehensive plan issues which will have to be addressed at some future time.*

- Can tax revenue support incremental site improvement costs?
- Can the design team look at what would be the most economical solution to provide access to industrial sites?
- Highlight existing roads for graphic clarity on the drawings.

Next Steps/Meetings

Next meeting: September 16, 2010

September meetings: September 16, 2010 (Steering Committee/EDA/Planning Commission)

September 23, 2010 (Public Open House)

Note: Discussion regarding the open house – it was decided that there would be a forum for questions and answers during the open house, shortly after each presentation. Staff and Steering Committee members are encouraged to assist.

The meeting was adjourned at 8:00 p.m.