

City of Northfield

*City Hall
801 Washington Street
Northfield, MN 55057
northfieldmn.gov*



Meeting Agenda

Thursday, July 16, 2026

6:00 PM

Council Chambers

Planning Commission

6:00 PM - REGULAR AGENDA

CALL TO ORDER AND ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. [26-385](#) February 19, 2026 ZBA Meeting Minutes

Attachments: [1 - 02-19-2026 ZBA Meeting Minutes](#)

2. [26-386](#) June 18, 2026 ZBA Meeting Minutes

Attachments: [1 - 06-18-2026 ZBA Meeting Minutes](#)

3. [26-387](#) June 18, 2026 PC Meeting Minutes

Attachments: [06-18-2026 PC Meeting Minutes](#)

PRESENTATIONS

OPEN PUBLIC COMMENT

Persons may take one opportunity to address the Board/Commission for two (2) minutes (not including interpreter's time) on any topic, even if on the agenda, with the condition that they may not speak on the same item later in the meeting. No notification of the Chair is required. However, speakers are asked to complete a sign up card. Persons wanting a response to a question must submit the question in writing to the recording secretary. Questions must include name and information on how to contact. You may use the back side of the comment cards available in the meeting room. Persons cannot gift their 2 minute speaking time to other members of the public.

BOARD MEMBER AND COMMISSIONER REPORTS

REGULAR AGENDA

Persons that wish to speak on a regular agenda item must provide name and address by completing & submitting a sign up card. Persons may also contact the staff liaison via the City's website no later than 12:00 noon on the day of the meeting. The Chair will call up individuals to speak, based on preregistration and cards submitted, after the staff report on an item. Please be respectful of the public's and the Commission's time.

4. [26-388](#) Review of Potential Sign Ordinance Changes for Athletic Field Signage

Attachments: [1 - Article 6 Proposed Redline DRAFT](#)
[2 - Scoreboard Sign Depictions](#)
[3 - Presentation](#)

5. [26-389](#) Discussion on Industrial Block Length Maximums

STAFF UPDATES

6. [26-390](#) Staff Updates.

Attachments:

- [1 - Upcoming Council Agenda Items](#)
- [2 - Hyperlink to Northfield Construction & Development Projects](#)
- [3 - Hyperlink to Maryland Department of Planning Webinars](#)
- [4 - Hyperlink to the Zoning Code Update Website](#)
- [5 - Hyperlink Ohio Planning Chapter Webcast Series](#)

ADJOURNMENT



Legislation Text

File #: 26-385, **Version:** 1

Planning Commission Meeting Date: July 16, 2026

To: Members of the Planning Commission

From: Kari Bonde, Administrative Associate

February 19, 2026 ZBA Meeting Minutes

Action Requested:

Please review the February 19, 2026 ZBA Meeting Minutes and approve or approve with amendments.

Summary Report:

N/A

City Plans & Policies Relevance:

N/A

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

N/A



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Meeting Minutes - Draft Zoning Board of Appeals

Thursday, February 19, 2026

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA CALL TO ORDER AND ROLL CALL

Chair Kuhlmann called the meeting to order at 6:01pm.

Chair Kuhlmann introduced the new ZBA/Planning Commissioner, Aaron Lauer. He replaced Commissioner Holmes who was a voting Council representative.

Present: 7 - Commissioner Bill Kuhlmann, Commissioner William Schroeer, Commissioner Betsey Buckheit, Commissioner Philip Holleran, Commissioner Brian Nowak, Commissioner Steven Schmidt and Commissioner Aaron Lauer

*Also present: City Planner Mikayla Schmidt, Associate City Planner Mathias Hughey, Community Development Director Scott Wopata, Administrative Associate Kari Bonde.
Youth rep: Abby Pape.*

APPROVAL OF AGENDA

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

Yes: 7 - Commissioner Kuhlmann, Commissioner Schroeer, Commissioner Buckheit, Commissioner Holleran, Commissioner Nowak, Commissioner Schmidt and Commissioner Lauer

OPEN PUBLIC COMMENT

None.

PUBLIC HEARINGS

1. [BC 26-001](#) Public Hearing for a Variance Request at 2150 Declaration St.

Attachments: [1 - Public Hearing Notice](#)

Chair Kuhlmann opened the public hearing at 6:09pm.

Associate City Planner Mathias Hughey introduce the variance request for 2150 Declaration St.. Hughey reviewed the variance request, location, proposed renderings and criteria of findings. Staff is in support of the variance request.

Enrico Williams, architect of the project - gave additional information on the project and answered questions from commissioners.

A motion was made by Commissioner Nowak, seconded by Commissioner

Schroeer, to close the Public Hearing. The motion carried by the following vote:

Yes: 7 - Commissioner Kuhlmann, Commissioner Schroeer, Commissioner Buckheit, Commissioner Holleran, Commissioner Nowak, Commissioner Schmidt and Commissioner Lauer

2. [ZBA Res. 2026-001](#) Consideration of a Variance Request to Exceed the Maximum Height Limit in the C2 District by 4 Feet.

Attachments: [1 - Resolution](#)
[2 - Renders and Floor Plans](#)
[3 - Exterior Elevations](#)

A motion was made by Commissioner Buckheit, seconded by Commissioner Schmidt, to approve the ZBA Resolution 2026-001 - Approving a Variance Request at 2150 Declaration St.. The motion carried by the following vote:

Yes: 7 - Commissioner Kuhlmann, Commissioner Schroeer, Commissioner Buckheit, Commissioner Holleran, Commissioner Nowak, Commissioner Schmidt and Commissioner Lauer

ADJOURNMENT

Chair Kuhlmann adjourned the meeting at 6:39pm.



Legislation Text

File #: 26-386, **Version:** 1

PC Meeting Date: July 16, 2026

To: Members of the Planning Commission

From: Kari Bonde, Administrative Associate

June 18, 2026 ZBA Meeting Minutes

Action Requested:

Please review the June 18, 2026 ZBA Meeting Minutes and approve or approve with amendments.

Summary Report:

N/A

City Plans & Policies Relevance:

N/A

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

N/A



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Meeting Minutes - Draft Zoning Board of Appeals

Thursday, June 18, 2026

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA CALL TO ORDER AND ROLL CALL

Chair Kuhlmann called the meeting to order at 6:01pm.

Present: 6 - Commissioner Betsey Buckheit, Commissioner Philip Holleran, Commissioner Steven Schmidt, Commissioner Aaron Lauer, Bill Kuhlmann and Julia Menard

Absent: 1 - Commissioner Brian Nowak

Also present: Associate Planner Mathias Hughey, City Planner Mikayla Schmidt, Community Development Director Scott Wopata, Administrative Associate Kari Bonde. Youth rep: Abby Pape & Eli Podracky.

APPROVAL OF AGENDA

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

Yes: 6 - Commissioner Buckheit, Commissioner Holleran, Commissioner Schmidt, Commissioner Lauer, Kuhlmann and Menard

OPEN PUBLIC COMMENT

None.

PUBLIC HEARINGS

1. [26-320](#) Public Hearing for a Variance Request at 212 Division St. S.

Attachments: [1 - Public Hearing Notice](#)
[2 - Location Map](#)

Public hearing was opened at 6:04pm.

Associate Planner Mathias Hughey gave a PowerPoint presentation on the Variance request at 212 Division St. S. Hughey reviewed the timeline noting the HPC approved the Certificate of Appropriateness earlier this month, reviewed the variance process, location and went through the findings.

Matt Ganter with Rebound Enterprises reviewed the timeline and renderings from different street levels.

A motion was made by Commissioner Holleran, seconded by Commissioner Menard, to close the Public Hearing. The motion carried by the following vote:

Yes: 6 - Commissioner Buckheit, Commissioner Holleran, Commissioner Schmidt, Commissioner Lauer, Kuhlmann and Menard

2. [ZBA Res. 2026-002](#) Consideration of a Variance to Exceed the Maximum Height Limit in the C1-B: Downtown District by 13 Feet

Attachments: [1 - ZBA Resolution](#)
[2 - Building Heights](#)
[3 - Colored Elevations 06-03-2026](#)
[4 - ZBA Resolution 2023-002](#)
[5 - SUPPLEMENTAL - ZBA Resolution and Findings \(UPDATED\)](#)
[6 - SUPPLEMENTAL - Public Comment](#)
[7 - SUPPLEMENTAL - Archer PowerPoint](#)
[8 - SUPPLEMENTAL - Staff PowerPoint](#)

A motion was made by Commissioner Buckheit, seconded by Commissioner Schmidt, to approve ZBA Resolution 2026-002, Consideration of a Variance to Exceed the Maximum Height Limit in the C1-B: Downtown District by 13 Feet. The motion carried by the following vote:

Yes: 6 - Commissioner Buckheit, Commissioner Holleran, Commissioner Schmidt, Commissioner Lauer, Kuhlmann and Menard

ADJOURNMENT

A motion was made by Commissioner Schmidt, seconded by Commissioner Holleran, to adjourn the meeting at 6:30pm. The motion carried by the following vote:

Yes: 6 - Commissioner Buckheit, Commissioner Holleran, Commissioner Schmidt, Commissioner Lauer, Kuhlmann and Menard



Legislation Text

File #: 26-387, Version: 1

PC Meeting Date: July 16, 2026

To: Members of the Planning Commission

From: Kari Bonde, Administrative Associate

June 18, 2026 PC Meeting Minutes

Action Requested:

Please review the June 18, 2026 PC Meeting Minutes and approve or approve with amendments.

Summary Report:

N/A

City Plans & Policies Relevance:

N/A

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

N/A



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Meeting Minutes - Draft Planning Commission

Thursday, June 18, 2026

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA

CALL TO ORDER AND ROLL CALL

Chair Kuhlmann called the meeting to order at 6:32pm.

Present 6 - Commissioner Buckheit, Vice Chair Holleran, Commissioner Schmidt, Chair Kuhlmann, Commissioner Lauer, and Commissioner Menard

Absent 1 - Commissioner Nowak

Also present: Associate Planner Mathias Hughey, City Planner Mikayla Schmidt, Community Development Director Scott Wopata, Administrative Associate Kari Bonde. Youth rep: Abby Pape & Eli Podracky.

APPROVAL OF AGENDA

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

Yes: 6 - Commissioner Buckheit, Vice Chair Holleran, Commissioner Schmidt, Chair Kuhlmann, Commissioner Lauer, and Commissioner Menard

APPROVAL OF MINUTES

1. [26-321](#) May 21, 2026 PC Meeting Minutes

Attachments: [05-21-2026 PC Meeting Minutes](#)

A motion was made by Commissioner Menard, seconded by Commissioner Schmidt, to approve the May 21, 2026 Meeting Minutes. The motion carried by the following vote:

Yes: 6 - Commissioner Buckheit, Vice Chair Holleran, Commissioner Schmidt, Chair Kuhlmann, Commissioner Lauer, and Commissioner Menard

OPEN PUBLIC COMMENT

None.

PUBLIC HEARINGS

2. [26-322](#) Public Hearing for Consideration of a Conditional Use Permit for Rebound Real Estate to Construct Off-Street Parking at 212 Division St. S.

Attachments: [1 - Public Hearing Notice Mailing](#)
[2 - Location Map](#)

Chair Kuhlmann opened the public hearing at 6:34pm.

Associate City Planner Mathias Hughey gave a PowerPoint on a CUP for 212 Division St. S. to construct off-street parking. He reviewed the criteria and noted staff is in support of the CUP.

Matt Ganter with Rebound Enterprises gave additional information and answered questions from Commissioners.

A motion was made by Commissioner Schmidt, seconded by Commissioner Menard, to close the Public Hearing. The motion carried by the following vote:

Yes: 6 - Commissioner Buckheit, Vice Chair Holleran, Commissioner Schmidt, Chair Kuhlmann, Commissioner Lauer, and Commissioner Menard

3. [PC Res. 2026-006](#) Consideration of a Conditional Use Permit for Off-Street Parking at 212 Division St. S.

Attachments: [1 - PC Resolution](#)
[2 - Architectural Renderings 06-03-2026](#)
[3 - Floor Plans 06-03-2026](#)
[4 - PC Resolution 2023-010](#)
[5 - SUPPLEMENTAL - PC Resolution \(UPDATED\)](#)
[6 - SUPPLEMENTAL - Staff PowerPoint](#)

A motion was made by Commissioner Schmidt, seconded by Commissioner Buckheit, to approve PC Resolution 2026-006 Consideration of a Conditional Use Permit for Off-Street Parking at 212 Division St. S. The motion carried by the following vote:

Yes: 6 - Commissioner Buckheit, Vice Chair Holleran, Commissioner Schmidt, Chair Kuhlmann, Commissioner Lauer, and Commissioner Menard

BOARD MEMBER AND COMMISSIONER REPORTS

None.

STAFF UPDATES

City Planner Mikayla Schmidt will be going on maternity leave in the next couple of weeks. WSB will be coming on while Schmidt is on leave. Schmidt and Hughey reviewed projects going on around town.

Council member Holmes gave updates from Council on winter/downtown parking, traffic around schools and Cannon River Regional Park.

ADJOURNMENT

A motion was made by Commissioner Schmidt, seconded by Commissioner Buckheit, to adjourn the meeting at 6:59pm. The motion carried by the following

vote:

Yes: 6 - Commissioner Buckheit, Vice Chair Holleran, Commissioner Schmidt, Chair Kuhlmann, Commissioner Lauer, and Commissioner Menard



Legislation Text

File #: 26-388, Version: 1

Planning Commission Meeting Date: July 16, 2026

To: Members of the Planning Commission

From: Lori Johnson, Consulting Planner
Scott Wopata, Community Development Director

Review of Potential Sign Ordinance Changes for Athletic Field Signage

Action Requested:

The Planning Commission is requested to review potential changes to the sign ordinance to allow for athletic field signage at properties owned by the Northfield Public School District and the City of Northfield.

Summary Report:

Background:

The Northfield Public School District has asked staff to consider presenting amendments to Article 6 of the Land Development Code to establish an avenue and clear standards for signage associated with athletic fields on District-owned property and City-owned public park property. Currently, the District has sold and installed nonconforming advertising facing Division Street on outfield fences. City Code prohibits these signs or any structure designed for the purpose of selling advertising space or identifying off-site businesses. The District is seeking to allow advertising signage on scoreboards and fencing to generate revenue and create financial participation options for businesses. Staff has prepared proposed amendments intended to establish a more specific regulatory framework for scoreboards, athletic field fence signs, and private wayfinding signs that do not clearly fit within the existing permanent or temporary sign categories. The Planning Commission is asked to simply react to these proposed amendments and provide guidance to staff on how to move forward in relation to athletic field signage.

Summary of Proposed Amendments

The draft ordinance would create a new Section 6.11 titled “Athletic Field Signage.” As a result, the existing sections that follow would be renumbered. The new section would allow certain athletic field signage on eligible public school district and City park properties, subject to specific standards intended to address sign size, location, lighting, operational limits, and visibility from surrounding properties and public streets.

Key Ordinance Changes

- *Creation of athletic field signage standards.* The amendment establishes a dedicated ordinance section for scoreboards, athletic field fence signage, and private wayfinding signage associated with athletic facilities.

- *Scoreboard regulations.* The draft allows one scoreboard per athletic field, subject to maximum height, area, setback, visibility, and commercial speech limitations. Electronic scoreboard components would be limited to use during games or events and would require dimming and shut-off controls. Signage must be coordinated in the use of colors, materials and shapes.
- *Athletic field fence signs.* The draft allows signs on fencing surrounding athletic fields, including signs that may contain commercial speech, provided they do not exceed the height of the fence, face toward the athletic field, and are not illuminated.
- *Wayfinding signs.* Directional signs would be allowed within athletic facilities, subject to maximum size and height standards. The draft also addresses how naming-rights entities may be identified on wayfinding signs.
- *Permit exemption clarification.* The amendments add language indicating that no zoning certificate is required for athletic field fence signage, while other sign types remain subject to the standards identified in the new section.

Analysis:

The proposed amendments provide a clearer and more predictable process for athletic field signage while maintaining limits to protect public safety, neighborhood compatibility, and the overall intent of the sign ordinance. Athletic fields often include unique signage needs, including scoreboards, sponsor recognition, field identification, and on-site directional signage. Creating a dedicated ordinance section helps distinguish these signs from general commercial signage, temporary signage, and institutional signage. The amendments would also classify athletic field signage separately, so it would no longer be treated as off-site signage.

Currently, City Code includes the following under Article 6, section 6.8 Prohibited Signs:

(D) Billboard signs or structures which are designed and erected for the purpose of selling advertising space or identifying a business not located on the property on which the sign is located.

Under Article 6, Section 6.10 Standards for Permanent Signs by Zoning District, Sub. (E) Signs in the CD-S and PI-S Districts, Pylon signs are prohibited in these districts.

Under Article 6, Section 6.9 Design Guidelines, Sub. (D) Changeable-Copy Signs limits the frequency at which copy may be changed on permitted changeable-copy signs to once per minute. It also allows one changeable copy sign per use or parcel in the PI-S district, limited to 30 square feet.

The draft standards are generally consistent with the purpose of Article 6 because they regulate location, size, placement, lighting, and operational characteristics rather than regulating signs based on viewpoint or content. The limits on electronic scoreboard operation, illumination, and street visibility are particularly important for reducing potential impacts on adjacent properties and motorists. The prohibition on illumination for athletic field fence signs further limits off-site impacts while still allowing sponsor recognition or field-related signage oriented toward spectators and participants.

Several dimensional standards remain placeholders in the draft ordinance, including maximum scoreboard height, maximum scoreboard area, commercial speech percentage, required scoreboard setback, and maximum

athletic field fence sign area. These items should be finalized before adoption to ensure the ordinance is enforceable and provides clear expectations for applicants, staff, and the public.

Scoreboard Signage Example:

To illustrate how different signage percentages may appear on scoreboards of varying sizes, two drawings are attached to this report showing the overall scoreboard dimensions and the amount of signage allowed in relation to the digital scoreboard components.

Recommendation:

Staff recommends that the Planning Commission review the proposed amendments and indicate whether it supports moving forward with athletic field signage provisions that would remove this signage from treatment as off-site signage. If the Commission supports proceeding, staff also recommends that the Commission provide direction on the remaining dimensional standards. The proposed amendments would create a practical framework for athletic field signage while preserving the City's ability to address safety, visibility, lighting, and compatibility concerns. It is also important to remember that sign content cannot be considered when drafting the sign ordinance based on current state legislation.

City Plans & Policies Relevance:

The proposed changes are unlikely to have a substantial impact on the guiding values of the Comprehensive Plan. Northfield has a long history of prohibiting off-premise advertising, video messaging signs, flashing signs, moving signs, and strict limitations on changeable copy signs.

Sponsorship of school sports expressed via signage on fencing and wayfinding signs could potentially reduce some of the barriers to participation in school sports by offsetting costs. However, there is no clear mechanism by which the City could ensure revenues generated by sponsorships advance equitable participation in school sports. Other barriers, such as transportation, are likely to remain.

The inclusion of a large video screen on the scoreboard is not likely to advance any of the Comprehensive Plan's guiding values and does not meet any specific actions or outcomes. The potential to contribute additional e-waste may be contrary to goals of reducing solid waste.

Alternative Options:

NA

Financial Impacts:

NA

Tentative Timelines:

The School District would like to install athletic field signage for the upcoming school year.

Article 6. SIGNAGE

6.1 Purpose and Intent.

Regulating the location, size, placement, and physical characteristics of signs is necessary to enable the public to locate goods, services, and facilities and to receive a wide variety of other messages, commercial and noncommercial, without difficulty and confusion, to encourage the general attractiveness of the community, to enhance public safety, and to protect property values. Accordingly, this section establishes regulations governing the display of signs that will:

- (A) Promote and protect the public health, safety, comfort, morals, and convenience;
- (B) Enhance the economy and the business and industry of the city by promoting the reasonable, orderly, and effective display of signs and, thereby, encourage increased communication with the public;
- (C) Restrict signs and lights that will increase the probability of traffic congestion and accidents by distracting attention or obstructing vision;
- (D) Reduce conflict among signs and light and between public and private information systems; and
- (E) Promote signs that are compatible with their surroundings.

6.2 Scope.

- (A) This section shall regulate the height, area, location, graphics, color, materials, content and other visual aspects of signs and sign structures. It does not regulate public informational and safety signs, or signs required by law.
- (B) The owner of any sign which is allowed by this sign ordinance may substitute non-commercial copy in lieu of any other commercial or non-commercial copy. This substitution of copy may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over non-commercial speech, or favoring of any particular non-commercial message over any other non-commercial message. This section prevails over any more specific section to the contrary.

6.3 Zoning Certificate and Compliance Required.

- (A) Unless otherwise provided by this section, all signs shall require a zoning certificate and a payment of fees. Exceptions to the certificate requirement are as follows:
 - (1) If any sign is removed and replaced on the same supports, provided the size or type of sign is not changed.
 - (2) No zoning certificate is required for the maintenance of a sign or for a change of copy on changeable copy signs.
 - (3) Signs identified in Section 6.5, Exemptions.
 - (4) General maintenance, painting, repainting, cleaning and other normal maintenance and repair of a sign or any sign structure unless a structural change or copy change, on a non-changeable copy sign, is made that results in anything more than a minor modification.

(5) No zoning certificate is required for athletic field fence signage.

- (B) The relocation of a sign from one area of a lot to another location on the same lot shall require a zoning certificate (See Section 8.5.1, Zoning Certificate).
- (C) The alteration or enlargement of any sign shall require a zoning certificate.
- (D) All wiring, fittings, and materials used in the construction, connection and operation of electrically illuminated signs shall be in accordance with the provisions of the State Electrical Code in effect.
- (E) No sign of any classification shall be installed, erected, or attached to a structure in any form, shape, or manner that is in violation of Northfield's or the state's building or fire codes.

6.4 Computations.

The following principles shall control the computation of sign area and sign height:

- (A) The area of a sign face, which is also the sign area of a wall sign or other sign with only one face, shall be computed by means of the smallest square, circle, rectangle, triangle, or combination thereof that shall encompass the extreme limits of the writing, representation, emblem, or other display. This does not include any supporting framework, bracing, or decorative fence or wall when such fence or wall otherwise meets the regulations of this LDC and is clearly incidental to the display itself (See Figure 6-1).
- (B) The sign area for a sign with more than one face (multi-faced signs) shall be computed by adding together the sign area of all sign faces. Even in cases where two identical sign faces are placed back-to-back, the sign area shall be computed by adding together the sign area of each sign face.
- (C) The height of a sign shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign.
- (D) Unless otherwise specifically stated, when a calculation is based on street frontage, the longest single street frontage shall be used and not the total of all street frontages.



Figure 6-1: Illustration of how sign area is calculated.

6.5 Exemptions.

The following types of signs are exempted from all the requirements of this section, except for construction and safety regulations and the requirements set forth:

- (A) **Public Signs.** Public signs with a noncommercial message, erected by or on the order of a public officer in the performance of his/her public duty, such as traffic signs, trespassing signs, memorial plaques, signs of historic interest and the like.

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- (B) **Integral Information.** Integral names of buildings, dates of erection, monumental citations, commemorative tablets and the like when carved into stone, concrete, or similar material or made of bronze, aluminum, or other permanent-type construction and made an integral part of the structure.
 - (C) **Private Traffic Direction.**
 - (1) Signs directing traffic movement onto premises or within premises, not exceeding four square feet (per side) in area and six square feet (per side) for industrial uses for each sign. Illumination of these signs shall be permitted in accordance with Section 6.9 (E), Illumination. Horizontal directional signs on and flush with paved areas are exempt from these standards.
 - (2) Private traffic direction signs that contain a commercial message shall not be exempt.
 - (D) **Vehicle Signs.** Signs on vehicles of any kind, provided the sign is painted or attached permanently or magnetically to the body of the original vehicle and does not project or extend beyond the original manufactured body proper of the vehicle, except as specifically prohibited in Section 6.6.8, Prohibited Signs.
 - (E) **Flags.** Flags identifying the emblem of government, school, or religious organization shall be exempt from this section with the exception that Section 6.10(B)(1) and Section 6.9(E), Illumination shall apply in all zoning districts.
 - (F) **Window Signs.** Except as otherwise restricted in Section 6.10 (F)(12), signs that are painted or attached to the inside of a window that do not cover more than 50 percent of the window shall be exempt.
 - (G) **Temporary Signs.** Temporary signs as allowed in Section 6.11, Temporary Signs.

(Ord. No. 1045, § 1, 10-18-2022)

6.6 Multiple-Use Buildings.

Any building that is designed to contain multiple principal uses and/or multiple tenants shall be considered a multiple-use building for the purposes of these sign regulations.

- (A) Any property owner who owns a multiple-use building shall be required to submit a signage plan for each such building.
- (B) The signage plan shall state the total allowable signage for the building and shall identify the allowable signage that will be allocated to each business space.
- (C) Such plan shall be filed with the city planner prior to any sign permit review.
- (D) Only one pylon sign is allowed for each multiple-use building.

6.7 Liability for Damages.

This section shall not be construed to relieve or to limit in any way the responsibility or liability of any person who erects or owns any sign, for personal injury or property damage caused by the sign, nor shall this section be construed to impose upon the city, its officers, or its employees any responsibility or liability because of the approval of any sign under this section.

6.8 Prohibited Signs.

All signs are prohibited which are described as follows:

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- (A) Signs that contain or are an imitation of an official traffic sign or signal or contain the terms "stop," "go slow," "caution," "danger," "warning," or similar words.
 - (B) Signs that may be confused with or construed as a traffic control device; that may hide any traffic sign, street sign or signal from view; or that may cause danger to traffic because of their size, location, movement, content, coloring, or manner of illumination.
 - (C) Signs, that are not temporary, that move in any manner or have a major moving part.
 - (D) Billboard signs or structures which are designed and erected for the purpose of selling advertising space or identifying a business not located on the property on which the sign is located.
 - (E) Signs that are temporarily placed or attached on any part of a relatively stationary vehicle.
 - (F) Portable changeable-copy signs, unless used as a temporary promotional sign, as allowed under Section 6.11, Temporary Signs.
 - (G) Signs that are placed upon trees, public property, or utility poles.
 - (H) Signs that display obscene language or actions.
 - (I) Searchlights.
 - (J) Inflatable signs.
 - (K) Snipe signs.
 - (L) Any sign attached to a roof that does not meet the definition of a "roof sign" in Article 9: Definitions.
 - (M) Vehicles whose primary purpose is advertising.

6.9 Design Guidelines.

The following standards are intended to direct the design elements of signage outside the downtown historic district. Each guideline shall be applied for each sign application based upon review by the city planner:

- (A) Neon lights are permitted for messages and symbols, but shall not flash.
- (B) Signs on multiple-use buildings must be coordinated in the use of colors, materials, and shapes.
- (C) **Landscaping Area Required.**
 - (1) Ground and pylon signs shall have plantings at and around the base that serve to:
 - (a) Screen the sign base and/or any lighting installed at ground level; and
 - (b) Tie such signage to the principal use by using plantings that are similar to those used on the rest of the site.
 - (2) Such plantings shall be of the type and size specified in Section 3.5.4, General Landscaping Material Standards.
 - (3) A landscape plan indicating the location and type of plantings to be used in screening the base of the sign must be submitted prior to the issuance of a sign permit by the city.
 - (4) A certified check or irrevocable letter of credit in favor of the city and in a form satisfactory to the city in the amount of 110 percent of the cost of the proposed plantings, as determined by a certified landscape professional, shall be held in escrow by the city until the plantings as indicated on the landscape plan approved in conjunction with the sign permit request are complete as determined by the city planner.

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- (5) If the cost of plantings is not determined by a certified landscape professional, the city planner shall determine the appropriate amount. The escrow or letter of credit shall be released to the applicant when all landscaping approved in conjunction with the sign permit application is installed to the satisfaction of the city planner.
 - (6) If required plantings are not installed by the applicant within one year of issuance of a sign permit, the city shall have the right to install such plantings and to use the escrowed funds or to draw on the letter of credit to pay for such installation of plantings.
- (D) **Changeable-Copy Signs.**
- (1) **Generally.**
 - (a) All changeable-copy signs shall be subordinate to the main signage permitted on the property. The sign area of changeable-copy signs shall be counted as part of the total sign area permitted for the property. All permanent changeable-copy signs are strictly prohibited except for uses described in subsections (2), (3) and (4) below.
 - (b) Changeable-copy signs may include signs that are manually changed by a person or electronic/digital changeable-copy signs. Electronic/digital changeable-copy signs, where permitted, shall be static and shall not flash or move. Such copy may be changed as often as every one minute.
 - (2) **Public and Institutional Uses.**
 - (a) Only one changeable-copy sign is permitted for each use or parcel of land unless such signs are separated by a distance of 500 feet or more.
 - (b) The sign face, which shall be limited to two faces, shall not exceed 30 square feet per face and shall have a minimum letter height of six inches for capital letters, 4.5 inches for lowercase letters and have a minimum negative space of 60 percent.
 - (c) Electronic/digital changeable-copy signs shall not be permitted immediately adjacent to residential uses.
 - (3) **Theaters.**
 - (a) A maximum of two manual or electronic/digital changeable-copy signs are permitted.
 - (b) The total changeable-copy signage shall not exceed 50 percent of the total signage allowed.
 - (4) **Signs Associated with Gasoline Stations.**
 - (a) One price information sign is permitted per building frontage. Each sign shall not exceed 12 square feet per face and shall have no more than two faces.
 - (b) Each sign must be permanently installed.
- (E) **Illumination.**
- (1) Illumination for signs, if used, shall not blink or fluctuate. Light rays shall shine only upon the sign or upon the property within the premises and shall not spill over the property lines, in any direction, except by indirect reflection.
 - (2) Section (1) above shall not apply to the following:
 - (a) Lighting systems owned or controlled by any public agency for the purpose of directing of traffic or for highway or street illumination;
 - (b) Aircraft warning lights; or

-
- (c) Temporary lighting used for repair or construction as required by governmental agencies.
(Ord. No. 978, § 1, 5-3-2016)

6.10 Standards for Permanent Signs by Zoning District.

(A) Signs in the R1, R2, R3, R4, N1, and N2 Districts.

- (1) Two permanent ground-mounted signs may be allowed for each major subdivision with 50 or more lots, or multi-family development in the N1-B and N2-B districts provided that the signs meet the following requirements:
 - (a) Signs may be permitted, at each development entrance along a city, county or state road;
 - (b) The signs shall be setback 15 feet from the public right-of-way and five feet from any adjacent property lines;
 - (c) Each sign may have a maximum sign area of 32 square feet not including any fence or wall on which the sign is located;
 - (d) The base of all signs shall be constructed of the same building materials used for any multi-family building or other material approved by the city planner;
 - (e) No such sign or any portion of the structure shall exceed five feet in height; and
 - (f) Only concealed external light illumination may be permitted.
- (2) Signage for permitted uses on residential lots may not exceed six square feet and may not exceed two sides. Signage shall be setback five feet from the public right-of-way and from adjacent property lines.
- (3) Public and institutional uses may have one wall sign and one ground-mounted sign totaling a maximum of 60 square feet in area.
 - (a) The signs shall be setback 15 feet from the public right-of-way and five feet from any adjacent property lines;
 - (b) The sign may include a changeable copy sign provided that it does not comprise more than 20 percent of the total sign area of the sign;
 - (c) No such sign or any portion of the structure shall exceed five feet in height; and
 - (d) Only concealed external light illumination may be permitted.
- (4) Larger signs for public and institutional uses may be considered as part of a conditional use permit.
- (5) Commercial or office uses that are permitted in the N1-B district shall comply with the sign standards established for the NC-F district in Section 6.10(C), Standards for the C1, C2 and NCF District, below.

(B) General Requirements for Signs in the C1, C2, I1, NC-F, and ED-F Districts.

- (1) No pylon sign shall exceed 20 feet in height above the average grade at the centerline of the street in front of the property. All ground-mounted flag poles, banners and pennants are also restricted by this height limitation. Non-commercial flags are exempt from this height limit.
- (2) Illumination of signs is permitted, but in accordance with the restrictions stated under Section 6.9 (E), Illumination.

(3) **Sidewalk Signs.**

- (a) Sidewalk signs are permitted in the C1 and C2 districts only.
- (b) All sidewalk signs shall be limited to two feet in width and three and one-half feet in height, including the support members.
- (c) No sign shall have more than two faces.
- (d) The sign shall be placed only in front of the business near the curb, and in compliance with the Americans with Disabilities Act.
- (e) One sign is permitted for each business, and it shall be removed from the sidewalk at the end of each business day.
- (f) No sidewalk sign shall be illuminated.
- (g) No zoning certificate shall be required.

(C) **Standards for the C1, C2, and NC-F Districts.**

(1) **Size.**

- (a) A total of one and one-half square feet of signage for each lineal foot of building frontage shall be permitted. One additional square foot of signage shall be permitted for each lineal foot of land frontage.
- (b) If a building has multiple frontages, one additional square foot of signage (for the total allotted sign area) shall be permitted for each lineal foot of building frontage, not to exceed 100 square feet except as limited by paragraphs (c) and (d) below.
- (c) Not more than ten percent of each façade in the C1-B, C2-B, or NC-F districts may be used for wall signage. The façade area shall be determined by multiplying the total building width by the height of the wall or surface area (See Figure 6-2).

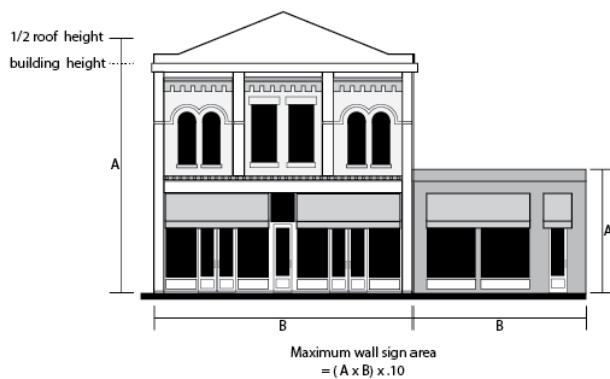


Figure 6-2 Calculation of maximum wall sign area.

- (d) Either one pylon or one ground sign may be permitted for each building frontage and shall not exceed 100 square feet per face and shall not have more than two faces.
- (e) The total area of all signs shall not exceed allotted sign area.
- (f) Freestanding signs in the NC-F district shall be limited to one ground sign with a maximum height of three feet and a maximum square footage of 12 square feet.

(2) **Location.**

-
- (a) Signs may be wall signs and located anywhere on the wall surface of the building. Signs may be projecting signs and may project not more than 36 inches beyond the face of the building and must have a minimum clearance of eight feet above a sidewalk and 15 feet above driveways or alleys.
 - (b) A pylon or ground sign may be located anywhere back of the street right-of-way lines, subject to other restrictions in this section.
 - (c) Signs may be on the vertical faces of awnings and may project below the lower edge of the awning not more than 12 inches. The bottom of awning signs shall be no less than eight feet above the sidewalk or grade at any point. No point of the sign shall project above the vertical awning face.
 - (3) **Pylon and Ground Mounted Signs Adjacent to Residential Uses.**
 - (a) Internally lit pylon and ground mounted signs shall be permitted provided that the background of the sign display area shall be of a dark color that prohibits light from being emitted to adjacent property. Only the letters and business image may be of a lighter color.
 - (b) Externally lit pylon or ground mounted signs shall be of a lighting design where external lighting is downcast and does not extend to adjacent property.
 - (D) **Signs in the I1 and ED-F Districts.**
 - (1) **Size.**
 - (a) For each industrial property, a maximum of one square foot for each lineal foot of building frontage or one-half square foot for each lineal foot of land frontage is permitted, whichever is greater, as a total allotted sign area.
 - (b) No wall sign shall exceed 200 square feet per wall.
 - (c) One ground or pylon sign may be permitted for each building frontage. The sign shall not exceed 100 square feet per face and shall not have more than two faces.
 - (d) The total area of all signs shall not exceed the allotted sign area.
 - (2) **Location.**
 - (a) Signs may be wall signs and located anywhere on the surface of the building. Signs may be pylon or ground signs. Signs may be projecting signs and may project no more than 36 inches beyond the face of the building and must have a minimum clearance of eight feet above a sidewalk and 25 feet above driveways or alleys.
 - (E) **Signs in the CD-S and PI-S Districts.**
 - (1) **Height.**
 - (a) Ground and kiosk signs may not exceed eight feet in height above the center line of the street in front of the property.
 - (b) Pylon signs are prohibited.
 - (2) **Size.**
 - (a) Square footage for ground and kiosk signs shall be approved pursuant to an approved signage plan. A ground sign shall not exceed 100 square feet per face and shall not have more than two faces. A kiosk sign shall not exceed 20 square feet per face and shall not have more than four faces. Not more than ten percent of the building elevation area may be used for wall signage.

(3) **Signage Plan for the CD-S District.**

- (a) For colleges wishing to install additional on-campus signage, except for wall signage identifying the name of the building, a signage plan shall be submitted to the city planner for review and approval. The signage plan shall include locations, sizes, dimensions, materials, height, and color of all existing and proposed ground and kiosk signs of the college. Except as otherwise provided for in this section, all new wall, ground and kiosk signs shall be subject to the zoning certificate approval process (See Section 8.4.4, Type 1 Review Procedure (City Planner Decision without Development Review Committee Review)) and all other applicable provisions of this section.

(4) **Location.**

- (a) Signs may be wall signs located anywhere on the surface of the building.
- (b) Signs may be projecting signs and may project not more than 36 inches beyond the face of the building, and must have a minimum clearance of eight feet above a sidewalk and 15 feet above a driveway or alley.
- (c) Signs may be ground or kiosk signs.
- (d) With written permission from staff, signs may be placed within the boulevard or on other public property provided they do not present a public safety hazard and are not placed adjacent to a residential use.
- (e) Signs shall be subject to sight distance triangle setbacks (See Section 3.1.6(E), Height Limit at Street Corners (Traffic Safety Visibility Triangle), as defined in this LDC).

(F) **Signs in the H-O District and on Heritage Preservation Sites.**

- (1) This subsection applies to the H-O district and other sites that have been designated as heritage preservation sites.
- (2) Sign computations shall follow the guidelines for the base zoning district.
- (3) Signage shall be designed to enhance and complement the historic character of buildings within the downtown district. Wherever possible, sign review shall be informed by historic photographs or visual records of the building or site.
- (4) Before receiving a zoning certificate, the applicant shall be required to apply for, and receive, a Certificate of Appropriateness for any proposed sign.
- (5) City staff shall review the sign permit application per the following guidelines:
 - (a) All sign permits for property within the H-O District shall comply with both the C1 and H-O District requirements of this section.
 - (b) Temporary signs meeting the requirements of clauses 6, Placement and Attachment, and 9, Illumination, do not require review by the Heritage Preservation Commission and can be approved by the City Planner following Section 6.11 Temporary Signs.
 - (c) Pylon signs are prohibited.
 - (d) Signage should meet the Northfield Downtown Preservation Design Guidelines and the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- (6) **Placement and Attachment.** Signs must be located and attached so they do not destroy or cover architectural details such as stone arches, glass transom panels, or decorative brickwork. Signs must not be anchored into masonry or stone and may be anchored to mortar or other material. Signs must be placed as follows:

- (a) At or above the horizontal lintel, storefront cornice, or beltcourse, or above the storefront windows;
- (b) Projecting from the building;
- (c) Applied to or painted on canvas/fabric awnings;
- (d) In areas where signs were historically attached (see Figure 6-3 for examples); or
- (e) Wall signs for first floor businesses shall be beneath the second floor windows.



Figure 6-3: Illustration of where signs are historically attached to buildings in the downtown historic district.

- (7) **Sign Shape.** Wall and projecting signs must use physical relief in their design through one or more of the following:
 - (a) A raised or recessed border;
 - (b) Raised or recessed lettering, graphics, logos, or other features related to the nature of the business;
 - (c) When the sign is set apart from the building surface, unique or ornate sign shapes (not simply a rectangle, circle, square, or oval);

For this section, the physical relief must have a minimum depth of one-quarter (1/4) inch, and a maximum depth of six (6) inches measured from the surface it is set against, either the sign surface or the building surface. Sculptural elements may project up to twelve (12) inches, provided they are secondary to the primary message and related to the business or entity identified by the sign. Projections on wall signs greater than twelve (12) inches will be considered projecting signs.

- (8) **Colors.** Sign colors must not detract from the building facade to which the sign is attached. Bright or vibrant colors may be approved subject to the following conditions:
 - (a) They are used in moderation; and
 - (b) The overall effect does not detract from the district, the building, adjacent buildings, or the primary message of the sign; or
 - (c) They serve a legitimate communication purpose, including as trademarked logos or branding or relate directly to the goods, services, or function of the business.

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- (9) **Material.** Signs must be made of wood, metal, or other weatherproof material. When contemporary materials are used for signs, they must be painted and/or made to simulate the texture and depth of traditional downtown sign materials, such as wood, metal, glass, tile, stone, or masonry. Signs that appear to be made of plastic are prohibited. Sign brackets must appear to be made of metal.
 - (10) **Telephone Numbers and Websites.** If telephone numbers and websites are desired, the Heritage Preservation Commission encourages them to be located on window and door signs. Telephone numbers and websites may be included on other sign types, provided they are clearly secondary (<50%) to the primary message of the sign.
 - (11) **Illumination.**
 - (a) External illumination for signs will not blink or fluctuate. Light will shine only upon the sign.
 - (b) Internally illuminated signs are prohibited.
 - (c) Flashing, intermittent, rotating signs or signs that create the illusion of movement are prohibited. Exceptions to this guideline shall be allowed for public and institutional uses, time/temperature, and theater signs.
 - (12) **Historic Building Names/Years.** Permanent historic names and years, on buildings shall not be removed and shall be reviewed by the Heritage Preservation Commission when changed or painted. These signs are not subject to the standard sign area requirement.
 - (13) **Ghost Signs.** Ghost signs on buildings will not be removed and must be maintained and reviewed by the city planner. Any additional proposed changes beyond maintenance must be reviewed by the Heritage Preservation Commission. These signs are not subject to the standard sign area requirement.
- (G) **Signs in the PD-O District.** Signs approved as part of a previously approved PUD shall be allowed to continue under the PD-O district. Any changes to a sign, other than copy changes and general maintenance, in the PD-O district shall be subject to the applicable standards of the underlying base zoning district.

(Ord. No. 1006, § 1, 7-23-2019; Ord. No. 1045, § 3, 10-18-2022; Ord. No. 1067, § 1, 10-15-2024)

6.11 Athletic Field Signage

Scoreboard, athletic field fencing signage and private wayfinding signage shall be allowed on property owned by the Northfield Public School District and city owned public park property subject to the standards in Section 6.3 of this ordinance and those listed below.

Scoreboards

- (A) Scoreboards not exceeding XX feet in height or XX square feet in surface area are allowed for any playing field. Commercial speech shall be limited to XX% of the total scoreboard area and may only be located on the side of the scoreboard facing the athletic field.
- (B) Any such scoreboard must be at least XX feet away from adjacent property lines.
- (C) One scoreboard is allowed per athletic field.
- (D) The scoreboard shall not create a traffic hazard or be easily seen by drivers on adjacent public streets.
- (E) Scoreboard signs must be coordinated in the use of colors, materials, and shapes.
- (F) Electronic signs on a scoreboard are allowed and must comply with the following:

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1. The electronic sign can only be operated during games or events at the field.
 2. The sign shall be equipped with an automatic dimmer control or other mechanism. Electronic signs shall only be operated during game times and must be have an automatic shut off mechanism so signs are not utilized after 10:00 p.m. or before 6:00 a.m.
 3. The times listed in (4) shall not apply to minor game extensions due to weather delay or overtime, but in no event shall a scoreboard electronic sign be operated beyond 11 p.m.
 4. No exterior lighting is allowed on electric signs other than that of the electronic portions of the sign.
- (G) Manual scoreboards without digital capability can have exterior lighting that must be downcast, fully shielded consistent with the standards and intent of section 3.3.4 Outdoor Lighting Standards, and must shine directly on the scoreboard.

Athletic Field Fence Signs

- (A) Signs not exceeding XX square feet in surface area are allowed on fencing surrounding any athletic field. These signs may be used for commercial speech. The signs cannot exceed the height of the fence and are allowed only on the side of the fence facing the athletic field.
- (B) Athletic field fences are exempt from standards in Section 6.3 of this ordinance.
- (C) Illumination of these signs is not allowed.

Wayfinding Signs

- (A) Directional wayfinding signs directing traffic movement within premises are allowed and shall not exceed XX square feet (per side) for each sign and no more than X feet in height. Illumination of these signs is not permitted.
- (B) Where the naming rights to an athletic field or facility have been sold by the field or facility owner, the entity with naming rights may be included on wayfinding signs so long as it does not exceed 20% of the size of the sign.

6.142 Temporary Signs.

The following signs shall be permitted anywhere within the city provided they meet the established standards:

- (A) **Temporary Signs on Properties for Rent or Sale.** Temporary signs with a commercial message may be located on properties for sale, lease, or rent in all zoning districts, without a zoning certificate, as follows:
- (1) Signs in commercial and industrial districts shall have a maximum sign area of 64 square feet (equivalent to one double sided four feet by eight feet sign) and a maximum height of eight feet.
 - (2) Signs in all other zoning districts shall have a maximum sign area of 12 square feet and a maximum height of five feet.
 - (3) Such signs shall be removed within seven days of the sale, rental, or lease or within two years, whichever occurs first.
- (B) **Temporary Signs with Noncommercial Speech.** Temporary signs that have no commercial message are permitted in all districts as follows:
- (1) Zoning certificates and fees shall not be required; and
 - (2) Signs shall be setback a minimum of 12 feet from the edge of pavement on any street to provide for visibility.

(C) **Project Signs.**

- (1) Project signs are allowed up to a total of one-half square foot for every lineal foot of land frontage along a public right-of-way up to a maximum of 250 square feet. One-sided signs only are allowed. Location shall be generally parallel to the public right-of-way and shall be on the tract they identify. Project signs must be removed when 75 percent of the tract is sold or leased or after ten years has elapsed from erection of the sign, whichever shall come first.
- (2) Temporary signs may be permitted during the construction of a development under the following provisions:
 - (a) The owner of the property where the sign will be located applies for and receives a zoning certificate for the sign;
 - (b) There shall be a limit of one sign per premises and such sign shall not exceed 32 square feet per side with a maximum of two sides; and
 - (c) The temporary sign may be posted during construction and/or development of the subject property without a specific time limit. The sign shall be removed within 14 days of completion of construction or development.

(D) **Promotional Signs.**

- (1) Signage for promoting events shall be permitted for a period not to exceed fourteen days prior to the event and shall be removed within 24 hours after the event. The sign may be allowed for a maximum of 28 days within any single 12-month period.
- (2) Promotional signs shall require a Zoning Certificate (See Section 8.5.1, Zoning Certificate).

(E) **Garage/Yard Sale Signs.**

- (1) On-site garage or yard sale signs shall not exceed six square feet and be located at least five feet from the sidewalk or street in the absence of a sidewalk.
- (2) Such signs may be erected up to three days before and up to one day after the dates of the garage or yard sale.

(F) **Other Temporary Signs.**

- (1) Other temporary signs intended to be used until a permanent sign may be obtained and erected can be approved by the city planner for a period not to exceed 30 days.
- (2) Such sign shall not exceed the sign area permitted within the appropriate zone.
- (3) Such sign shall require a zoning certificate (See Section 8.5.1, Zoning Certificate).

6.123 Nonconforming Signs.

Standards for nonconforming signs are as follows:

- (A) A legal nonconforming sign shall immediately lose that status if the sign is altered in any way in structure or copy, except for changeable-copy signs and normal maintenance, which makes the sign comply less with the requirements of this section than it did before the alteration.
- (B) If a sign loses its legal nonconforming status pursuant to paragraph (A) above, a new zoning certificate shall be required or the sign shall be removed.
- (C) Nonconforming sign areas shall be governed by the area requirements of the zoning district into which they would normally be placed.

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- (D) Nothing in this subsection shall relieve the owner or user of the property on which a nonconforming sign is located from the sections regarding safety, maintenance, and repair of signs. If, however, any repainting, cleaning, and other normal maintenance or repair of the sign or sign structure modifies the sign structure or copy in any way which increases its nonconformity, the sign shall lose its legal nonconforming status.

6.134 Abandoned Signs.

- (A) Except as otherwise provided in this section, any sign that is located on property which becomes vacant and unoccupied for a period of three months or more or any sign which pertains to a time, event, or purpose that no longer applies shall be deemed to have been abandoned.
- (B) Permanent signs applicable to a business temporarily suspended because of a change of ownership or management of such business shall not be deemed abandoned unless the property remains vacant for a period of six months.
- (C) An abandoned sign is prohibited and shall be removed by the owner of the sign or owner of the property.

6.145-Maintenance and Repair.

- (A) Every sign shall be maintained in a safe, presentable and good structural condition at all times, including the replacement of defective parts, painting, repainting, cleaning and other acts required for the maintenance of the sign. If the sign is not made to comply with adequate safety standards, the city planner shall require its removal in accordance with this section.
- (B) No person shall maintain or permit to be maintained on any premises owned or controlled by them any sign which is in a dangerous or defective condition. Any such sign shall be removed or repaired by the owner of the sign or the owner of the premises.

6.156 Repair or Removal by City Planner.

- (A) The city planner shall cause to be repaired or removed any sign that does not conform to the standards of this section or that endangers the public safety such as an abandoned sign, a dangerous sign, an electrical sign or a structurally defective sign or a sign for which no permit has been issued. The city planner shall prepare a notice that shall describe the sign and shall specify the violation involved and shall state that, if the sign is not repaired or removed or the violation is not otherwise corrected within 30 days, the sign shall be repaired or removed in accordance with this section.
- (B) All notices mailed by the city planner shall be sent by certified mail to the property owner. Any time periods provided in this section shall be deemed to commence on the date of the receipt of the certified mail.
- (C) Notwithstanding subsections (A) and (B) above, in an emergency the city planner may cause the immediate repair or removal of a dangerous or defective sign that poses a hazard to public safety, without notice.
- (D) The notice given by the city planner shall state the remedial action required to be taken and that, if such action is not taken within the time limits set forth in this section, the city may do the work and assess the cost thereof against the property on which the sign is located, together with an additional five percent of the cost of the remedial action for inspection and incidental costs, and an additional ten-percent penalty for the cost of collection, which shall be collected in the same manner as real estate taxes against the property.

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- (E) If the owner of the property shall fail, neglect, or refuse to comply with the notice to repair, rehabilitate or remove the sign declared to be unlawful, they may be prosecuted for violation of this section.
 - (F) Upon receipt of such certification, the city planner shall mail a notice to the owner of the premises as shown by the tax rolls, at the address shown upon the tax rolls, by certified mail, postage prepaid, notifying such owner that the work has been performed pursuant to this section. Such notice shall state the date of performance of the work, the nature of the work, and shall demand payment of the cost thereof, as certified by the city planner, together with five percent for inspection and other incidental costs in connection therewith. Such notice shall also state that if the amount is not paid within 30 days of mailing of the notice, it shall become an assessment upon and a lien against the property of the owner, describing the property, and shall be certified as an assessment against the property, together with a ten percent penalty, for collection in the same manner as the real estate taxes upon the property.
 - (G) If the city planner shall not receive payment within a period of 30 days following the mailing of such notice, the city planner shall inform the city council of such fact. A hearing to confirm the costs shall be held before the city council. At such hearing the owner of the property or other interested persons may appear and object to the proposed assessment. Notice of the hearing shall be given at least ten days prior to the date of the hearing to the property owner by mailing a notice of the hearing to the address of the property owner as shown on the last equalized assessment roll. The council may thereupon enact a resolution assessing the whole cost of such work, including the five percent for inspection and other incidental costs in connection therewith, upon the lots and tracts of land upon which the sign is or was located, together with a ten percent penalty for the cost of collection.
 - (H) Following passage of such resolution the City Planner shall certify the resolution to the county auditor, who shall collect the assessment, including the ten percent penalty, in the same manner as other taxes are collected. Each such assessment shall be a lien against each lot or tract of land assessed, until paid, and shall have priority over all other liens except general taxes and prior special assessments.

6.1~~67~~ Interpretation.

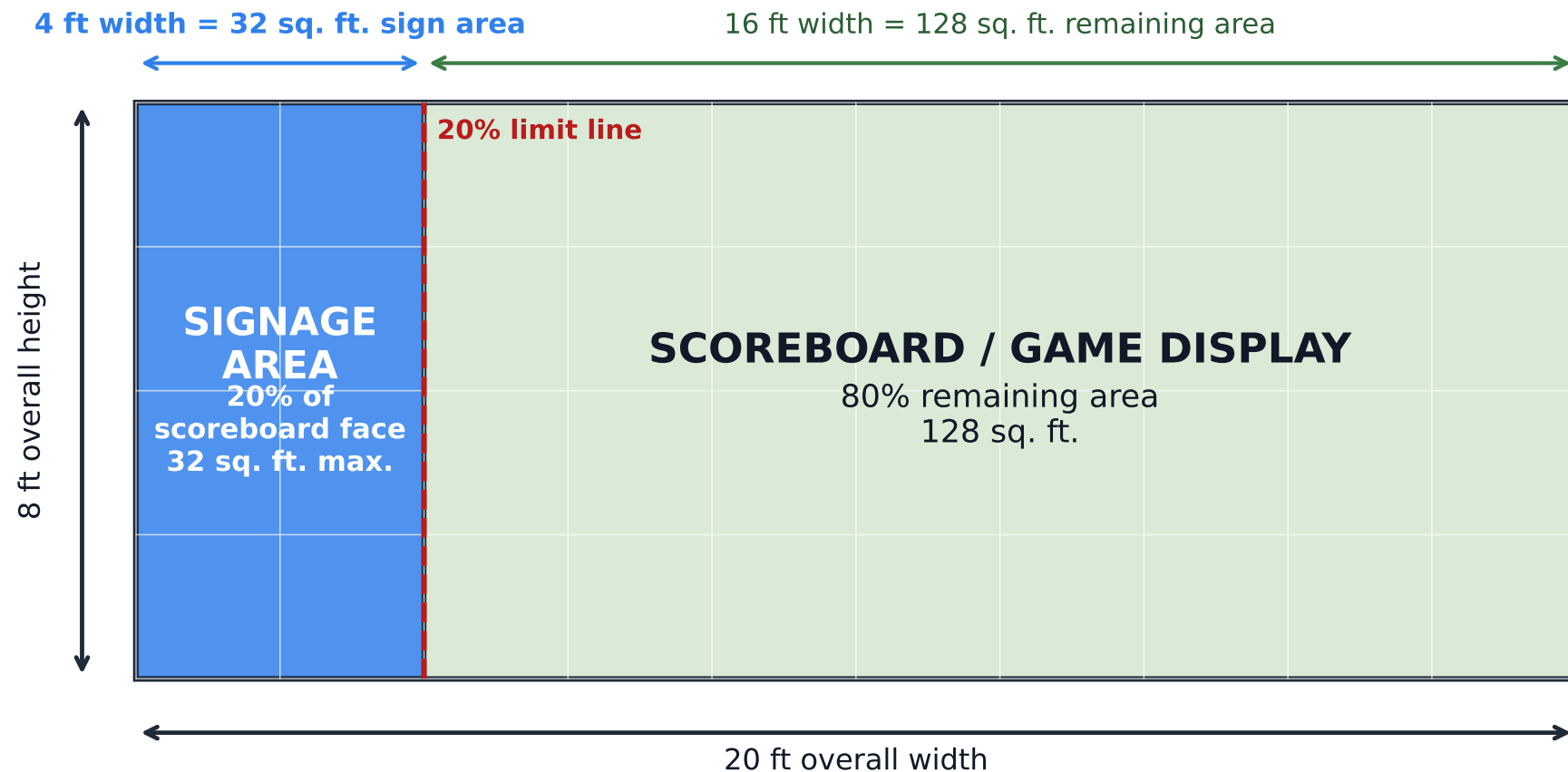
When there is any ambiguity or dispute concerning the interpretation of this division, the decision of staff shall prevail, subject to appeal as provided in Section 8.5.17.

6.1~~78~~ Board of Appeals.

The Board of Appeals for this Section shall be the Zoning Board of Appeals, and as directed in 8.5.17 Appeals.

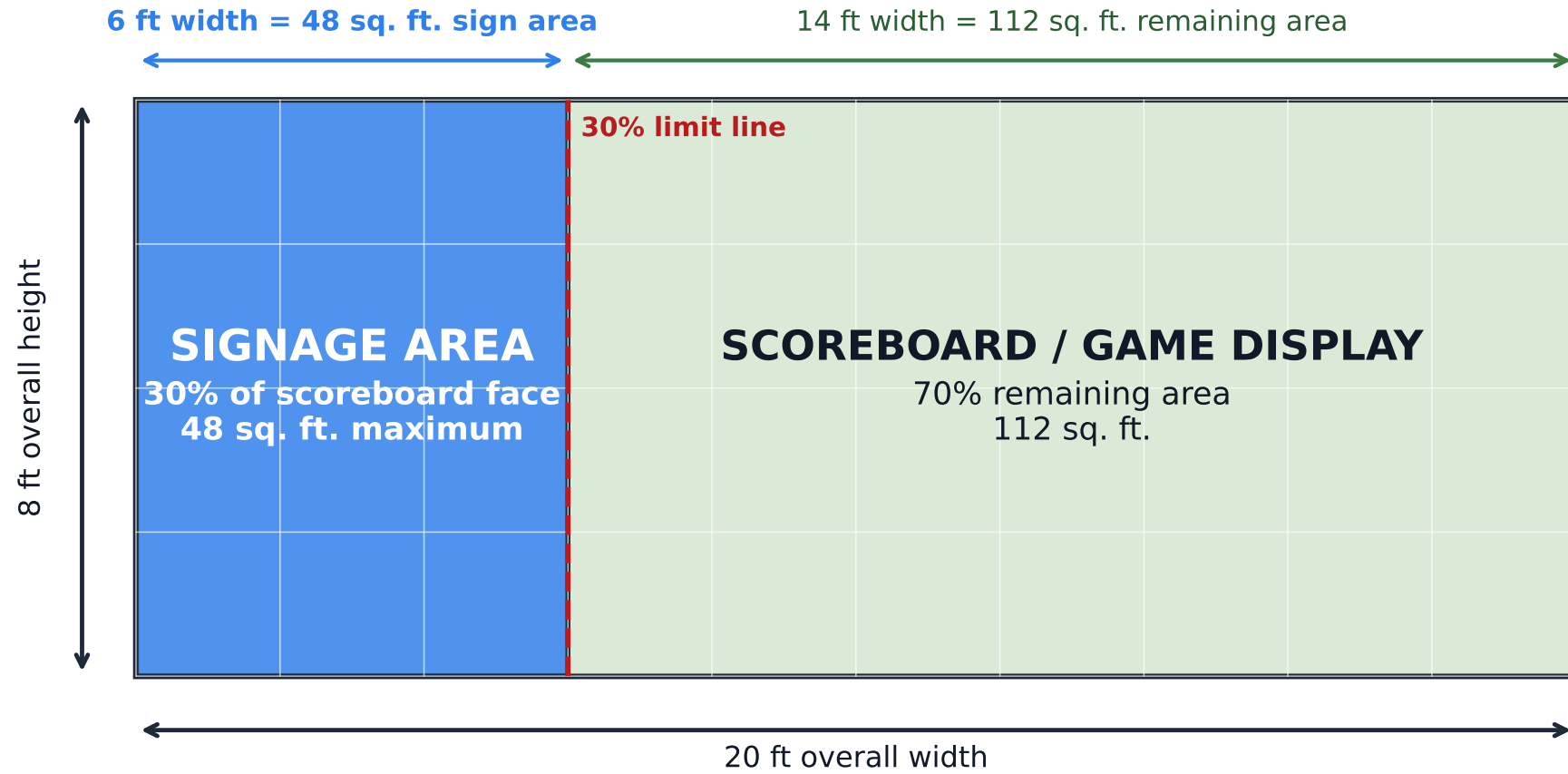
Illustrative Scoreboard Signage Diagram

Example: 160 sq. ft. scoreboard face with 20% maximum allowable signage



Illustrative Scoreboard Signage Diagram

Example: 160 sq. ft. scoreboard face with 30% maximum allowable signage





Existing Soccer Complex Signs

- Wayfinding is exempt when it does not contain commercial messages
- Limited size of commercial message
- Visual emphasis on wayfinding



- Existing high school athletic field signs
 - Not permitted under current code
 - Oriented toward Division St.
 - Not visible from event seating
- Proposed change:
 - Allowed on interior of fence
 - Oriented towards event audience/participants
 - No zoning certificate required
 - Applies to all sports facilities (track, tennis courts, baseball, etc.)



Owatonna Football Scoreboard

- Video component 16'10" x 30'
- Estimated 35' x 30' total size; 45' tall from grade
- Approx 20% advertising space
 - Not including video screen



Proposed Front of NHS Football Scoreboard

- Video component 12'6" x ~24'
- 26'6" x 32' total size; 36'6" tall from grade
 - Current maximum pylon sign height in any district is 20'
- Approx 20% advertising space
 - (As shown)
 - Not including full video screen

NORTHFIELD HIGH SCHOOL, NORTHFIELD, MN

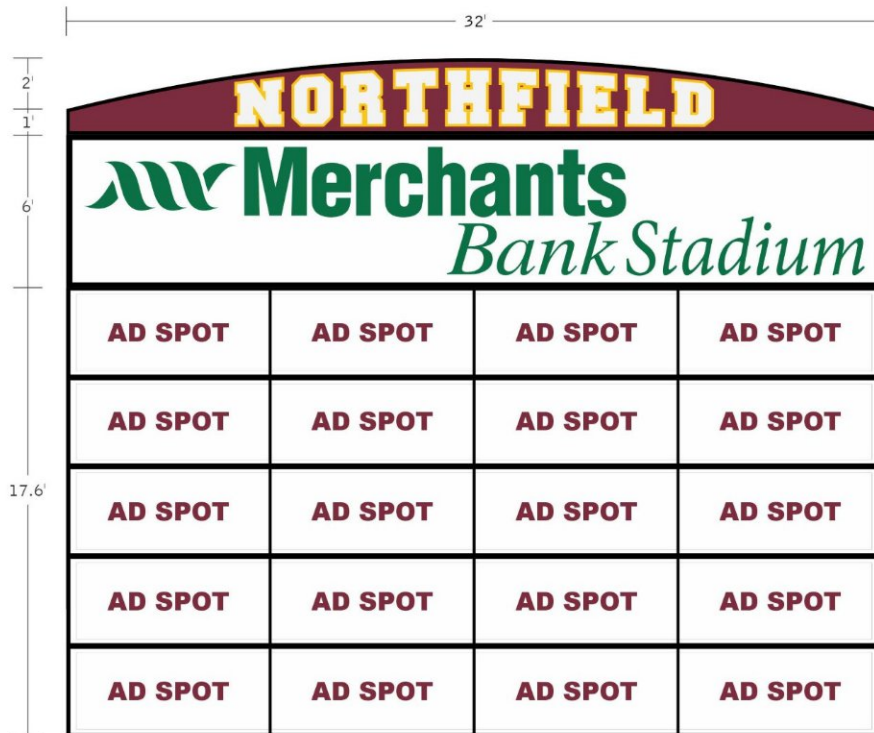


SIGNATURE OF APPROVAL _____ DATE _____

This rendering is for conceptual purposes only. It may not be to exact scale or specifications and should not be used for installation purposes. Every effort has been made to make it as accurate as possible. Beams and or pillars are for illustration only. Engineering specifications may require changes in the quantity, size and/or shape of beams and pillars to meet installation requirements. Nevco assumes no obligations or liability regarding the viability of applicability of existing structures. THIS DRAWING IS THE PROPERTY OF NEVCO INC. AND SHALL NOT BE REPRODUCED, COPIED, SHARED or DISTRIBUTED WITH ANYONE OTHER THAN THE INTENDED STAFF OR CLIENT OF THE PROPOSED PROJECT WITHOUT THE EXPRESSED PERMISSION OF NEVCO INC.



NORTHFIELD HIGH SCHOOL, NORTHFIELD, MN



Proposed Back of NHS Football Scoreboard

- Faces interior to the school
- Approx 95% advertising space
– (As shown)

SIGNATURE OF APPROVAL _____ DATE _____

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Legislation Text

File #: 26-389, Version: 1

Planning Commission Meeting Date: July 16, 2026

To: Members of the Planning Commission

From: Scott Wopata, Community Development Director

Discussion on Industrial Block Length Maximums

Action Requested:

The Planning Commission is requested to discuss potential changes to the Lot and Block Design ordinance to allow for more flexibility in the Industrial Districts.

Summary Report:

Background:

Northfield's Land Development Code prioritizes maintaining the historical and community-oriented nature of the city grid. The Code enforces maximum block lengths through its subdivision ordinance. There are different maximums based on zoning district, with the most restrictive maximums for C-1 (Downtown). Residential districts have slightly less restrictive maximums that allow for the grid to continue with fewer block divisions. The block length maximums also apply to commercial (outside of Downtown) and industrial districts. Currently, in commercial and industrial districts, blocks shall not exceed 900 feet nor be less than 500 feet. As the City continues to prioritize industrial development in industrial zones, the barrier of a 900 feet maximum block length has been identified as overly restrictive. The City has received consistent feedback from interested industrial users, developers, and brokers regarding the restrictive nature of the 900 feet maximum.

The Planning Commission is asked to simply discuss the current block length requirements in the industrial districts and provide guidance to staff on whether altering the ordinance is something the Commission would like to pursue.

Analysis:

The grid system in Northfield allows the city to maintain its historical roots, while promoting pedestrian connectivity, and protecting the viability of adaptive reuse. Restrictions on block length are important in residential and commercial districts to continue the semi-grid system. However, block length maximums in the industrial district restrict the useability of the sites.

Zoning District	Block Length Minimum	Block Length Maximum
Downtown (C1)		330 feet
Residential Districts	300 feet	700 feet
Commercial (C2)	500 feet	900 feet
Industrial (I1)	500 feet	900 feet

After reviewing a handful of other Minnesota city ordinances, many have block maximums in residential districts, but not in industrial. Some cities that have historic downtowns have similar block maximums in their downtown and residential districts but have chosen not to continue them into industrial areas. In other examples, some cities have continued to have block maximums in industrial districts, which range from 900' - 1,800'.

Commercial and industrial are grouped together in the current ordinance. However, a text amendment could change the maximums for just industrial and keep the current limit on commercial.

Northfield's industrial district is spread throughout the city, with many of the sites already developed. The northwest industrial district has yet to be fully developed and elevating this requirement might make the area more inviting for industry. The Interventions map in Northfield 2045 has designated this area as Transform.

The existing block length maximum also results in existing non-conformities. Many industrial buildings exceed the 900 feet block length with just the building footprint. The McLane building located south of Hwy 19 is approximately 1,100 feet on its longest dimension. The adjacent Post facility is approximately 925 feet on its longest dimension. Other parcels in that area exceed 900 feet in length including parking and storage areas. Block lengths in the Cannon Rd/Riverview Dr industrial area exceed 1,800 feet. Interested industrial developers have commonly cited the attractiveness of Northfield's NW Industrial area as the ability to support a potential 1 million square foot manufacturing facility. However, the current 500-900 feet block length effectively nullifies this unique characteristic.

Recommendation:

Staff recommends that the Planning Commission starts to discuss whether the Commission is interested in evaluating changing the maximum block length requirements in the Industrial District. The Commission could consider if the current block length requirements could be changed in the Industrial District. Discussions could also consider if another length maximum would be more conducive to development. Staff is looking for direction on this topic, and if it is something that should be pursued further. With limited time and resources, what are the most important considerations Planning Commission would like to know more about?

City Plans & Policies Relevance:

Generally, there is support for increased commercial and industrial growth in Northfield.

Alternative Options:

NA

Financial Impacts:

NA

Tentative Timelines:

NA



Legislation Text

File #: 26-390, **Version:** 1

PC Meeting Date: July 16, 2026

To: Members of the Planning Commission

From: Mathias Hughey, Interim City Planner

Staff Updates.

Action Requested:

Staff provide updates to the Planning Commission.

Summary Report:

City Council & Board/Commission Updates

- The upcoming agenda items list is attached for reference.

Zoning Code Update & Redesign

- Houseal Lavigne (HL) has summarized and posted all the feedback given from the kick-off/open house in March, the focus group meetings, the Zoning Technical Advisory Committee and the Zoning Policy Advisory Committee on the website (link in attachments).
- HL continues to work on draft recommendations to the land development code.

Planning Applications & Related Updates

- Park & Trail Dedication Fees: Staff continue to work on this item as time allows. The Public Works department is assisting with the review of the cash-in-lieu aspect of this code section as well.
- See the hyperlink in the attachments for the City's Development Map.
- Archer site: The redevelopment process continues for the site. Rebound, the developer, has received a COA from the HPC, a CUP for off-street Parking, and a variance to exceed the height limit.
- Cedar Meadows: site work is underway.
- A site plan review is underway for a 7-Brew drive-through coffee establishment at 1910 Honeylocust Dr.
- Site plan review is complete and work is underway on the Acorn Mini Storage phase two project.
- Harvest Hills final plat and development agreement are being finalized.
- Highschool site work has begun.
- Ames Mill Dam: Staff continue to work with Post Consumer Brands on transferring ownership of the dam. The dam is part of our Downtown Historic District. A certificate of appropriateness and Section 106 review will be required.

Training Opportunities

- The Maryland Department of Planning has free webinars on a variety of topics. Please see the link in the attachments to view and/or subscribe.
- The National Alliance for Preservation Commissions (NAPC) has webinars related to historic

preservation. The city is a member and can share webinar links if there is interest.

- The Ohio Planning chapter has webcast series available for free. The On-Demand Webcasts could be a current and good place to start as there is a webcast on technology, sustainability, equity, law and ethics.

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timeline:

N/A



City of Northfield

City Hall
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Northfield, MN 55057
northfieldmn.gov

Upcoming Agenda Items

City Council

Tuesday, July 14, 2026

- TMP 26-284** Consider Summary Publication of Ordinance No. 1095 Amending Section 4.1 of the Northfield City Charter.
Drafter: Peterson
Notes: Special Meeting #2 (5 min.); vote only
- TMP 26-281** Consider Ordinance 1095 Amending Section 4.1 of the Northfield City Charter (Second Reading).
Drafter: Martig
Notes: Special Meeting #1 (5 min.)
- TMP 26-389** 2027-2028 Budget Worksession.
Drafter: Angelstad
Notes: Work Session #4 (90 min.)
- TMP 26-530** Review of Broadband Franchising Option Related to Modernization of Cable Franchising and City Alternative Revenue Strategic Priority.
Drafter: Martig
Notes: Work Session #1 (30 min.)
- TMP 26-540** Review the proposed 2027 Northfield Area Fire & Rescue Service Budget and Capital Equipment Plan and Related City of Northfield Fire Department 2027 Contribution.
Drafter: Martig
Notes: Work Session #2 (30 min.)
- TMP 25-886** Review Fee Schedule Changes effective January 1, 2027.
Drafter: Peterson
Notes: Work Session #3 (15 min.)

Tuesday, July 21, 2026

- TMP 25-887** Consider Approval of Temporary Liquor Licenses for the Defeat of Jesse James Days Committee.

Drafter: Peterson

Notes: consent

TMP 25-647 Consider approval of agreement with Post Consumer Brands. for Ames Mill Dam Ownership Transfer to the City of Northfield.

Drafter: Bennett

Notes: Regular #3 (15 min.)

TMP 26-483 Consideration of Summary Publication of Ordinance 1094 Related to the Vacation of the Drainage & Utility Easement within 2420 Bridgewater Ln.

Drafter: Schmidt

Notes: Consent

TMP 26-524 Consider Motion approving the Sibley Swale Park Improvement Plan.

Drafter: Tussing

Notes: Regular (15 min)

TMP 26-525 Consider Motion approving the Oddfellows Park Improvement Plan.

Drafter: Tussing

Notes: Regular #1 (15 min)

TMP 26-413 Consider Approval of Agreement with MnDOT for Railroad Crossing Signal Improvement at Third Street, Second Street, and St. Olaf Avenue.

Drafter: Bennett

Notes: Consent

TMP 26-568 Consider Approving Disbursements totaling \$

Drafter: Grant

Notes: consent

TMP 26-576 Consider Approval of a Temporary Liquor License for The Meetinghouse LLC dba Chapel Brewing for September 17, 2026 for the Friends of Downtown Northfield Third Thursday Event.

Drafter: Peterson

Notes: Consent

TMP 26-407 Consider Resolution Accepting Public Improvements and Approving Final Payment for the 2024 College Street and Water Street Areas Reconstruction Project (STRT2024-A77).

Drafter: Simonson

Notes: Consent

TMP 26-551 Consider Resolution Proclaiming July 30th through August 2nd, 2026 as "Vintage Band Festival Week" in Northfield, Minnesota.

Drafter: Martig

Notes: consent

TMP 26-558 Consideration of the Development Agreement Resolution for Harvest Hills Second Addition.

Drafter: Schmidt

Notes: Consent

TMP 26-559 Consideration of a Resolution Approving a Final Plat for Harvest Hills Second Addition.

Drafter: Schmidt

Notes: Consent

TMP 26-561 Consider Resolution for Working Group Committee.

Drafter: Martig

Notes: Regular #5 (10 min.)

TMP 26-477 Consider Resolution Providing for the Issuance and Sale of \$_____ General Obligation Street Reconstruction and Equipment Bonds, Series 2026A.

Drafter: Bennett

Notes: Regular #4 (___ min.)

TMP 26-509 Consider Resolution Approving MnDOT Railroad Crossing Signal Agreement for the Railroad Crossing Gate Improvements at Second Street, Third Street and St. Olaf Avenue.

Drafter: Simonson

Notes: Consent

TMP 26-548 Consider Joint Resolution between the City of Dundas and the City of Northfield for the Detachment and Annexation of Part of 2420 Bridgewater Ln.

Drafter: Schmidt

Notes: consent

TMP 26-549 Consider a Drainage, Utility, Use & Maintenance Agreement for Property Located as Part of the Dundas Commons Final Plat.

Drafter: Schmidt

Notes: consent

TMP 26-179

Consider Approval of Sale of Property at 1600 Riverview Ln by Northfield Hospital + Clinics.

Drafter: Bennett

Notes: #1 Immediately Following Public Hearing #1 (5 min.)

TMP 26-185

Consider Approval of Grant Contract Agreement with the State of Minnesota for Local Housing Trust Fund Grant (2025) in the Amount of \$150,000.

Drafter: Hanson

Notes: consent

TMP 25-846

Consider Resolution approving Contract with the State of Minnesota for the Reconstruction of the Mill Towns State Trail in Sechler Park.

Drafter: Bennett

Notes: consent

Ord. 1094

Consider Second Reading of Ordinance 1094 Vacating a Drainage and Utility Easement within 2420 Bridgewater Ln.

Drafter: Schmidt

Notes: consent

TMP 26-589

Consider First Reading of Ordinance XXXX Vacating Drainage and Utility Easements within 504 & 508 Ivanhoe Ave.

Drafter: Hughey

TMP 26-585

Public Hearing for Ordinance XXXX Vacating a Drainage and Utility Easement within 504 & 508 Ivanhoe Ave.

TMP 26-141

City Administrator's Update.

Drafter: Martig

Notes: update

TMP 26-177

Public Hearing on Sale of Property in at 1600 Riverview Ln (Northfield Hospital + Clinics)

Drafter: Bennett

Notes: Public Hearing #1 (5 min.)

TMP 25-893

Age Friendly Northfield (AFN) Mid-Year Presentation.

Drafter: Martig

Notes: Presentation #1 (10 min.); confirmed 5/4/26

- TMP 25-768** Consider Approval of July 7, 2026 City Council Meeting Minutes.
- Drafter:** Peterson
- Notes:** consent
- TMP 25-769** Consider Approval of July 14, 2026 City Council Work Session Minutes.
- Drafter:** Peterson
- Notes:** consent

Monday, August 3, 2026

- TMP 26-587** Consideration of Summary Publication of Ordinance XXXX Related to the Vacation of the Utility Easement within 504 & 508 Ivanhoe Ave
- TMP 26-550** Consideration of Resolution Ordering Preparation of Feasibility Report for the 2027 Reclamation Project.
- Drafter:** Simonson
- Notes:** Consent
- TMP 26-586** Consider Second Reading of Ordinance XXXX Vacating Drainage and Utility Easements within 504 & 508 Ivanhoe Ave.
- TMP 26-003** First Reading of Ordinance to Amend Chapter 34: Land Development Code: Article 5. Subdivision of Land. 5.26 Parks, Trails and Open Space Dedication Related to Park & Trail Dedication Fees.
- Drafter:** Schmidt
- Notes:** Regular #__ (___ min.)
- TMP 25-958** City Administrator's Update.
- Drafter:** Martig
- Notes:** update
- TMP 25-770** Consider Approval of July 21, 2026 City Council Meeting Minutes.
- Drafter:** Peterson
- Notes:** consent

Tuesday, August 18, 2026

- TMP 26-152** Discuss Safe Streets and Roads for All (SS4A) Planning RFP- Scope of Services.
- Drafter:** Bennett
- Notes:** #1 (___ min.)

TMP 26-390 2027-2028 Budget Worksession.

Drafter: Angelstad

Notes: #2 (__ min.)

Tuesday, August 25, 2026

TMP 26-571 Public Hearing Related to Resolution for Modified, Amended and Restated Resolution of the Economic Development Authority (EDA).

Drafter: Martig

Notes: Public Hearing #1 (10 min)

TMP 26-006 Summary Publication Notice for the Text Amendment to Park Dedication Fees.

Drafter: Schmidt

Notes: consent

TMP 26-569 Consider Resolution for Modified, Amended and Restated Resolution of the Economic Development Authority (EDA).

Drafter: Martig

Notes: Immediately following Public Hearing #1

TMP 26-513 Public Hearing for Wellhead Protection Plan Part 2 Update.

Drafter: Wagner

Notes: Public Hearing #2 (__ min.)

TMP 26-573 Consider First Reading of Ordinance 10XX Amending City Code Chapter 2, Related to City Boards and Commissions (Modification of Boards/Commissions).

Drafter: Martig

Notes: Consent

TMP 26-005 Second Reading of Ordinance to Amend the Text Related to Park & Trail Dedication Fees.

Drafter: Schmidt

Notes: Consent

TMP 26-143 City Administrator's Update.

Drafter: Martig

Notes: update

- TMP 26-191** 2026 Second Quarter Financial & Investment Updates
Drafter: Angelstad
Notes: consent
- TMP 25-771** Consider Approval of August 3, 2026 City Council Meeting Minutes.
Drafter: Peterson
Notes: consent
- TMP 25-772** Consider Approval of August 18, 2026 City Council Meeting Minutes.
Drafter: Peterson
Notes: consent

Tuesday, September 8, 2026

- TMP 26-588** Consideration of a Resolution Approving a Minor Lot Consolidation for 504 & 508 Ivanhoe Ave
- TMP 26-574** Consider Second Reading of Ordinance 10XX Amending City Code Chapter 2, Related to City Boards and Commissions (Modification of Boards/Commissions).
Drafter: Martig
Notes: consent
- TMP 26-575** Consider Motion Approving Summary Publication for Ordinance 10XX Amending City Code Chapter 2, Related to City Boards and Commissions (Modification of Boards/Commissions).
Drafter: Martig
Notes: consent
- TMP 25-960** City Administrator's Update.
Drafter: Martig
Notes: update
- TMP 25-989** Reports From the Mayor and Council Members.
Drafter: Martig
Notes: update
- TMP 26-151** Consider Approval of Safe Streets and Roads for All (SS4A) Planning Grant with FHWA.
Drafter: Bennett

Notes: Consent

TMP 26-144 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-774 Consider Approval of August 25, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

Tuesday, September 15, 2026

TMP 26-154 Consider an update on Comprehensive Sewer Plan and Comprehensive Water Plan.

Drafter: Wagner

Notes: #1 (__ min.)

TMP 26-391 2027-2028 Budget Worksession.

Tuesday, September 22, 2026

TMP 26-392 Summary Publication of Ordinance No. 1086 Amending Gas Service Franchise Fee.

TMP 26-406 Approve the proposed 2027 Northfield Area Fire & Rescue Service Budget and Capital Equipment Plan and Related City of Northfield of Fire Department 2027s Contribution.

TMP 26-295 Consider Council Member Roles on Boards and Commissions for 2027-2028.

Drafter: Hoffman

Notes: Regular #__ (15 min.)

TMP 25-895 Consideration of Approval of the 2026 Budget for the Convention and Visitors Bureau.

Drafter: Martig

Notes: consent

TMP 25-892 Adopt Changes to Fees and Charges.

Drafter: Peterson

Notes: consent

TMP 26-393 Consider Adoption of Utility Rates for 2027.

Drafter: Wagner

Notes: Consent

TMP 26-394 Consideration of a Preliminary 2027 General Fund Budget and Establishing a Date and Time for the Public Hearing.

TMP 26-395 Consideration of Resolution Adopting a Proposed 2026 Total Tax Levy Payable in 2027, includes HRA & EDA.

TMP 25-990 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 26-145 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-775 Consider Approval of September 8, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

TMP 25-776 Consider Approval of September 15, 2026 City Council Work Session Minutes.

Drafter: Peterson

Notes: consent