

Request for Letters of Interest to

# Update & Redesign the Zoning Code

## Opportunity statement

The City of Northfield seeks proposals from consultants to review, update and redesign Chapter 34: Land Development Code of the City of Northfield's ordinances to fulfill the goals of Northfield's 2045 Comprehensive Plan.



[northfieldmn.gov/Bids](http://northfieldmn.gov/Bids)



## Background

The city recently approved the Northfield Comprehensive Plan 2045, and the next step is to redesign the zoning code to reflect its goals and objectives. The zoning code was last completely updated in 2011 and has had several amendments since.

The 2011 version resulted in a hybrid Euclidian / form-based code, which provided an excellent base of rules for development. The Planning Commission and staff worked for several years after the final draft to complete further review on certain code sections; including specific setbacks to decrease the impact of forward facing garages, increase building coverage, provide

standards for cannabis, update signage regulations in the historic district, add standards for short term rentals, update the parking section to remove minimums and set maximums, update the lighting section to be even more Dark Sky compliant, update the permitted use table to include more uses as permitted or conditional and add standards for data centers/other industrial uses.

In short, the city looks forward to working with a consultant to redesign the zoning code for an improved user experience, with clear performance and design standards preserving Northfield's aesthetic and sustainability goals, while allowing for economic growth.



## Letter of interest submission requirements

Please provide a letter of interest (LOI), not more than four pages, for the redesign by addressing the following:

1. Describe and provide examples of your experience with form- and performance- based and hybrid codes.
2. Describe how you have balanced sustainability/ Climate Action Plans with affordability and ease of building/construction.
3. Describe and provide examples of communities you've worked for which have a college presence and/or historic districts and how those were integrated into code.
4. Describe and provide examples of how you have made code language easier to interpret, read and understand for staff, builders, developers, and the community overall.
5. Describe how you have incorporated diverse stakeholders, including planning commissioners, yourself/your team, and staff in working together toward a set of common goals with ground rules for how proposed code changes are reviewed.
6. Describe your knowledge of The Congress for New Urbanism and how you have integrated its principals into code updates.
7. Describe your knowledge and experience working with communities in Minnesota with relation to state laws and policies.
8. Describe your knowledge and experience working with cities that use MuniCode Codification as their online code text provider.
9. Provide a draft timeline from start to end. Ideally, the city would like this work to be completed within a year.

## Project team

Partners and teams of consultants are allowed on this project. If you are proposing a team or the use of subconsultant's, please provide information on each partner or subconsultant, including their expertise, experience, and expected role(s).

## Financial capacity

The city has allocated \$180,000.00 towards the redesign of the zoning code.





## City plans and policies

Please see the links below for the comprehensive plan and other city studies, plans and city ordinance, which support the update and redesign of the zoning code:

- Existing Zoning Code:  
[northfieldmn.gov/ZoningCode](http://northfieldmn.gov/ZoningCode)
- 2045 Comprehensive Plan:  
[northfieldmn.gov/2045](http://northfieldmn.gov/2045)
- 2008 Comprehensive Plan:  
[northfieldmn.gov/2008CompPlan](http://northfieldmn.gov/2008CompPlan)
- City plans:  
[northfieldmn.gov/CityPlans](http://northfieldmn.gov/CityPlans)
- Strategic Plan 2025-2028:  
[northfieldmn.gov/StrategicPlan](http://northfieldmn.gov/StrategicPlan)

## Timeline and due dates

Event	Date
LOI submissions due	September 1, 2025 at 4:30 p.m.
Review, interviews and select consultant	By the end of day September 19, 2025

## Contact information, questions and submissions

Submit your letter of interest and questions to our city planner.

Mikayla Schmidt

City Planner

507-645-3059

[mikayla.schmidt@northfieldmn.gov](mailto:mikayla.schmidt@northfieldmn.gov)



## Submitting

[northfieldmn.gov/Bids](http://northfieldmn.gov/Bids)

