

City of Northfield

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



Meeting Agenda

Thursday, January 15, 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. [26-031](#) December 18, 2025 PC Meeting Minutes

Attachments: [12-18-2025 PC Meeting Minutes](#)

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.

PUBLIC HEARINGS

The public will have the opportunity to speak for or against the issue for a maximum of two (2) minutes (not including interpreter's time) per item. The Chair will recognize speaker at podium and conversation will be between the Chair and speaker. Persons must give their name, address, and if representing a business, must give the name of the business or corporation. If an attorney or consultant is representing a client, the client must be identified for the record. Citizens who have material to be handed out shall provide a minimum of 12 copies of the material to City staff. Staff will then pass the information to the appropriate people.

2. [BC 26-000](#) Public Hearing for Consideration of a Zoning Map Amendment for 304 2nd St. W.

Attachments: [1 - 350-ft Public Hearing Notice Location Map](#)
[2 - Public Hearing Notice Mailing](#)
[3 - Presentation](#)

3. [PC Res. 2026-000](#) Consideration of a Zoning Map Amendment for 304 2nd St. W.

Attachments: [1 - PC Resolution](#)

BOARD MEMBER AND COMMISSIONER REPORTS

STAFF UPDATES

4. [26-032](#) Staff Updates.

Attachments:

- [1 - Upcoming Council Agenda Items](#)
- [2 - Hyperlink to the Northfield Comprehensive Plan - Vision and Guiding Values](#)
- [3 - Hyperlink to Northfield Construction & Development Projects](#)
- [4 - Hyperlink to Maryland Department of Planning Webinars](#)

ADJOURNMENT



Legislation Text

File #: 26-031, Version: 1

Planning Commission Meeting Date: January 15, 2026

To: Members of the Planning Commission

From:

December 18, 2025 PC Meeting Minutes

Action Requested:

Please review the December 18, 2025 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, December 18, 2025

6:00 PM

Council Chambers

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

Chair Kuhlmann called the meeting to order at 6:00pm.

Present 7 - Vice Chair Schroeer, Commissioner Buckheit, Commissioner Nowak, Chair Kuhlmann, Commissioner Holleran, Commissioner Schmidt, and Commissioner Holmes

Also Present: Interim Community Development Director Mikayla Schmidt, City Consultant Bruce Jacobson, Administrative Associate Kari Bonde.

APPROVAL OF AGENDA

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

Yes: 7 - Vice Chair Schroeer, Commissioner Buckheit, Commissioner Nowak, Chair Kuhlmann, Commissioner Holleran, Commissioner Schmidt, and Commissioner Holmes

APPROVAL OF MINUTES

1. [25-656](#) November 20, 2025 PC Meeting Minutes

Attachments: [11-20-2025 PC Meeting Minutes](#)

A motion was made by Commissioner Holleran, seconded by Commissioner Nowak, to approve the November 20, 2025 PC Meeting Minutes. The motion carried by the following vote:

Yes: 7 - Vice Chair Schroeer, Commissioner Buckheit, Commissioner Nowak, Chair Kuhlmann, Commissioner Holleran, Commissioner Schmidt, and Commissioner Holmes

OPEN PUBLIC COMMENT

No comment.

REGULAR AGENDA

2. [25-657](#) Consideration of Proposed Text Amendments to 5.2.6 Parks, Trails, and Open Space Dedication in Chapter 34 - Land Development Code.

- Attachments:** [1 - Park Dedication Fees Presentation](#)
[2 - Minnesota Statutes Section 462.358 - Park Dedication Enabling Legislation](#)
[3 - City of Northfield - Park Dedication Ordinance](#)
[4 - City of Owatonna - Park Land Dedication Recommendation](#)
[5 - SUPPLEMENT: PC Supplemental Agenda Background Memo No. 1 for December 18, 2025](#)

City consultant Bruce Jacobson gave a PowerPoint presentation on a text amendment to 5.2.6 Parks, Trails and Open Space Dedication in Chapter 34 - Land Development Code. He reviewed State Statute for: parkland dedication, use of fees and Nexus & Proportionality. Noted comparative research of nearby cities. (Owatonna and Ramsey) Discussed current and proposed Park and Trail dedication fees.

BOARD MEMBER AND COMMISSIONER REPORTS

None.

STAFF UPDATES

3. [25-658](#) Staff Updates.

- Attachments:** [1 - Upcoming Council Agenda Items](#)
[2 - Hyperlink to Northfield Construction & Development Projects](#)
[3 - Hyperlink to Maryland Department of Planning Webinars](#)

Interim Community Development Director/City Planner Mikayla Schmidt noted the following updates:

Scott Wopata will be starting on Monday, December 22 as the new Community Development Director.

Archer still on hold.

Cedar Meadows is still moving forward.

Still working with Post on Ames Mill Dam.

ADJOURNMENT

A motion was made by Commissioner Schmidt, seconded by Commissioner Buckheit, to adjourn the meeting at 7:26pm. The motion carried by the following vote:

- Yes:** 7 - Vice Chair Schroeer, Commissioner Buckheit, Commissioner Nowak, Chair Kuhlmann, Commissioner Holleran, Commissioner Schmidt, and Commissioner Holmes



Legislation Text

File #: BC 26-000, **Version:** 1

PC Meeting Date: January 15, 2026

To: Members of the Planning Commission

From: Mathias Hughey, Associate City Planner

Public Hearing for Consideration of a Zoning Map Amendment for 304 2nd St. W.

Action Requested:

The Planning Commission is asked to conduct a public hearing to gather input on the requested zoning map amendment for 304 2nd St. W.

Summary Report:

Ana Ortiz Pano has applied for a zoning map amendment for the property at 304 2nd St. W. (PID 2236451010). The requested amendment would change the zoning of the property from R1-B: Low Density Residential to C1-B: Downtown and enable the applicant to develop a small mixed-use building, including a grocery store on the site.

Public hearing notices were mailed to property owners within 350' on December 31, 2025. The public hearing notice was published in the Northfield News on December 31, 2025. A copy of the public hearing mailing and location map are attached.

The following is the procedure of the public hearing per the City Council's adopted Rules of Business:

Public Hearing Procedure:

A public hearing is used by the Planning Commission to solicit the public's comments on various projects or City operation procedures.

- A. The Chair will open the hearing by identifying the subject.
- B. Staff Presentation - staff will give a presentation on the subject.
- C. Applicant's Presentation - if needed.
- D. Public Input - The public will have the opportunity to speak for or against the issue. The public may ask questions, make comments, voice support, agree or disagree with the issue.
 - 1. The Chair will recognize a speaker at the podium and comments/conversation will be between the Chair and speaker; and between the Chair and Board/Commission Members.
 - 2. At the podium the speaker must give their name and if representing a business, must give the name of the business or corporation. If an Attorney or consultant is representing a client,

the client must be identified for the record.

3. Speakers will be allowed to speak a maximum of two (2) minutes per item (not including interpreter's time, if applicable).
4. Speakers who have material to be handed out to the Board/Commission Members will pass the material to the Staff Liaison. The Staff Liaison will then pass the information to the appropriate people. A minimum of twelve (12) copies are needed.
5. Persons cannot gift their two (2) minute speaking time to other members of the public.
6. Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

E. Questions or Clarifications from Planning Commission - After the public input of the public hearing is completed, the Planning Commission may request questions or clarifications prior to closing the public hearing. This section will be used when there are questions related to the topic on which the public hearing is being held. Questions should be succinct and avoid being rhetorical or leading in nature. Subsequent actions of the Planning Commission provide for opportunities for further questions or clarifications from the Planning Commission.

F. Any material to be entered into the record shall be noted. Any written communication presented to the Planning Commission during a meeting shall be simply delivered to the Planning Commission and not publicly read at the meeting. They shall then be recorded in the minutes by title and filed with the minutes in the office of the Planning Commission liaison.

G. Motion to Close Hearing - The Chair will state if there is an extension of time for public input into the hearing. If not, the Planning Commission will make a motion, second, and vote on closing the public hearing. Following the public hearing, the Planning Commission members shall deliberate and vote on the matter.

Associate City Planner Mathias Hughey will give a presentation on the application. The relevant background materials and information for this item are included in the agenda item immediately following the public hearing to consider action on the application. There will not be a separate staff presentation for that agenda item and there will not be separate testimony by the public at that time.

Alternative Options:

NA

Financial Impacts:

NA

Tentative Timelines:

December 22, 2025: Public hearing (PH) notice mailed out to property owners within 350'

December 31, 2025: PH notice in Northfield News

January 15, 2025: PH & recommendation by Planning Commission to City Council

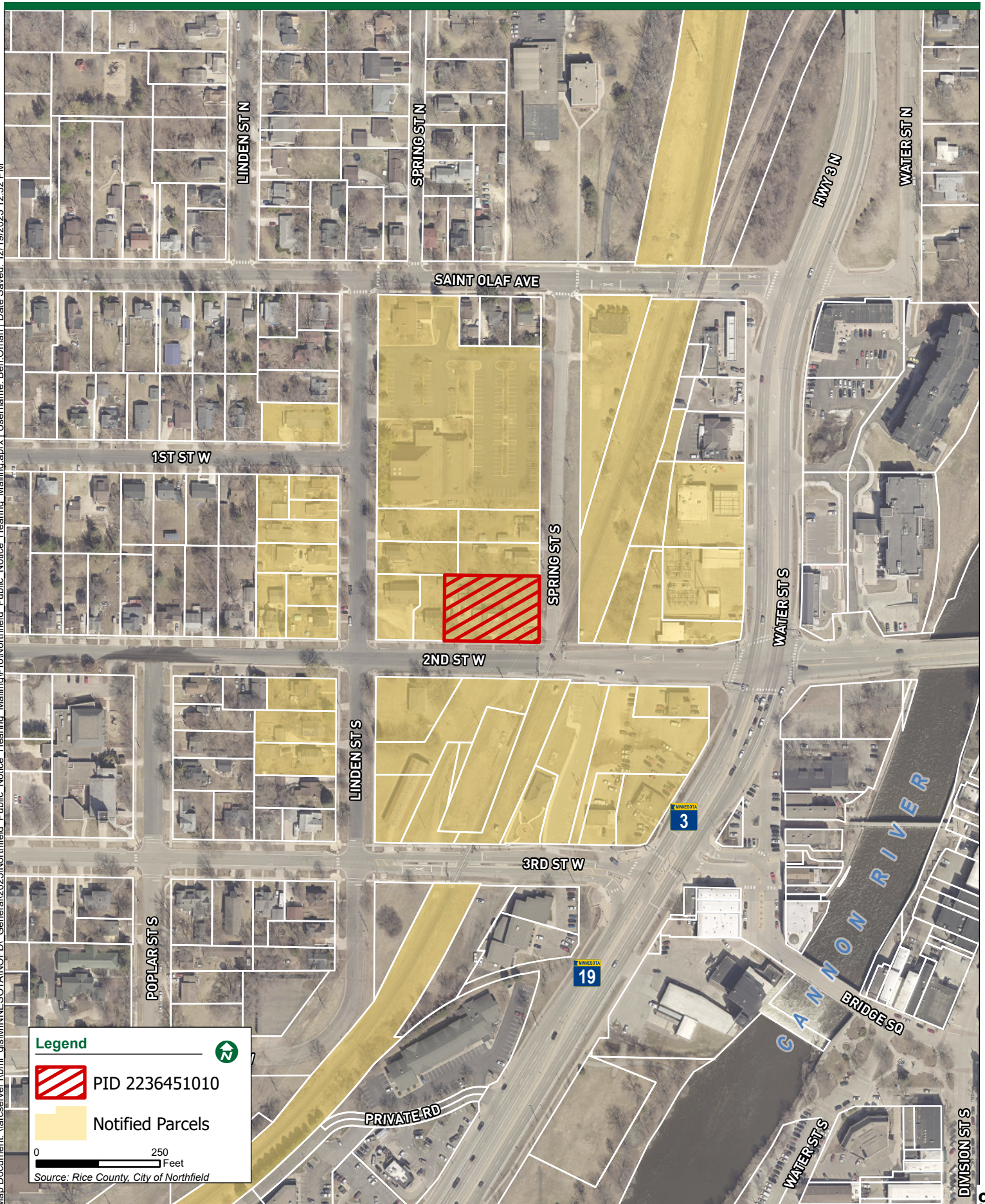
February 3, 2026: 1st Reading at City Council

February 17, 2026: 2nd Reading and Summary Publication at City Council

February 25, 2026: Summary Publication in Northfield News

March 27, 2026: Rezoning takes effect

Map Document: \\arcserver1\lbnl_gis\MINNESOTA\NOF\ General\2025\Northfield_Public_Notice_Hearing_Mailing\ProNorthfield_Public_Notice_Hearing_Mailing.aprx | Username: Ben Oman | Date Saved: 12/19/2025 12:32 PM



Legend



PID 2236451010



Notified Parcels

0 250 Feet

Source: Rice County, City of Northfield



Planning Commission Public Hearing Notice

TO:	Property Owners Within 350 feet
APPLICANT:	Ana Ortiz Pano
PURPOSE:	The Planning Commission will receive public input to consider a zoning map amendment for 304 2 nd St. W., Northfield, MN 55057. The requested amendment would change the zoning of 304 2 nd St. W.. from RI-B: Low-Density Residential CI-B: Downtown.
LOCATION OF PROPERTY:	304 2 nd St. W. Northfield, MN 55057
MEETING DATE:	Beginning on or after 6:00 p.m., Thursday, January 15, 2024
PLACE OF HEARING:	Northfield City Hall – Council Chambers 801 Washington St. S., Northfield, MN 55057
HOW TO PARTICIPATE:	<p>Public comment related to the application is welcome. Methods for public input include:</p> <ul style="list-style-type: none">• Providing comment in person during the public hearing.• eComment – Residents can comment on agenda items until 12:00 p.m. on the day of the meeting by using the eComment (electronic comment) system. Once the agenda is published, the eComment link will be active. Residents can review agenda item details, indicate their position on an item and leave feedback by clicking on the eComment tab on the meeting's page: https://northfield.legistar.com/Calendar.aspx• Send an email no later than 12:00 p.m. the day of the meeting to mathias.hughey@northfieldmn.gov noting, "Public Hearing Comment" in the subject line and type your comment in the body of the email or attach a document if necessary.• Send a letter containing your input to:

- Mathias Hughey, City of Northfield, 801 Washington St. S., Northfield, MN 55057
- Letters must be received before the meeting.

LIVESTREAM:

The meeting is live-streamed and can be viewed via the link:
<https://northfield.legistar.com/Calendar.aspx>.

Videos of meetings are typically available on this page the day following the meeting.

QUESTIONS?:

Contact Mathias Hughey, by e-mail at
mathias.hughey@northfieldmn.gov or by phone at 507-645-3041.

NOTE: If your property is occupied wholly or in part by renters, it is up to you to decide whether to pass this notice on to them.

Zoning Map Amendment

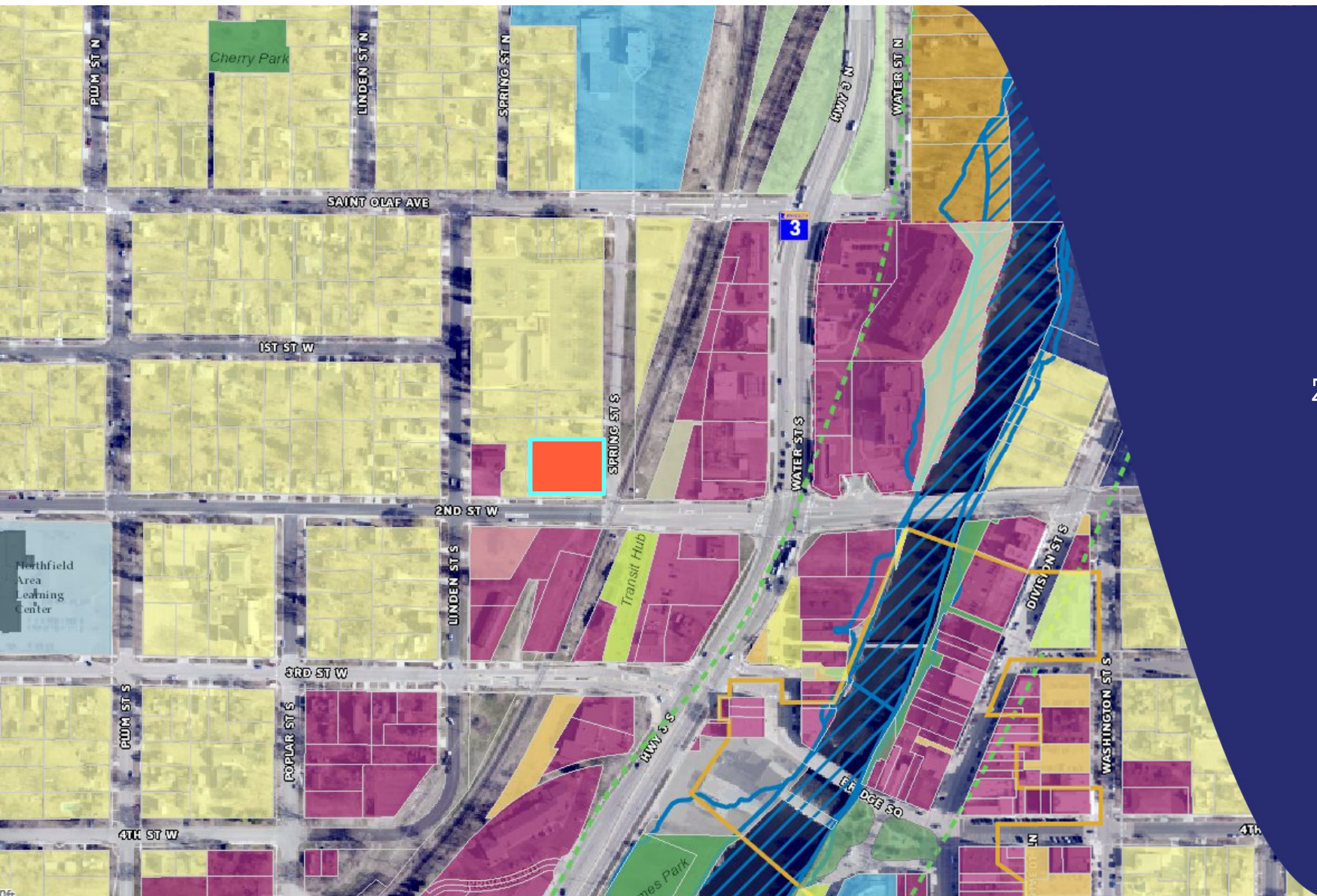
304 2nd St. W.



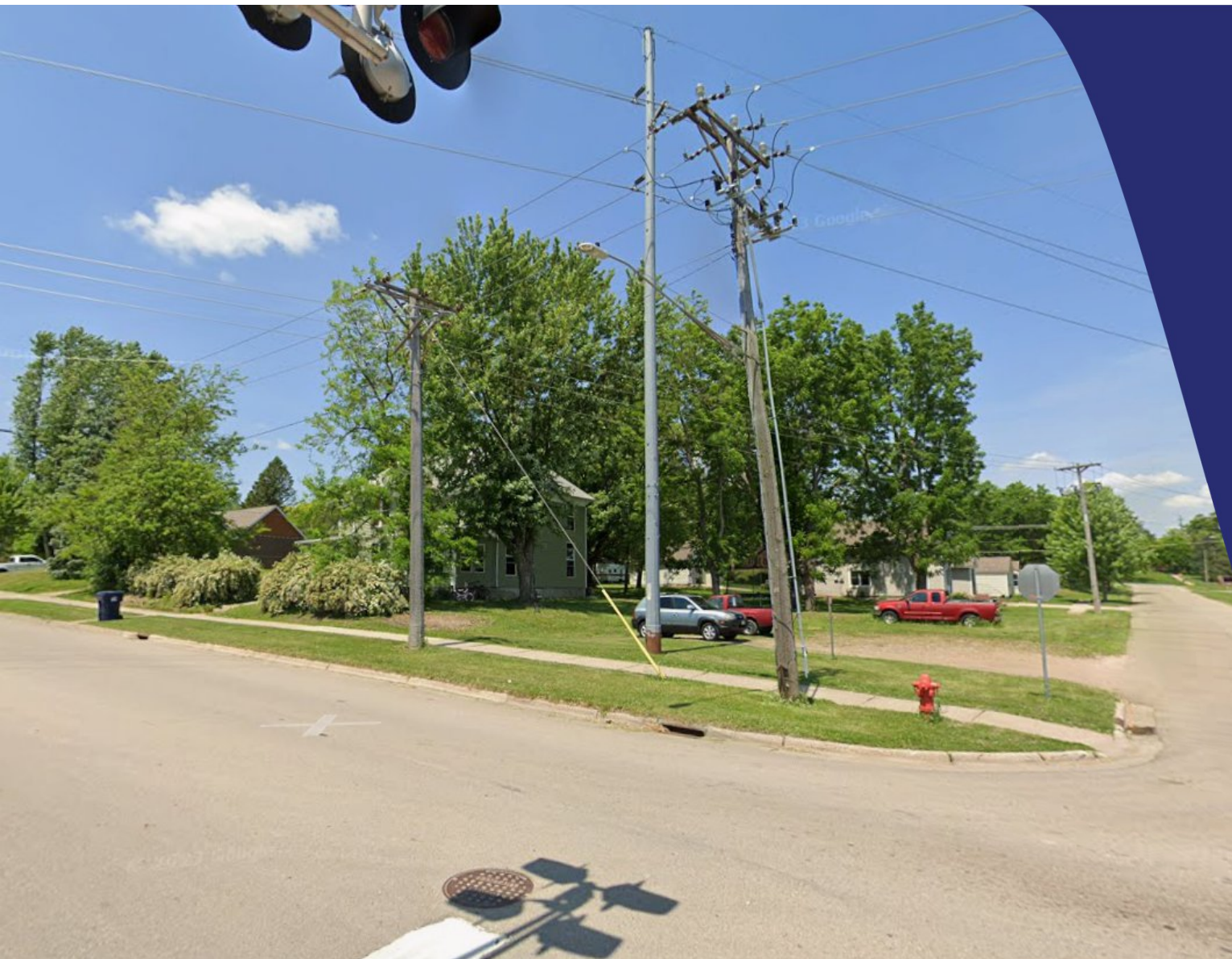
Planning Commission
January 15, 2026



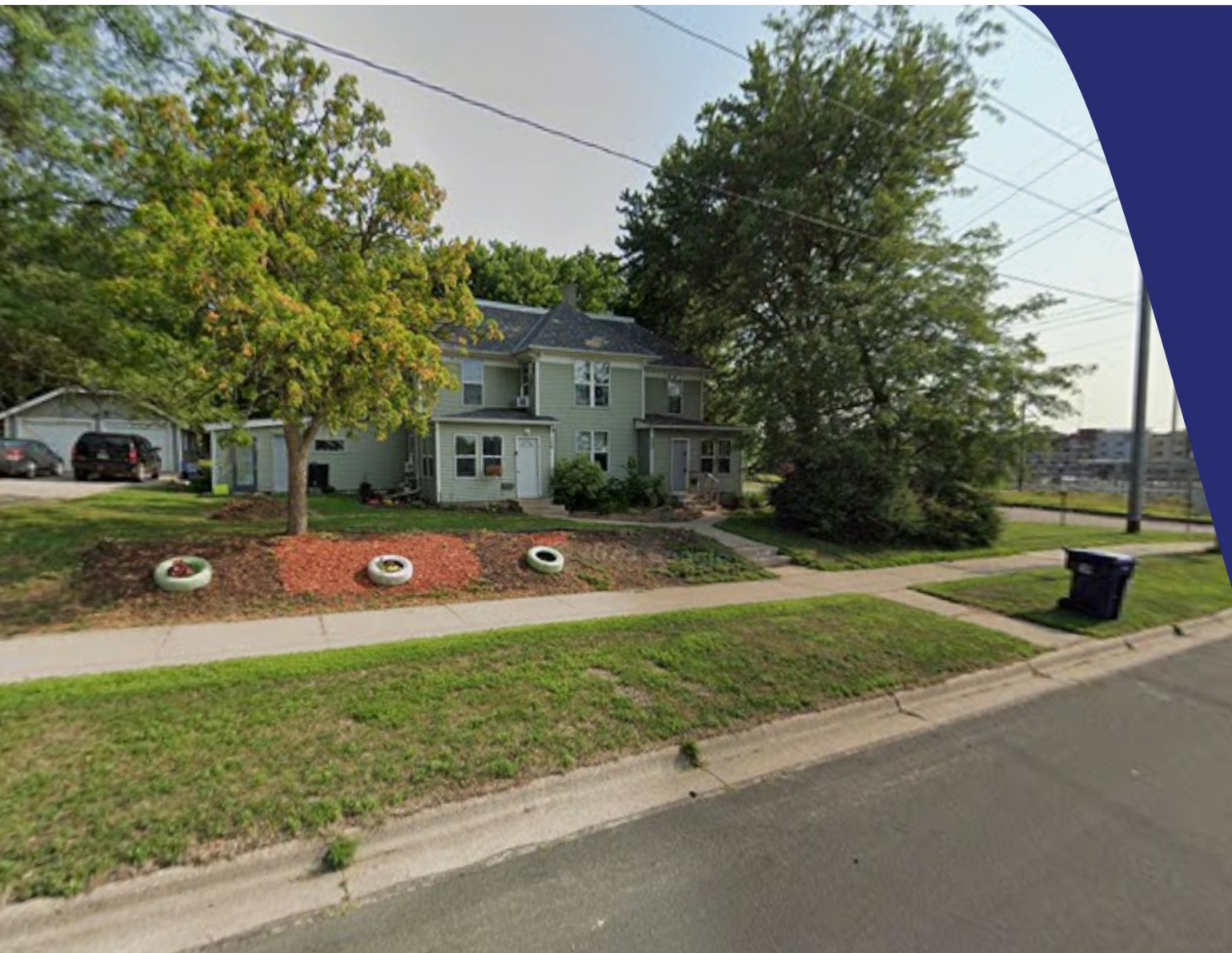
Request: The Planning Commission recommend approval to change the zoning of 304 2nd St. W. from R1-B: Low Density Residential to C1-B: Downtown.



Zoning map
context.



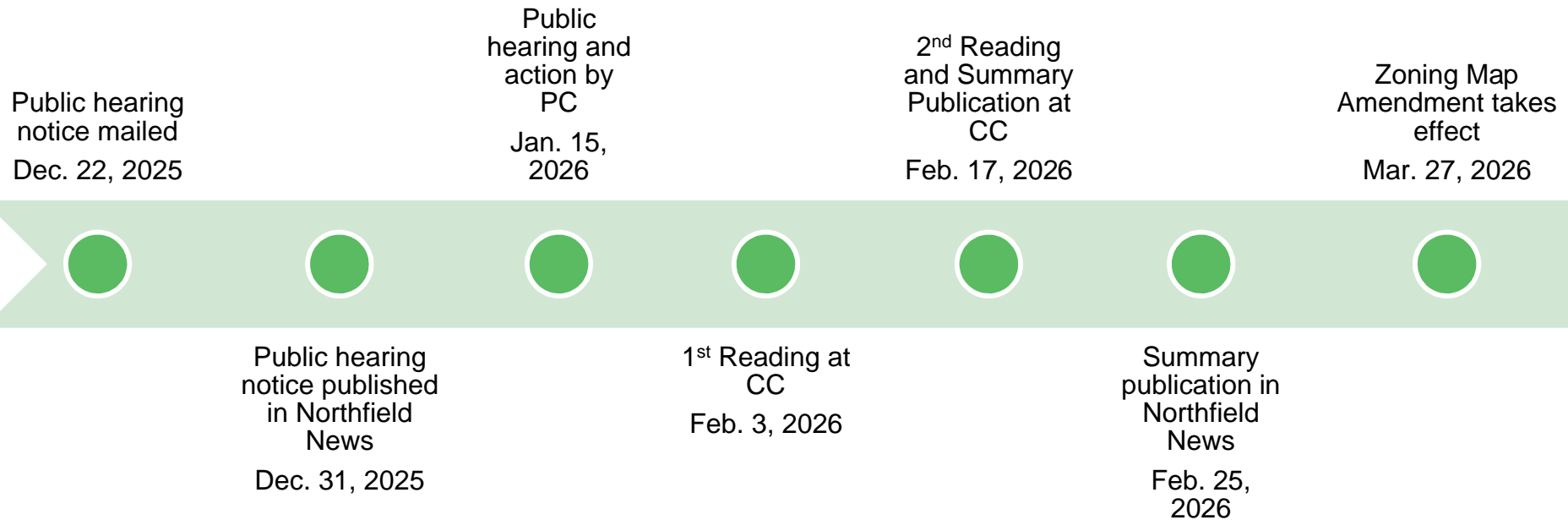
304 2nd St. W.
looking
northwest from
2nd St. W. and
Spring St.



304 2nd St. W.
looking
northeast from
2nd St. W.

Timeline

PC = Planning Commission
CC = City Council



Zoning Map Amendment Criteria



- Approval Criteria – The planning commission and city council shall review the necessary submittal requirements, facts, and circumstances of the proposed amendment and make a recommendation and decision on the application based on, but not limited to, consideration of the following criteria.
 1. The specific policies, goals, objectives, and recommendations of the comprehensive plan and other city plans, including public facilities and the capital improvement plans.
 2. The purpose and intent of the LDC, or in the case of a map amendment, whether it meets the purpose and intent of the individual district.
 3. The adequacy of infrastructure available to serve the proposed action.
 4. The adequacy of a buffer or transition between potentially incompatible districts.
- Staff Recommends Approval

Criteria 1 - Are specific policies, goals, and objectives of the Comp. Plan and other city plans being met?



Finding -

Future Land Use Map & Interventions Framework Map -

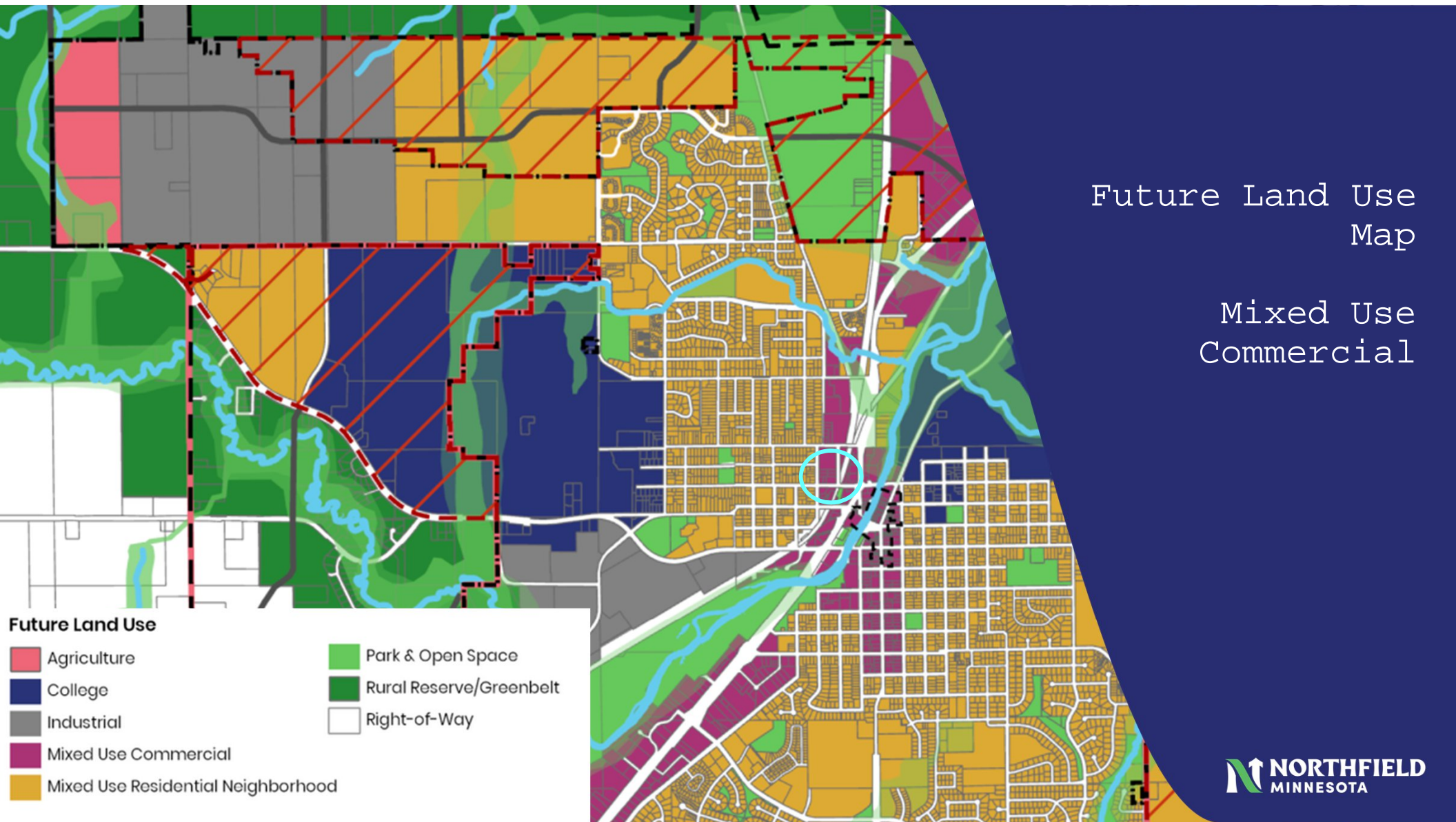
- Mixed use commercial- rezoning consistent with future land use map
- Enhance - rezoning consistent with intensification, infill, and redevelopment, requiring smaller-scale investment from the City.

Access -

- Strategy 1: plan for accessibility, strategy 2: develop in a compact sustainable way

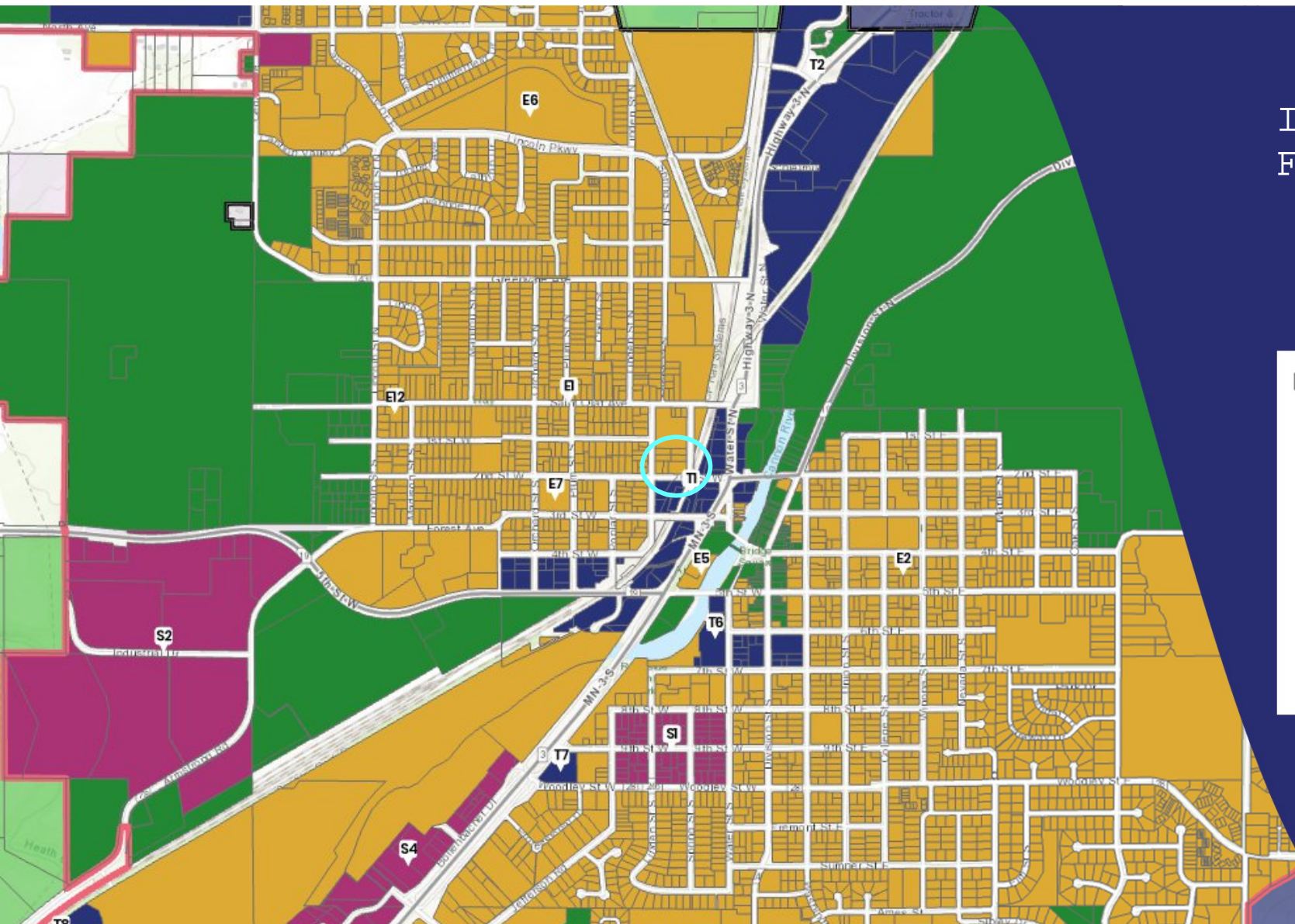
Sustainable Economic Future -

- Strategy 3: small business development, Strategy 5: Diversity Northfield's tax base, Strategy 6: Grow in a compact sustainable development pattern



Interventions Framework Map

Enhance (E1)



Interventions Framework

- Transform
- Future Transform
- Strengthen
- Enhance
- Preserve
- Future Preserve

Criteria 1 cont. - Are specific policies, goals, and objectives of the Comp. Plan and other city plans being met?



Strategic Plan

- Improve Financial Strength - growing the commercial and industrial tax base

Criteria 2 - Does the new zoning district meet the purpose and intent of the individual district?



Finding-

The purpose of the C1-B: Downtown zoning district is to:

- (1) NA
- (2) ...creates Northfield's brand and a unique sense of place.
- (3) The purpose of the Downtown (C1) district is to sustain the historic central business district, make the Highway 3 corridor a more integral and attractive part of Downtown, provide design transitions to surrounding zoning districts, ...
- (4) The C1 District aims to provide a compact, pedestrian friendly, active mix of land uses including business...
- (5) The design standards of this district reflect the character of the historic downtown and will help create a sense of arrival and center...

Criteria 3 - Is there adequate infrastructure available to serve the proposed action or use?



Finding -

- There is adequate infrastructure available including sewer, water, streets/sidewalks, transit access
- Spring Street to be closed at 2nd St. W.

Criteria 4 - Is there adequate buffer or transition provided between potentially incompatible districts?



Finding -

- Buffering is adequate, and adequate buffering will be required as part of a site plan review.
- The LDC provides buffering and design standards to address the transition from C1 to R1
- Any redevelopment will be subject to LDC standards
- C1 borders R1 for most of its edge.
- Parcel abuts C1 to the east and south

State Statute



Minnesota Statutes, section 462.357, subd. 2

A change in zoning from residential to commercial requires a two-thirds approval.

Subd. 2.General requirements.

(a) At any time after the adoption of a land use plan for the municipality, the planning agency, for the purpose of carrying out the policies and goals of the land use plan, may prepare a proposed zoning ordinance and submit it to the governing body with its recommendations for adoption.

(b) Subject to the requirements of subdivisions 3, 4, and 5, the governing body may adopt and amend a zoning ordinance by a majority vote of all its members. The adoption or amendment of any portion of a zoning ordinance which changes all or part of the existing classification of a zoning district from residential to either commercial or industrial requires a two-thirds majority vote of all members of the governing body.

Questions?





Legislation Text

File #: PC Res. 2026-000, **Version:** 1

PC Meeting Date: January 15, 2026

To: Members of the Planning Commission

From: Mathias Hughey, Associate City Planner

Consideration of a Zoning Map Amendment for 304 2nd St. W.

Action Requested:

The Planning Commission recommends approval of the zoning map amendment, to City Council, to change the zoning of 304 2nd St. W. (PID 2236451010) from R1-B: Low Density Residential to C1-B: Downtown.

Summary Report:

Ana Ortiz Pano has applied for a zoning map amendment for the property at 304 2nd St. W. (PID 2236451010). The requested amendment would change the zoning of the property from R1-B: Low Density Residential to C1-B: Downtown. The applicant intends to retain the existing duplex and construct a small grocery on the north and/or eastern portion of the lot. The applicant currently runs a small grocery and services establishment one block southwest of this location.

The attached resolution provides the criteria and findings supporting the zoning map amendment.

Staff Recommendation:

Staff supports recommending approval of the zoning map amendment, to City Council, to change the zoning of 304 2nd St. W. (PID 2236451010) from R1-B: Low Density Residential to C1-B: Downtown.

Alternative Options:

The Planning Commission can recommend approval or denial of the zoning map amendment to City Council. After the Planning Commission's recommendation is made, the City Council may approve the request with a two-thirds majority vote, failure to approve by two-thirds will result in a denial.

Financial Impacts:

NA

Tentative Timelines:

December 22, 2025: Public hearing (PH) notice mailed out to property owners within 350'
December 31, 2025: PH notice in Northfield News
January 15, 2026: PH & recommendation by Planning Commission to City Council
February 3, 2026: 1st Reading at City Council
February 17, 2026: 2nd Reading and Summary Publication at City Council
February 25, 2026: Summary Publication in Northfield News
March 27, 2026: Rezoning takes effect

CITY OF NORTHFIELD, MN
PLANNING COMMISSION RESOLUTION 2026-XXX

PLANNING COMMISSION RECOMMENDATION TO CITY COUNCIL FOR A ZONING
MAP AMENDMENT 304 2nd St. W.

WHEREAS, Ana Ortiz Pano (the “applicant”), seeks a Zoning Map Amendment, pursuant to Northfield City Code, Ch. 34, Sec. 8.5.14, to amend the zoning map from R1-B: Low Density Residential to C1-B: Downtown for 304 2nd St. W., Northfield, MN 55057 (PID 2236451010) located in Rice County, Minnesota; and

WHEREAS, the above-referenced property is described and depicted on Exhibit A, which is attached hereto and incorporated herein by reference (the “property”); and

WHEREAS, all required notices regarding the public hearing were properly made; and

WHEREAS, the Planning Commission conducted a public hearing on January 15, 2026, and received public testimony regarding the proposed Zoning Map Amendment; and,

WHEREAS, the Planning Commission found that the application meets the standards in Northfield City Code, Chapter 34, the Land Development Code, for a zoning map amendment; and

WHEREAS, the Planning Commission has reviewed and recommended approval to the City Council of the Zoning Map Amendment; and,

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION THAT:

1. The Planning Commission’s findings from its January 15, 2026 meeting, which are attached hereto and incorporated herein by reference as Exhibit B, are hereby recommended for adoption.
2. The Zoning Map Amendment to amend the zoning map for the property from R1-B: Low Density Residential to C1-B: Downtown is recommended to City Council for approval.

PASSED by the Planning Commission of the City of Northfield on this 15th day of January 2026.

Chair

Member

VOTE: ___ KUHLMANN ___ SCHROEER ___ BUCKHEIT
 ___ HOLLERAN ___ HOLMES ___ NOWAK ___ SCHMIDT

EXHIBIT A

304 2nd St. W. (PID 2236451010) located in Rice County, Minnesota.

ALL OF LOTS 1 AND 2 EXCEPT THAT PART THEREOF TAKEN FOR RAILROAD RIGHT OF WAY PURPOSES; AND ALL OF LOTS 9 AND 10 EXCEPT THE WEST 138 FEET THEREOF; ALL IN BLOCK 5 IN THE STATE SUBDIVISION OF THE SOUTHEAST QUARTER OF SECTION 36, TOWNSHIP 112 NORTH RANGE 20 WEST OF THE FIFTH PRINCIPAL MERIDIAN, IN THE CITY OF NORTHFIELD, RICE COUNTY, MINNESOTA.

EXHIBIT B

Planning Commission Findings

Land Development Code Approval Criteria

When reviewing a zoning map amendment, the Planning Commission and City Council is to consider several criteria as established in Article 8 of the Land Development Code (8.5.14.C). The Planning Commission and City Council shall review the necessary submittal requirements, facts, and circumstances of the proposed amendment and make a recommendation and decision on the application based on, but not limited to, consideration of the following criteria:

(1) The specific policies, goals, objectives, and recommendations of the comprehensive plan and other city plans, including public facilities and the capital improvement plans.

The Future Land Use Map contained in the Access Chapter of the Comprehensive Plan guides this parcel for “Mixed Use Commercial.” The chapter underscores the need to build on the success of downtown Northfield’s compact development pattern, and the need to encourage more commercial, industrial, and residential development, with an emphasis on intensification, infill, and redevelopment. The goal of the mixed-use commercial area west of Division St is to “create[e] places that are similar in scale and use” to the historic downtown.

The area is identified as “Enhance” by the Interventions Framework Map. Enhance areas typically need smaller-scale interventions, typically because the existing infrastructure is robust and connectivity is high. Included in the list of appropriate interventions is “infill and redevelopment that increases the range of available housing types.” The residential neighborhood west of the river is specifically identified as benefitting from improved access to services and commercial enterprises. This map identifies the area to the east as T1 “Transform” specifically calling for expansion of the downtown land use pattern into this neighborhood by increasing density of housing and commercial uses.

Access Chapter Strategies:

Strategy 1: Plan for accessibility – the proposal improves access to commercial services for the west and northwest areas of town

Strategy 2: Develop in a compact, sustainable, and fiscally responsible pattern – the proposal is for infill development, intensifying the use of an existing lot.

Sustainable Economic Future Chapter Strategies:

Strategy 3: Small business development – the proposal facilitates the growth of a locally-owned small business.

Strategy 5: Diversity Northfield’s tax base – added commercial development strengthens Northfield’s tax base.

Strategy 6: Grow in a compact, sustainable development pattern – the proposal intensifies the use of an existing site, close to downtown, making use of existing infrastructure.

The rezoning supports the Improve Financial Strength strategic priority from the 2025-2028 Strategic Plan, which calls for growing the commercial and industrial tax base. By zoning

additional land to commercial, specifically in support of compact infill development, the city improves its overall financial strength.

(2) The purpose and intent of this LDC, or in the case of a map amendment, whether it meets the purpose and intent of the individual district.

The purpose of the C1-B: Downtown zoning district is to:

- (1) The C1 district applies to those areas designated as "Core," "Center" and, in part, "Corridor" on the Framework map of the Comprehensive Plan.
- (2) The C1 district, which includes Northfield's historic town square, the Cannon River, Northfield's original flour mill, and historically preserved commercial center, creates Northfield's brand and a unique sense of place.
- (3) The purpose of the Downtown (C1) district is to sustain the historic central business district, make the Highway 3 corridor a more integral and attractive part of Downtown, provide design transitions to surrounding zoning districts, provide a strong relationship to the Cannon River and thus enhance the beauty, appreciation and benefits of the river, and to augment and increase Downtown viability and prosperity.
- (4) The C1 District aims to provide a compact, pedestrian friendly, active mix of land uses including business, hospitality, offices and services, housing, arts and culture, government, public gathering places and points of interest for residents and visitors alike.
- (5) The design standards of this district reflect the character of the historic downtown and will help create a sense of arrival and center by locating buildings close to the sidewalk or road, providing compatible facades along the Cannon River, building intimate places for people to gather outdoors, or minimizing negative effects on residential neighborhoods.

This rezoning supports the intent or purpose of the C1-B district by providing a transition from the Hwy 3 corridor and downtown to the residential neighborhood on the west and northwest side of town. The parcel is located one block from Highway 3 and the commercial uses along it, and adjacent to the Transit Hub, connected to these destinations by sidewalks which reinforces the compact, pedestrian friendly, and active mix of land uses intended for the C1-B district. Commercial development along the railroad corridor serves to buffer the low-density residential neighborhood to the west from the impacts of rail traffic.

(3) The adequacy of infrastructure available to serve the proposed action.

There is existing sewer and water infrastructure on Spring St. S. and 2nd St. W. Road infrastructure exists and the sidewalk network is nearly complete in this area of town, providing connections between St. Olaf and Carleton Colleges, Downtown, the Transit Station, and other local amenities. Spring St. S. is in the planning stages of reconfiguration to address safety concerns and the lack of a sidewalk and curb and gutter.

(4) The adequacy of a buffer or transition provided between potentially incompatible districts.

The land development code provides buffering and design standards that address compatibility between residential and commercial properties. The C1-Downtown district abuts the R1 – Low Density Residential district along most of its boundary. The parcel is bordered by C1 district to the east, northeast, and south, and the R1 to the west, northwest and north.



Legislation Text

File #: 26-032, **Version:** 1

PC Meeting Date: January 15, 2026

To: Members of the Planning Commission

From: Mikayla Schmidt, 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.
- A reminder that board/commission terms now run through the month of April.
 - o Will Schroeder is terming off and will not be eligible for reappointment.
 - o Bill Kuhlmann's term is ending and is eligible for reappointment.
- The meeting schedule for the year is attached.

Zoning Code Update & Redesign

- Houseal Lavigne (HL) has been selected as the consultant for the zoning code update and redesign. Staff and the consultant, with review and input from the Zoning Code Update Subcommittee (consisting of Bill Kuhlmann, Will Schroeder and Steve Schmidt), have finalized the proposal from HL. The final contract was approved by City Council on January 6, 2026.

Planning Applications & Related Updates

- **Park & Trail Dedication Fees:**
In December 2025, staff presented the “why” behind increasing park and trail dedication fees and “how” this fits into the city’s policies and plans. From that meeting, staff heard keeping costs low for affordable units is important, keeping costs low for overall development costs is important, weighing architectural design over fees is important, seeing local examples to show what the cost would be for development in Northfield would be helpful in making a decision, and using comparable cities as examples would provide more context for how Northfield falls in the mix of cities of our size, location and amenities.
Given the discussion from the Dec. meeting, staff plan to bring forward at the February 2026 meeting; language in the code that offers flexibility for affordable housing to waive or decrease the park dedication fees, a chart to show examples of proposed fees (ranging from low to high, flat rate and percentage based, and shows the breakdown for residential, commercial and industrial) and lean on the comprehensive plans decision-making framework as the analysis on whether or not this fee increase is supported or not. The decision-making framework includes: Find creative solutions to local challenges, Emphasize equity, Foster resilience, Be economically responsible and sustainable, Foster human

connections, Promote safe and stable housing, and Provide mobility options. See the attached hyperlink to the Vision and Guiding Values chapter of the comprehensive plan.

- See the hyperlink in the attachments for the City's Development Map.
- The Archer project has been put on hold / is not moving forward at this time per the development team. Financing for the project has been the major factor holding them off from beginning construction. The city is working with the development team to continue keeping the site safe and any other ways the city can support the project coming to fruition. New banners, designed by Rocky Casillas Aguirre, have been installed on the security fencing along Division St. to improve the aesthetics.
- The Cedar Meadows development has completed their financing and is finalizing their financial security documents. Once those are in order, the city and the development team will sign the development agreement and final plat, which can then be recorded with Dakota County. Then the development team will begin site work to clear trees and grade the site.
- Staff continue to work with Post Consumer Brands on the Ames Mill Dam. The main discussion includes timeline of transferring ownership of the dam. The dam is part of our Downtown Historic District, so 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 has webinars related to historic preservation. The city is a member and can share webinar links if there is interest.

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timeline:

N/A



City of Northfield

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

Upcoming Agenda Items

City Council

Tuesday, January 13, 2026

TMP 26-025 Council Update on 5th & Washington Redevelopment Project.

Drafter: Martig

Notes: Work Session #1 (80 min.)

Tuesday, January 20, 2026

TMP 26-042 Consideration of a Capital Membership Agreement with the City of Lakeville for Use of the FiRST Center Public Safety Training Facility

Drafter: Schroepfer

Notes: consent

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

Drafter: Bennett

Notes: Regular #3 (15 min.)

TMP 25-874 Consider Approving Minnesota Employment and Economic Development Grant Agreement for Phase II of the Northfield Skateboard Park Project.

Drafter: Bennett

Notes: consent

TMP 25-921 Consider Approval of Contract for NW Area Trunk Sanitary Sewer Preliminary Design and Environmental Review.

Drafter: Bennett

Notes: Consent

TMP 25-924 Consider Motion approving the Dresden Hill Park Playground Improvement Project.

Drafter: Tussing

Notes: Regular #1 (15 min.)

TMP 25-928 Consider Motion approving the Central Park Playground Improvement Project

Drafter: Tussing

Notes: Regular #2 (15 min.)

TMP 25-943 Consider Approving Disbursements totaling \$

Drafter: Grant

Notes: consent

TMP 25-909 Consider Approval of Mayoral Board and Commission Appointments.

Drafter: Hoffman

Notes: consent

TMP 25-914 Consider Resolution Dedicating Source of Public Revenue for the Local Housing Trust Fund.

Drafter: Martig

Notes: consent

TMP 25-996 Consider Resolution Supporting the Authority to Impose a Local Sales Tax to Fund Specific Capital Improvements Providing Regional Benefit, to Establish the Duration of the Tax and the Revenue to be Raised by the Tax, and to Authorize the City to Issue Bonds Supported by the Sales Tax Revenue.

Drafter: Martig

Notes: Regular #4 (30 min.)

TMP 25-942 Consider Resolution to Accept Public Improvements - Kraewood Development

Drafter: Simonson

Notes: consent

TMP 26-043 Approve application for premises permit for the Waterford Warriors Snowmobile Club at Applebee's.

Drafter: Peterson

Notes: Consent

TMP 26-022 Council Resolution Amending Redevelopment Tax Increment Financing District and a TIF Assistance Agreement for the Archer Redevelopment Project.

Drafter: Martig

Notes: Regular #5 (30 min.)

TMP 25-945 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 26-045 Oath of Office Ceremony for Northfield Police Department Officer Kyle Sladek.

Drafter: Schroepfer

Notes: Presentation #1 (10 min.)

TMP 25-722 Consider Approval of January 6, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

TMP 25-723 Consider Approval of January 13, 2026 City Council Work Session Minutes.

Drafter: Peterson

Notes: consent

Tuesday, February 3, 2026

TMP 25-696 Consider Resolution Approving Plans and Specifications and Order Advertisement for Bids for the 2026 Mill and Overlay & Mill Towns State Trail Project (STRT2026-A83).

Drafter: Simonson

Notes: Regular #__ (__ min.)

TMP 25-799 Approve Resolution accepting the Rice County All Hazard Mitigation Plan.

Drafter: Schroepfer

Notes: consent

TMP 25-815 Consider Resolution Approving a New Joint Resolution for Orderly Annexation By and Between Bridgewater Township and the City of Northfield.

Drafter: Martig

Notes: consent; on hold until further discussion (12-11-25)

TMP 25-916 Consider Resolution Awarding Bond Sale for Utility Bonds for Jefferson Parkway/Sandstone Street Utility Extension Project.

Drafter: Bennett

Notes: Consent/Regular?

TMP 26-016 Consider Resolution Authorizing the Purchase of Property at 1400 Jefferson Road for Northfield Hospital & Clinic.

Drafter: Martig

Notes: Regular #1 (15 min.)

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

TMP 26-007 First Reading Consideration of a Zoning Map Amendment for 304 2nd St. W.

Drafter: Hughey

Notes: consent/regular (pending PC mtg.)

Ord. 1082 Consider Ordinance Amending Northfield City Code, Chapter 30 - Health and Sanitation, Article II. - Tobacco (First Reading).

Drafter: Martig

Notes: Regular #__ (45 min.); Postponed from Aug. 2025

TMP 25-724 Consider Approval of January 20, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

Tuesday, February 10, 2026

TMP 25-832 Review of Tree Ordinance (Beumer/Zweifel Request).

Drafter: Bennett

Notes: #__ (___ min.)

Tuesday, February 17, 2026

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

Drafter: Schmidt

TMP 25-699 Consider Accepting Bids and Awarding Contract - Spring Creek Road Reconstruction & Mill Towns State Trail Project (STRT2026-A84).

Drafter: Simonson

Notes: Consent

TMP 26-008 2nd Reading Consideration of a Zoning Map Amendment for 304 2nd St. W.

Drafter: Hughey

Notes: consent

TMP 26-009 Summary Publication of a Zoning Map Amendment for 304 2nd St. W.

Drafter: Hughey

Notes: consent

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

Drafter: Schmidt

Notes: Consent

TMP 25-974 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 25-725 Consider Approval of February 3, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

TMP 25-742 Consider Approval of February 10, 2026 City Council Work Session Minutes.

Drafter: Peterson

Notes: consent

Tuesday, March 3, 2026

TMP 25-786 Review and Discussion of Organized Collection for Curbside Compost Service (food/wet waste) & Request for Proposal.

Drafter: Bennett

Notes: Regular #__ (60 min.)

TMP 25-883 Approve Vehicle for Hire License Renewals.

Drafter: Peterson

Notes: consent

TMP 25-884 Approve Refuse License Renewals.

Drafter: Peterson

Notes: consent

TMP 25-885 Consider Approval of Liquor License Renewals.

Drafter: Peterson

Notes: consent

TMP 26-018 Consider Amendment to Chapter 34: Land Development Code: Article 5. Subdivision of Land. 5.26 Parks, Trails and Open Space Dedication (First Reading).

Drafter: Martig

Notes: Regular #__ (__ min.)

TMP 26-003 First Reading of Ordinance to Amend the Text Related to Park & Trail Dedication Fees.

Drafter: Schmidt

Notes: Regular #__ (20 min.)

TMP 25-819 Presentation on Youth First Activities

Drafter: Hoffman

Notes: Presentation #1 (10 min.); confirmed 10/22/25

TMP 25-743 Consider Approval of February 17, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

Tuesday, March 17, 2026

TMP 25-697 Consider Accepting Bids and Awarding Contract - 2026 Mill and Overlay & Mill Towns State Trail Improvements Project (STR2026-A83)

Drafter: Simonson

Notes: Consent

TMP 25-977 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 25-744 Consider Approval of March 10, 2026 City Council Work Session Minutes.

Drafter: Peterson

Notes: consent

TMP 25-767 Consider Approval of March 3, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent