

City of Northfield

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



Meeting Agenda

Wednesday, May 6, 2026

6:00 PM

Council Chambers

Heritage Preservation Commission

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

APPROVAL OF AGENDA

1. [BC 26-003](#) Introductions and Election of Heritage Preservation Commission Officers of Chair and Vice-Chair.

APPROVAL OF MINUTES

2. [26-233](#) April 1, 2026 HPC Meeting Minutes
Attachments: [1 - April 1, 2026 HPC Meeting Minutes](#)
3. [26-234](#) April 23, 2026 Special Meeting Minutes
Attachments: [1 - April 23, 2026 HPC Meeting Minutes](#)

PRESENTATIONS

4. [26-235](#) Presentation on the Library Landscape Renewal Plans
Attachments: [1 - Presentation - final](#)
[2 - Historic Survey File](#)
[3 - LST Projects](#)
[4 - NN Article on Sculpture](#)
[5 - Misc Images](#)
5. [26-236](#) Presentation from Rebound Real Estate Providing an Update on the Archer Redevelopment Project - 212 Division St. S.

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. Members of the public wishing to speak must adhere to the following guidelines:

- Speak only once for no more than two minutes (not including interpreter's time) on the topic unless the speaker is addressed by the Commission;
- Identify your relationship to the topic;
- Have a spokesperson or two for your group to present your comments;
- Persons wanting a response to a question must submit the question in writing to the recording secretary, including name and how you would like to be contacted.

6. [26-237](#) Continued Discussion on Balcony Regulations in the Historic-Overlay District for the Zoning Code Update.

Attachments: [1 - Holland Block Survey File](#)
[2 - Jacob Sitze Survey File](#)
[3 - Scofield Building Survey File](#)
[4 - Ware Auditorium Survey File](#)
[5 - Dampier Hotel Image](#)

STAFF UPDATES

7. [26-238](#) Annual Board and Commission Onboarding and Refresher.

Attachments: [1 - Board and Commission Rules of Business](#)
[2 - City Council & Board/Commission Member Guide](#)
[3 - Board and Commission Member Orientation Video](#)
[4 - Youth on Board Handout](#)
[5 - Northfield City Code/Charter](#)
[6 - 2025-2028 Strategic Plan](#)
[7 - 2045 Comprehensive Plan](#)

ADJOURNMENT



Legislation Text

File #: BC 26-003, **Version:** 1

Heritage Preservation Commission Meeting Date: May 6, 2026

To: Heritage Preservation Commission

From: Mathias Hughey, Associate City Planner

Introductions and Election of Heritage Preservation Commission Officers of Chair and Vice-Chair.

Action Requested:

The Heritage Preservation Commission will give brief introductions of themselves and nominate & vote in a Chair and Vice-Chair.

Summary Report:

Below are excerpts from City Code related to the role of Chair and Vice Chair.

Sec. 2-286. Officers.

- (a) Chairperson and vice-chairperson. Each board or commission annually shall elect from its members a chairperson and vice-chairperson to serve a term of one year. Serving in such capacity shall conform to the members term on the board or commission. A chairperson elected to fill a vacancy shall be eligible to serve three full terms in addition to the remainder of the vacated term. There are no term limits for the position of vice-chairperson, except that serving in such capacity shall conform to the members term on the board or commission.
 - (b) The vice chairperson performs the duties of the chairperson in the chairperson's absence. If both the chairperson and the vice chairperson are absent, an acting chairperson may be assigned in advance by either officer or at the meeting by a majority vote of the members.
- (Ord. No. 1061, § 5, 6-4-2024)

Staff will give a summary introduction to the topic as outlined in the memo. Staff recommends a nomination process which is a formal proposal to the voting body in an election to fill an office or position, suggesting a particular person as the one who should be elected. It is recommended to use the following process of taking nominations from the floor (per Roberts Rules of Order option):

1. Presiding Chair announces that “we will take nominations for the position of Chair from members of the floor.”
 - a. Any member may then call out, for example “I nominate (fill in name),” without needing to be recognized by the chair. No seconds are necessary. The Presiding Chair then announces, “(Fill in name) is nominated.”
 - b. When it appears that everyone who wishes to make a nomination, the Presiding Chair says, “Are there any further nominations? [Pause.] If not, [pause] nominations are closed.”

- c. Individuals who were nominated could choose to remove themselves from consideration of appointment. They should state “I respectfully decline my nomination.”
 - d. If only one candidate has been nominated for an office, the Presiding Chair simply declares the nominee elected.
 - e. If there is more than one candidate a written ballot process will be conducted with the one receiving majority approval. Staff will have paper and pencils available at the meeting for the ballot vote. The election becomes final when the Presiding Chair announces the result of the candidate is present and does not decline or is absent but has previously consented to serve. Otherwise, it becomes final when an absent candidate is notified and does not immediately decline.
- 2. Repeat process above with new Chair to lead for “Vice-Chair” office.
 - 3. Repeat process above for “Secretary” office, as applicable.

The board does not currently have any formal process of rotation of officers. However, as noted earlier the Chair position is limited to three terms total.

The officers would take office immediately after election of all officers is completed as there are no special provisions for a later date to take office.

Alternative Options:

None recommended.

Financial Impacts:

N/A

Tentative Timelines:

N/A



Legislation Text

File #: 26-233, Version: 1

Heritage Preservation Commission Meeting Date: May 6, 2026

To: Members of the Heritage Preservation Commission

From: Matt Bailey, Meeting Associate

April 1, 2026 HPC Meeting Minutes

Action Requested:

Please review the April 1, 2026 HPC 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 Heritage Preservation Commission

Wednesday, April 1, 2026

6:00 PM

Council Chambers

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

Chair Jarman called the meeting to order at 6:03 p.m.

Present: 6 - Chair Baird Jarman, Commissioner Clifford Clark, Commissioner Robert Stangler, Vice Chair Michael Meehan, Commissioner Sarah Beimers and Commissioner Amy Machacek Shonka

Absent: 1 - Commissioner Aaron Street

Also present: Scott Wopata, Community Development Director; Mikayla Schmidt, City Planner; Mathias Hughey, Associate Planner; Matt Bailey, Meeting Associate; Teagan Noetzel, Youth Representative (non-voting); Astrid White, Youth Representative (non-voting)

APPROVAL OF AGENDA

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

Yes: 5 - Chair Jarman, Commissioner Stangler, Vice Chair Meehan, Commissioner Beimers and Commissioner Machacek Shonka

APPROVAL OF MINUTES

1. [26-166](#) March 4, 2026 HPC Meeting Minutes

A motion was made by Commissioner Stangler, seconded by Commissioner Beimers, to approve the March 4, 2026 HPC Meeting Minutes. The motion carried by the following vote:

Yes: 5 - Chair Jarman, Commissioner Stangler, Vice Chair Meehan, Commissioner Beimers and Commissioner Machacek Shonka

OPEN PUBLIC COMMENT

No public comment was received.

BOARD MEMBER AND COMMISSIONER REPORTS

No Board and Commissioner reports were submitted.

REGULAR AGENDA

2. [26-167](#) Presentation from Rebound Real Estate Providing an Update on the Archer Redevelopment Project - 212 Division St. S.

Community Development Director Scott Wopata introduced Matt Ganter, Development Manager at Rebound Partners, who provided an update on the Archer Redevelopment Project - 212 Division Street South. Ganter responded to questions and comments from the HPC concerning parking, timeline, revisions of the original design and purposes, a potential height variance, branding, and materials.

3. [BC 26-002](#) Approval of Subcommittee to Provide Preliminary Review and Feedback on the Archer Redevelopment Project.

Commissioner Clark joined the meeting at 6:27 p.m.

Associate Planner Mathias Hughey proposed a subcommittee to work with Rebound Partners and a consultant (to be determined) to provide preliminary review and feedback on the Archer Redevelopment Project. The HPC discussed the proposed subcommittee, Hughey, Community Development Director Scott Wopata, and City Planner Mikayla Schmidt provided additional context, and members of the HPC volunteered to serve on the subcommittee. Youth Representatives Noetzel and White volunteered to serve as well if they are able.

A motion was made by Vice Chair Meehan, seconded by Commissioner Clark, to approve the creation of a subcommittee consisting of Commissioner Beimers (acting as chair), Commissioner Stangler, and Commissioner Machacek Shonka to work with Rebound Partners and a consultant (to be determined) to provide preliminary review and feedback on the Archer Redevelopment Project. The motion carried by the following vote:

Yes: 6 - Chair Jarman, Commissioner Clark, Commissioner Stangler, Vice Chair Meehan, Commissioner Beimers and Commissioner Machacek Shonka

4. [26-168](#) Discussion on Balcony Regulations in the Historic-Overlay District for the Zoning Code Update.

Associate Planner Mathias Hughey provided information on the current regulations on balconies in the current Zoning Code and requested that the HPC discuss balcony regulations in the Historic-Overlay District for the City's Zoning Code Update. The HPC discussed precedents and recessed (or terraced) vs. hanging balconies. Commissioner Clark reported on the findings of the HPC subcommittee reviewing balconies, and the HPC discussed questions regarding balconies to be raised in the Archer Site subcommittee meetings with the developers. This discussion will be continued in future meetings.

STAFF UPDATES

5. [26-169](#) Staff Updates.

City Planner Mikayla Schmidt and Associate Planner Mathias Hughey provided updates from City staff. Schmidt responded to questions and comments from the HPC concerning the Zoning Code.

ADJOURNMENT

Chair Jarman adjourned the meeting at 7:38 p.m.



Legislation Text

File #: 26-234, **Version:** 1

Heritage Preservation Commission Meeting Date: May 6, 2026

To: Members of the Heritage Preservation Commission

From: Matt Bailey, Meeting Associate

April 23, 2026 Special Meeting Minutes

Action Requested:

Please review the April 23, 2026 Special 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 Heritage Preservation Commission

Thursday, April 23, 2026

6:00 PM

Council Chambers

Special Meeting

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

Chair Jarman called the meeting to order at 6:00 p.m.

- Present:** 6 - Chair Baird Jarman, Commissioner Clifford Clark, Commissioner Robert Stangler, Commissioner Sarah Beimers, Commissioner Amy Machacek Shonka and Commissioner Aaron Street
- Absent:** 1 - Vice Chair Michael Meehan

Also present: Mathias Hughey, Associate Planner; Matt Bailey, Meeting Associate; Astrid White, Youth Representative

APPROVAL OF AGENDA

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

- Yes:** 6 - Chair Jarman, Commissioner Clark, Commissioner Stangler, Commissioner Beimers, Commissioner Machacek Shonka and Commissioner Street

OPEN PUBLIC COMMENT

No public comment was received.

REGULAR AGENDA

1. [HPC Res. 2026-004](#) Certificate of Appropriateness for Façade Reconstruction at 319 Division St. S. - the Clark Building.

Associate Planner Mathias Hughey presented the application for a Certificate of Appropriateness for façade reconstruction at 319 Division Street South - the Clark Building. Hughey and the representatives for the building owners, 319 Division Street LLC responded to questions and comments from the HPC regarding the National Historical Register listing for the building, brick options and patterning, previous water damage to the building, sustainability and energy efficiency of the proposed improvements, window colors, and the dentil molding design.

A motion was made by Commissioner Clark, seconded by Commissioner Machacek Shonka, to approve the Certificate of Appropriateness for façade reconstruction at 319 Division Street South - the Clark Building. The motion carried by the following vote:

Yes: 6 - Chair Jarman, Commissioner Clark, Commissioner Stangler, Commissioner Beimers, Commissioner Machacek Shonka and Commissioner Street

ADJOURNMENT

Chair Jarman adjourned the meeting at 6:26 p.m.



Legislation Text

File #: 26-235, Version: 1

Heritage Preservation Commission Meeting Date: May 6, 2026

To: Members of the Heritage Preservation Commission

From: Mathias Hughey, Associate City Planner

Presentation on the Library Landscape Renewal Plans

Action Requested:

The HPC will receive a presentation on the most current plans for the library landscape renewal project.

Summary Report:

Originally built in 1910 and significantly expanded in 1985, the Northfield Public Library is located within the Downtown Historic District. In 2016, the library underwent another significant remodel that ultimately resulted in the building being listed as non-contributing to the Northfield Historic District. The concrete walls and landscaping on the west side of the library mostly date from the 1985 addition, at 40 years old the landscape is not likely to meet the typical criteria for being considered Historic.

A number of significant and minor site issues have developed since the remodel a decade ago. Elevation changes, major erosion and stormwater issues, snow removal expense and hazards, tree loss, water pooling, building maintenance challenges, heat accumulation, accessibility issues, and a lack of space for programs that are competing with workforce and community use of spaces led us to develop a site plan that could address these challenges with solutions that maximize the utility of the library's site, protect our investment, and serve a growing 21st century community for the next 115 years downtown.

In 2024, the Friends of the Library funded engagement efforts with landscape architects from Ten X Ten to work with the community at outreach events to identify priorities for community use of the site. In 2025, federal grant funds made available through the Minnesota Department of Education allowed us to further explore integrating input into a site plan and gather more input throughout 2025. The preferred concepts are included in the attached presentation. The overarching goals of the site renewal plans are Sustainability, Accessibility, and Safety. With the preferred concept we reduce stormwater runoff, reduce site hazards, shore up the eroding west slope and activate the upper level, increase wheelchair accessible, shaded patio space, minimize concrete and expand access to nature.

The City is pursuing a local sales tax option to fund the improvements to the library site. This funding mechanism will require approval by the voters in November 2026.

City Plans & Policies Relevance:

A detailed analysis will be developed as the project progresses. Broadly, the project aligns with the values and vision of the comprehensive plan, especially as it pertains to equity, economy, creativity, and connection.

The project aligns with the vision: Northfield is a welcoming city, providing equitable access to a high quality of life.

Alternative Options:

NA

Financial Impacts:

NA

Tentative Timelines:

November 2026 - Sales tax referendum

NORTHFIELD LIBRARY

Final Presentation

- 01 Existing Issues
- 02 Proposed Designs

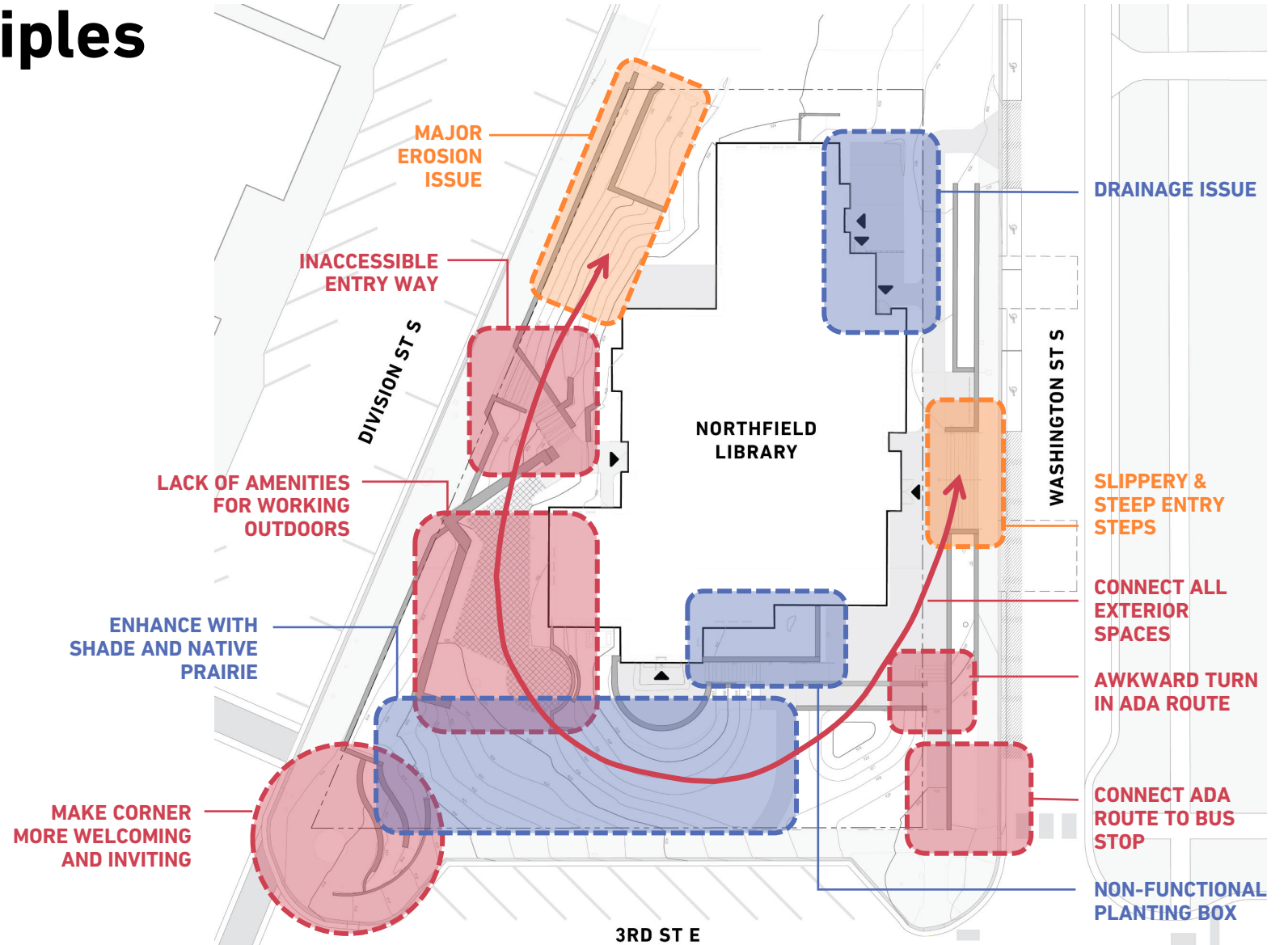
01 EXISTING ISSUES

Guiding Principles



Site Issues by Principles

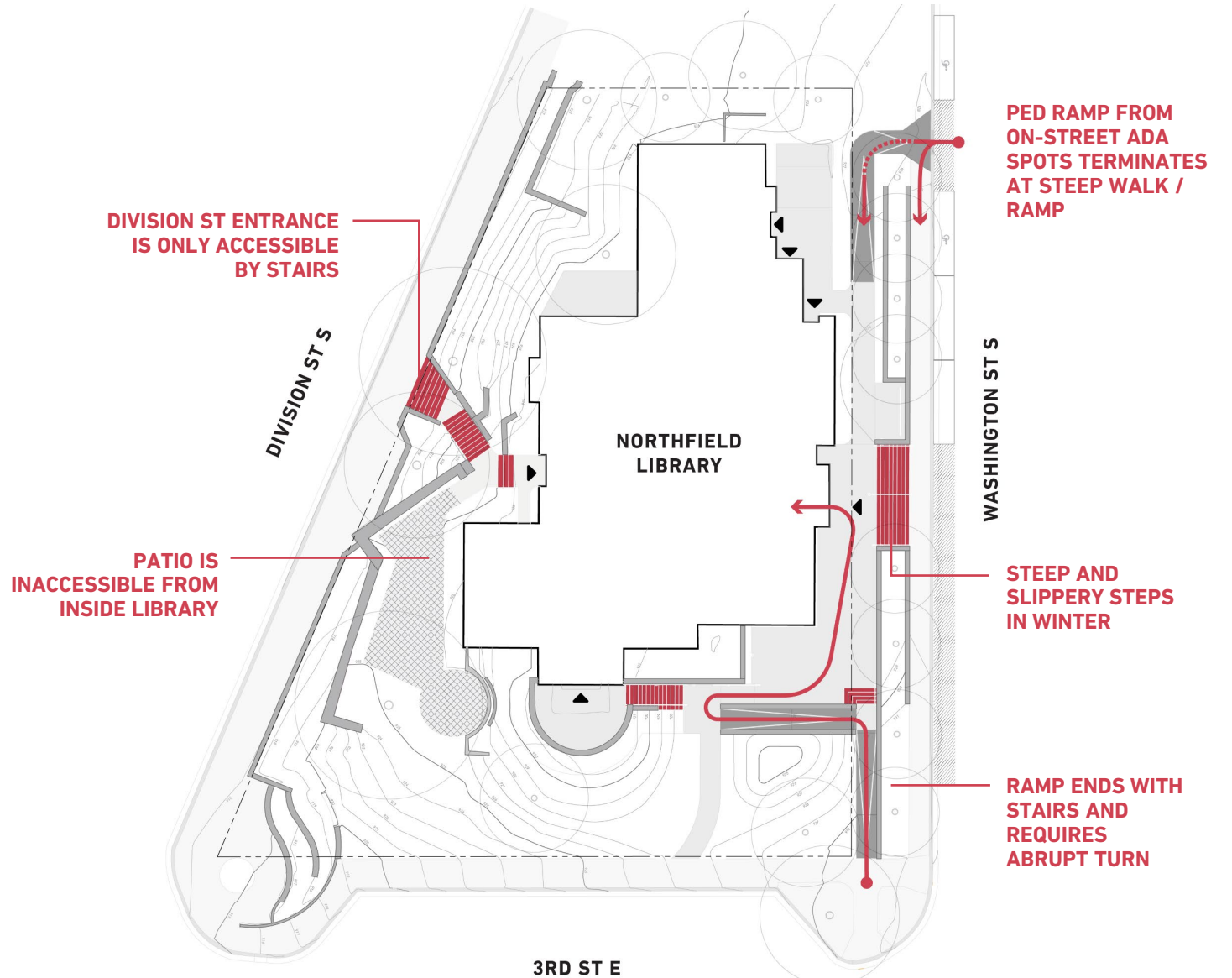
- ACCESSIBILITY
- SUSTAINABILITY
- SAFETY



Accessibility











- KEY**
- Property Line
 - Library Building
 - Entrance
 - Wall
 - Minor Contour
 - Major Contour
 - Ramp
 - Stair
 - ADA-Accessible Route

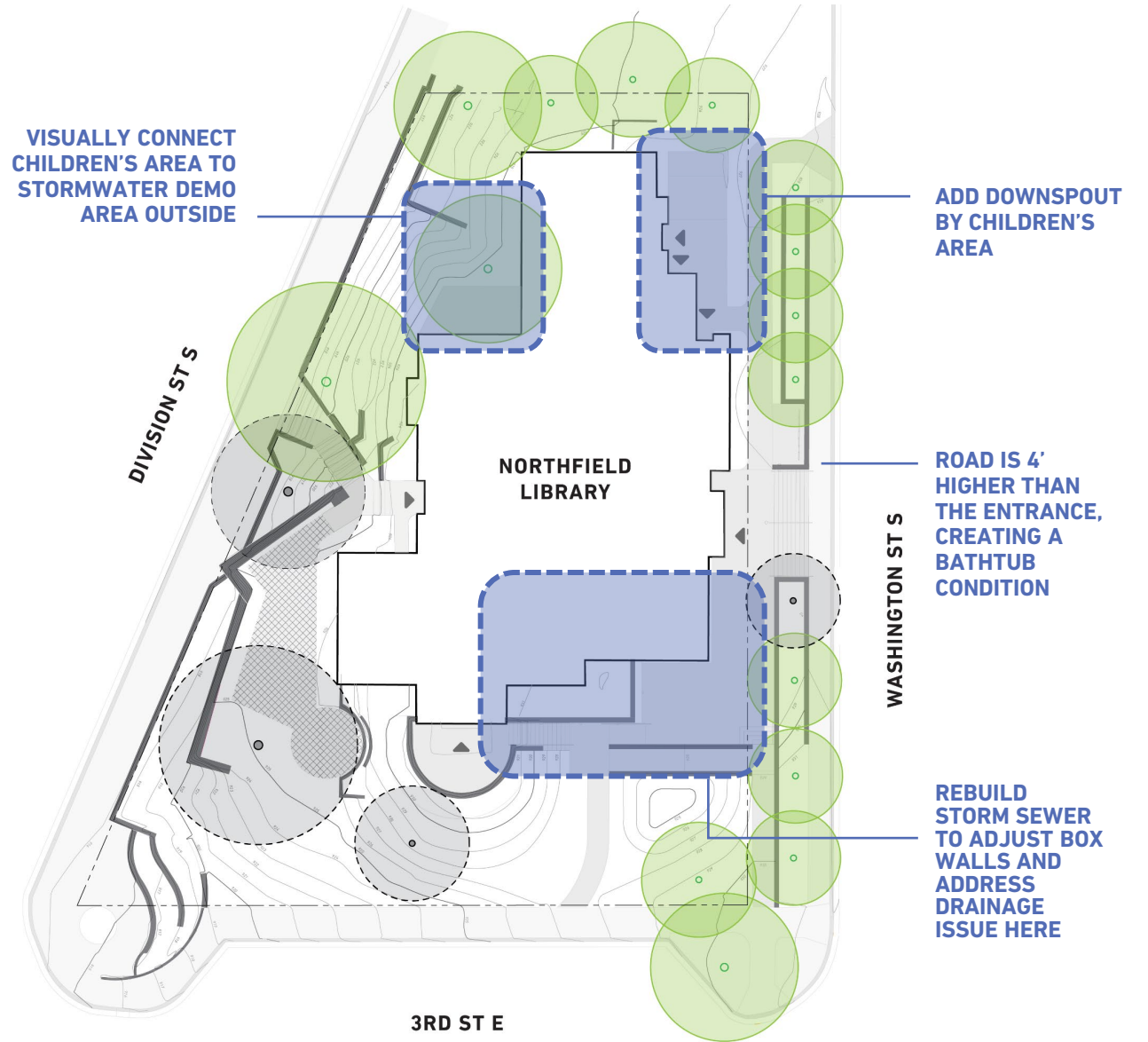


Sustainability

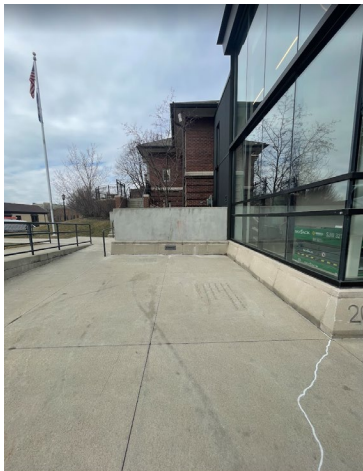


KEY

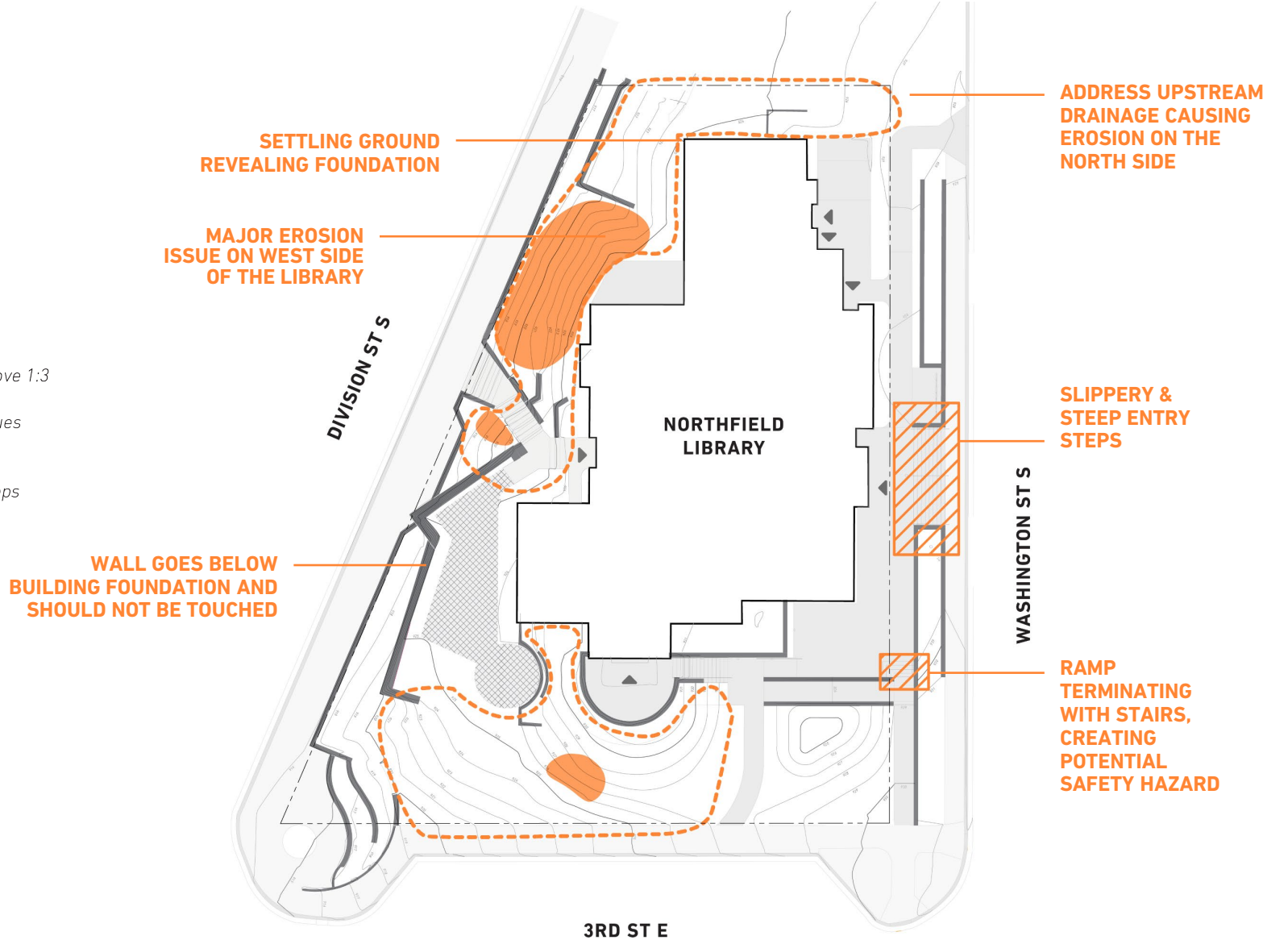
-  Property Line
-  Library Building
-  Entrance
-  Wall
-  Minor Contour
-  Major Contour
-  Areas with Drainage Issues
-  2024-25 Fallen Trees



Safety



- KEY**
- Property Line
 - Library Building
 - Entrance
 - Wall
 - Minor Contour
 - Major Contour
 - Area with Slopes above 1:3
 - Areas of Erosion Issues
 - Areas with Steep Steps



02 PROPOSED DESIGN

Preferred Concept

PREVIOUS CONCEPT



OPTION 1



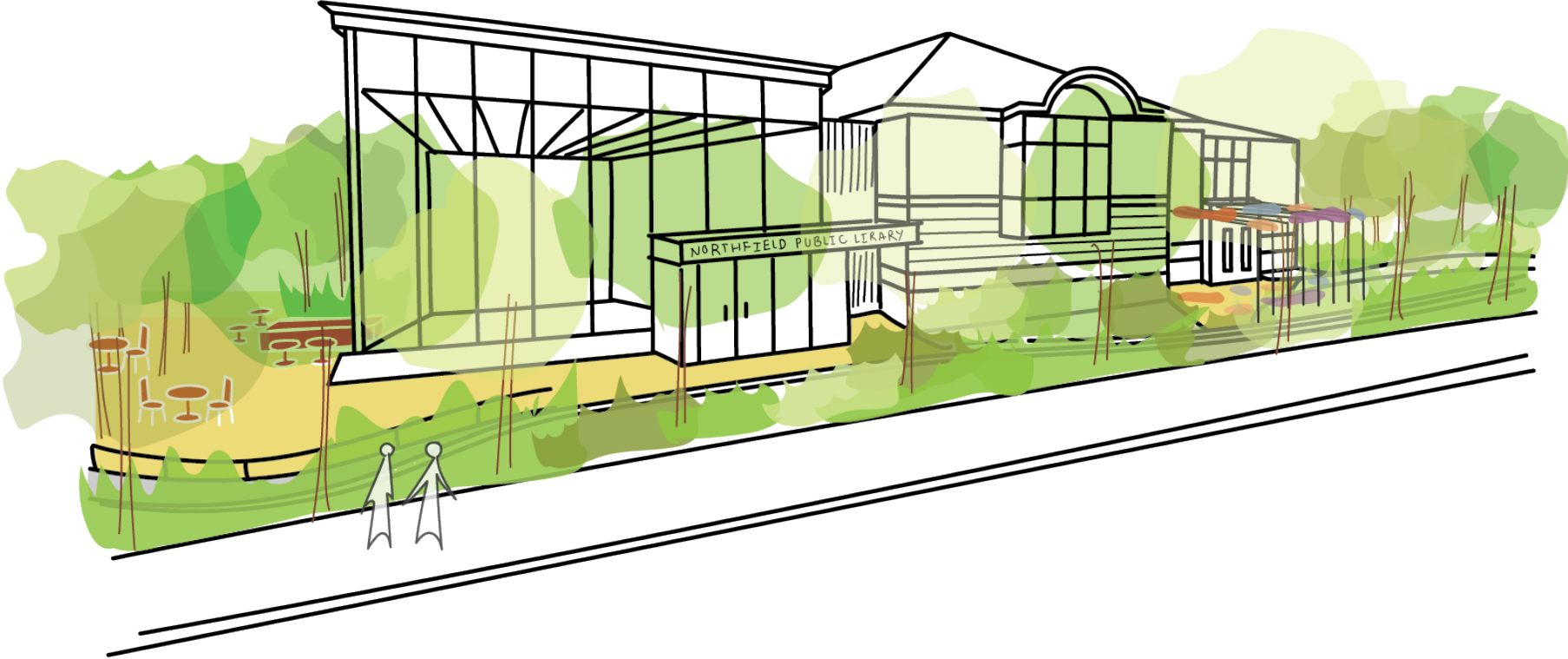
This one is closer to the originals, but can't save the tree

OPTION 2

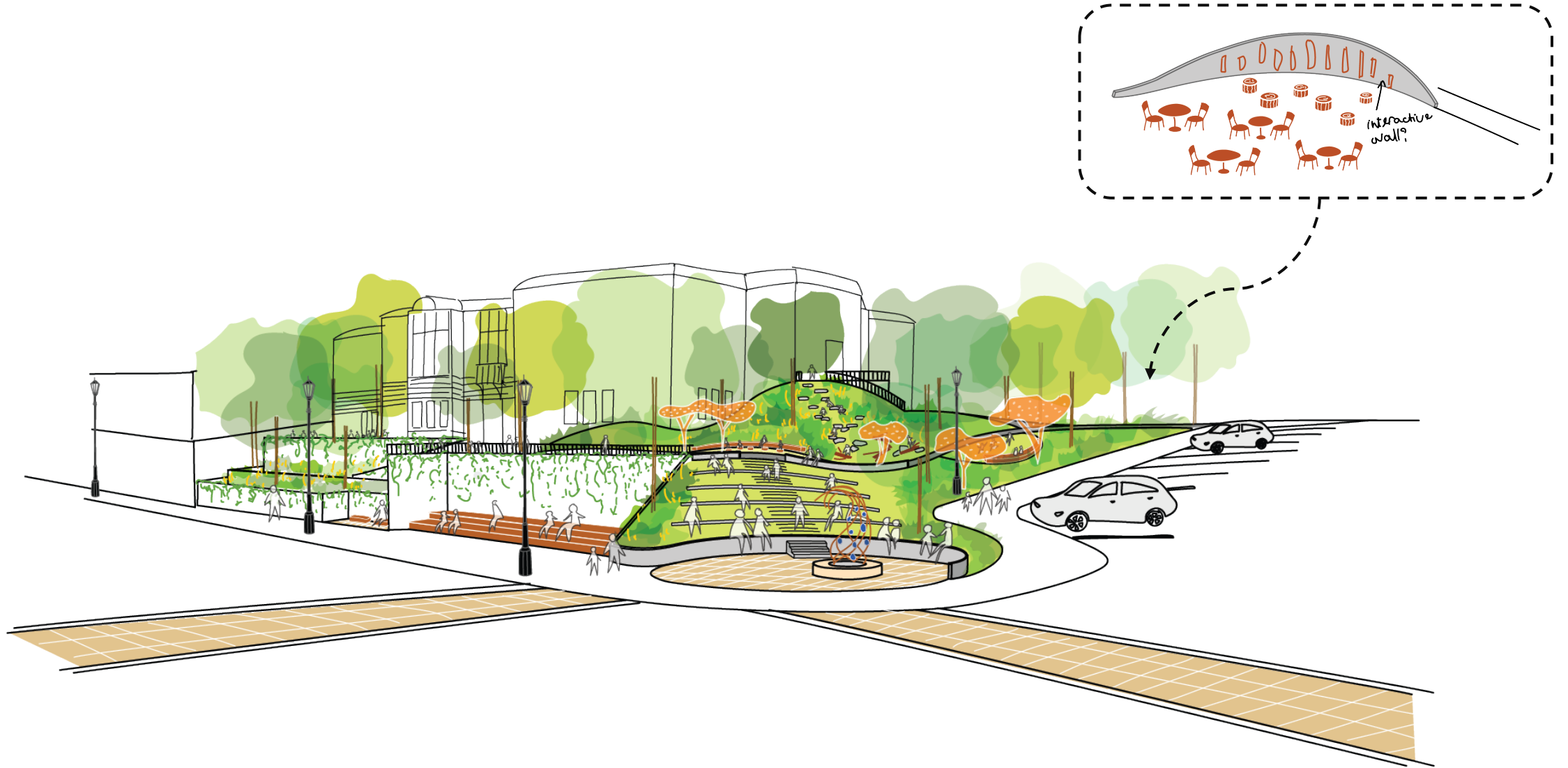


This one saves the tree with a new plaza on the corner, but requires the path access to be further down the sidewalk in order to avoid the tree

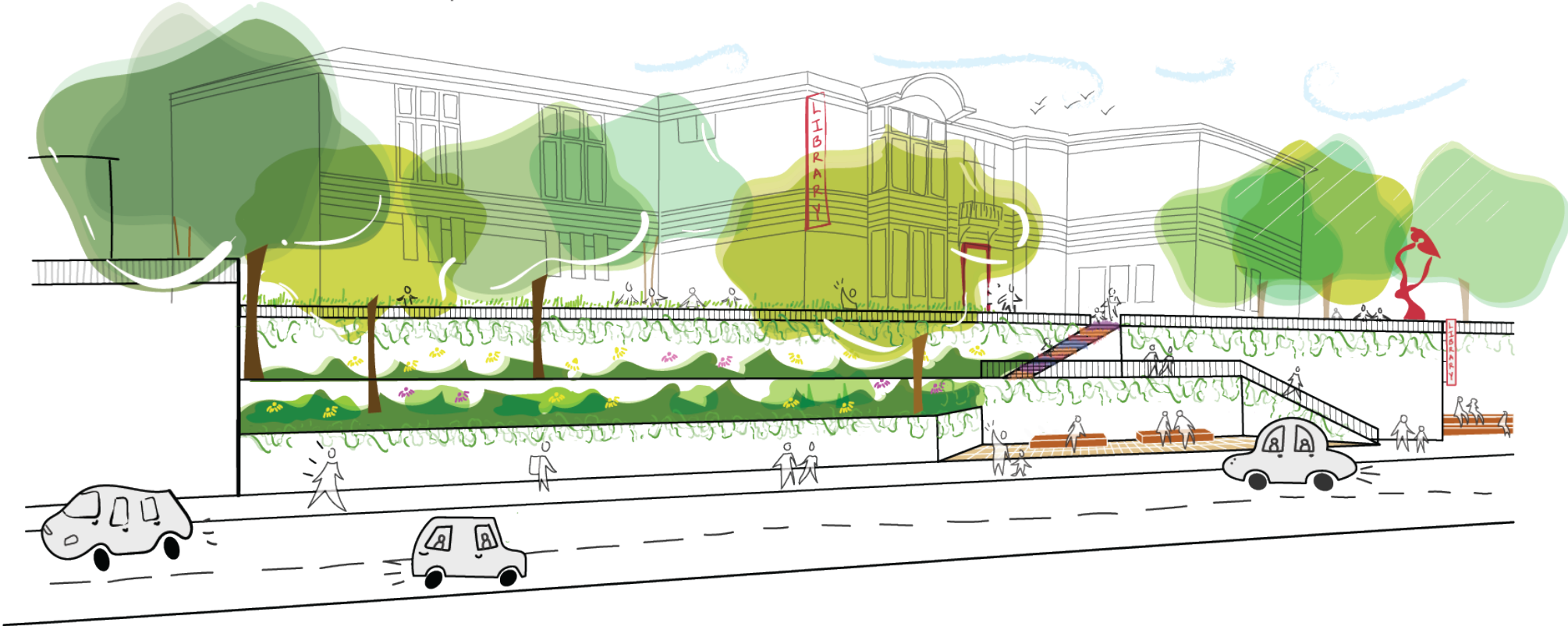
East Side



West & South Side



West Side



QUESTIONS?

**MINNESOTA HISTORY / ARCHITECTURE INVENTORY FORM
NORTHFIELD COMMERCIAL HISTORIC DISTRICT
Rice County, Minnesota**

PROPERTY LOCATION	
Property Name: Northfield Public Library Other: Northfield Carnegie Library	Inventory No.: RC-NFC- 296
Address: 210 Washington Street, Northfield, MN (105 E. 3rd Street)	PIN: 2231350038
QTR/QTR/T/R/S: SW SW Section 31 T112N R19W	Plat Name: Original Town Block: 16 Lot: 2
USGS Quad: Northfield, Minnesota	
UTM Z 15 487351E, 4922725N NAD 83	

PROPERTY INFORMATION	
Construction Date: 1910, 1985, 2016	Style: Georgian Revival (altered)
Historic Use: public library	Current Use: public library
Property Type: institutional/library	Historic Context: "Commerce, 1856-1945"
Architect/Builder Original: Bell, Tyrie, Chapman, Minneapolis 1985: SMSQE, Northfield 2016 addition, Roehr Schmitt Architecture, Minneapolis	Survey Name: Northfield Historic District Survey Revision Project, 2016
Previous NRHP Status: Contributing to Northfield Commercial Historic District	NRHP Recommendation: Not contributing to Northfield Commercial Historic District
Form Prepared by: Landscape Research LLC	Survey Date: 3/2016



2016, looking north west at E. 3rd Street entry



2016, looking northwest at new addition

Description

The Northfield Public Library occupies an irregularly-shaped, sloping parcel bounded by Washington Street on the east, E. 3rd Street on the south, and Division Street at the west. A small office building occupies the parcel to the north. The original red brick, two-story building at the core of the current building was a hip-roofed, two-story structure that faced E. 3rd Street. A classical entry with pedimented portico and fanlight was placed between symmetrical bays illuminated with large windows. Rusticated bands of brick placed above the stone sill were part of the original design and remain. The current design, involving a new, flat-roofed addition as well as extensive interior changes and new landscape design completed in 2016, has a glass-walled elevation facing Washington Street that wraps around the E. 3rd Street elevation. Much of the historic 3rd Street elevation including the historic entry has been conserved, although the historic landscape setting has been significantly altered.

History

The Lyceum Society founded in 1856 created a reading room and circulating library in a schoolhouse at E. 3rd and Union Streets, and next in the Lyceum Building (1857) at 109 E. 4th Street. (RC-NFC-291).

MINNESOTA HISTORY / ARCHITECTURE INVENTORY FORM
NORTHFIELD COMMERCIAL HISTORIC DISTRICT
Rice County, Minnesota

The library next moved to the YMCA rooms on Bridge Square, and in 1885 to the new YMCA building (RC-NFC-267). In 1908 Andrew Carnegie donated \$10,000 to build a new library. Donations and tax funds also supported construction and furnishings. The building was oriented to E.3rd Street, and reached by a steep flight of concrete steps set between brick piers. The entry was shifted to Washington Street in 1985, as part of an 8,000-square-foot addition by Steve Edwins of the Northfield firm SMSQE, which also transformed the landscape around the building. RoehrSchmitt Architecture, LLC of Minneapolis designed the 2016 addition.

Significance and Evaluation

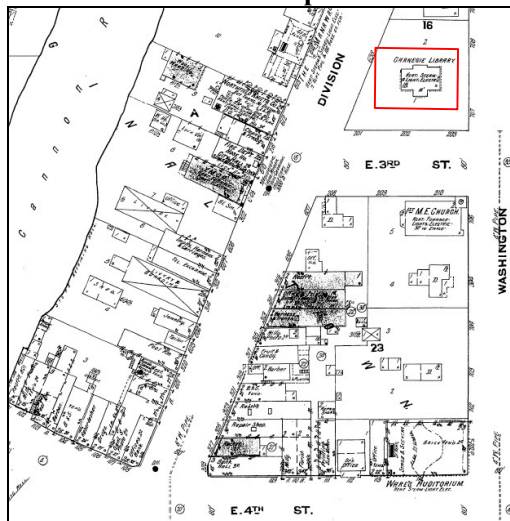
This building is primarily associated with the second period of Northfield’s community development, from ca. 1900 to 1945, when the city’s downtown achieved much of its present form. The building is associated with the Northfield historic context, “Public Institutions and Improvements, 1857-1945 (Northfield Preservation Plan, 1992).

This property was listed on the NRHP in 1979 as contributing to the Northfield Commercial Historic District. The remodelings have had a significant impact on the historic building and the Washington Street elevation retains poor integrity, although conservation of the E. 3rd Street elevation results in fair to good integrity when seen from Division Street and the surrounding historic district. Overall, however, the building does not retain enough integrity to remain contributing to the district.

References

- Edwins, Steve, ed. *Northfield Downtown Guidebook*. Northfield Heritage Preservation Comm., 1982.
- “Northfield Historic District,” National Register of Historic Places Nomination, 1979.
- Northfield Historical Society. Photograph and research files. Northfield, Minnesota.
- Northfield Public Library. Photograph and research files. Northfield, Minnesota.
- Zellie, Carole. “Northfield Heritage Preservation Plan.” Prepared for the Northfield Heritage Preservation Commission, Northfield, Minn. by Landscape Research, 1992.

Sanborn and USGS Map



Sanborn Map and Publishing Co., 1910.



USGS: Northfield 1984



Northfield, Minnesota

Northfield Community Resource Center

Project funding

\$2,500,000 in CIP costs

Benefits

- Enhances efficiency, accessibility, and long-term sustainability of public services
- Maximizes public benefit
- Supports community well-being
- Provides a safe, accessible and functional space for regional community and social service providers

Safety and security updates

- Improve point of contact safety barriers
- Increase in card access control system
- Install critical incident alert buttons Install privacy fencing where appropriate

Aesthetic updates

- Replace and refurbish flooring throughout facility
- Replace acoustic ceiling tiles throughout facility
- Update, patch and paint walls throughout facility Paint exterior Replace pool deck

Mechanical updates

- Replace HVAC equipment throughout facility
- Replace all pool mechanical equipment
- Refurbish restrooms

Tenants & regional services

The Northfield Community Resource Center houses critical government and nonprofit service providers.

- Community Action Center
- Health Community Initiative (HCI)
- FiftyNorth
- Northfield Community College Collaborative
- United Way
- Three Rivers Head Start
- Workforce Development
- Rice County Social Services
- Northfield Public Library satellite location

Northfield Community Resource Center Highlights



Three Rivers Community Action

Operates more than 40 programs

- Housing development
- Early childhood
- Homeless assistance and prevention
- Transportation
- Older adult services

Work in 2024

- Prevented 33 households from experiencing homelessness with \$137,422 of support
- Served 86 older adults with 21,027 nutritious, home delivered meals
- Hired local contractors for 36 emergency repairs



FiftyNorth

- Keeping adults 50 and above active, engaged, and connected.
- Serves more than 2,200 members from 9 counties.
- Provides classes in fitness, arts, and lifelong learning.

Rice County United Way

Brings together families, businesses, schools and partner agencies to tackle: financial security and basic needs, healthy community, youth opportunity, and literacy.

Working with partners

- 42,738 free after-school and summer meals served to kids
- 7,004 individuals accessed clothing



- 3,500 attendances at recovery support group meetings
- 1,484 clients received safety, services and care

Community College Collaborative

- Partners with community colleges to offer accredited courses and career pathway programs in Northfield.
- Provides 1-on-1 individualized supports, from math tutoring to free childcare.
- Provides in-person and online courses at a variety of times that work for students' schedules.



Community Action Center

Promotes a healthy, caring, and just community for all people through resources, advocacy, and volunteer effort throughout the Rice County area

Regional resource hub:

CAC provides over 1,000,000 pounds of food per year to more than 9,000 individuals across Rice and southern Dakota County. 80-100 households access food, housing, or other essential needs at CAC each day.



Northfield Public Library Site Renewal

Project funding

\$2,500,000 in CIP costs

Project goals

Accessibility

- Install accessible walkway from Division St doors to patio and from patio to Washington St
- Improve access to entry from bus stop, ADA parking
- Improve condition of ramp access

Stewardship

- Decrease costs associated with snow removal, landscaping
- Replace high maintenance landscaping
- Improve site aesthetics and enhance Library's role as a destination for visitors
- Address significant erosion on west slope

Safety

- Remove and repair trip and slip hazards
- Safer egress from west entrance, Bunday Room emergency exit
- Replace damaged Division St stairs

Sustainability

- Replace fallen trees with combination of shade structures and planting for shade
- Reduce hardscaping around building to preserve structure from damage due to water pooling and chloride use
- Reduce heat accumulation around atrium
- Improve storm water handling
- Install rain garden with interpretive signage

Community

- Expand access to space for natural play and rest
- Increase utility of community spaces
- Maximize site capacity for regional library programming
- restore and enhance spaces and seating for workforce, meeting, community gathering



Data source: Minnesota Public Library Annual Report, collected and maintained by State Library Services in the Minnesota Department of Education.

Northfield Public Library

Site Renewal for Accessibility and Safety

Regional Benefits

THE CITY OF
NORTHFIELD
 ESTD MINNESOTA 1855
 COWS, COLLEGES & COMMUNITY



Site traffic

- Visits to the library exceeded 200,000 in 2025 reflecting the library as a resource far beyond the population of Northfield
- Nearly 17,000 library cards in use, a 10% increase over 2024
- 667 documents notarized in 2025

Circulation

- More than 240,000 physical items checked out in 2025
- More than 53,000 digital checkouts in 2025
- E-resources accessed over 167,000 times in 2025
- Participate in regional and statewide resource sharing

Recognition

- 2016 voted best library in Minnesota
- 2024 Best Small Library in America Award (honorable mention) from Library Journal
- 2025 Library Journal Mover and Shaker Awards to Library Director and Outreach Manager
- Awarded 2025 federal community Facility grant through MDE to support improvements for workforce, education, and health

Programs

- More than 400 free and inclusive programs offered in 2025 with more than 15,000 attending from across the region

Meeting room traffic

- Large capacity meeting room booked more than 700 times in 2025
- Frequent use of library meeting spaces by state government, regional and statewide nonprofits, community organizations, and area businesses
- Two small meeting rooms added in 2025

Service area

- Service area including home delivery reaches populations of Northfield, Dundas, Nerstrand and surrounding townships

Passport services

- More than 1,500 passport applications and photos taken in 2025



Annual regional celebrations hosted by the Library

Celebrate Asia Pacifica

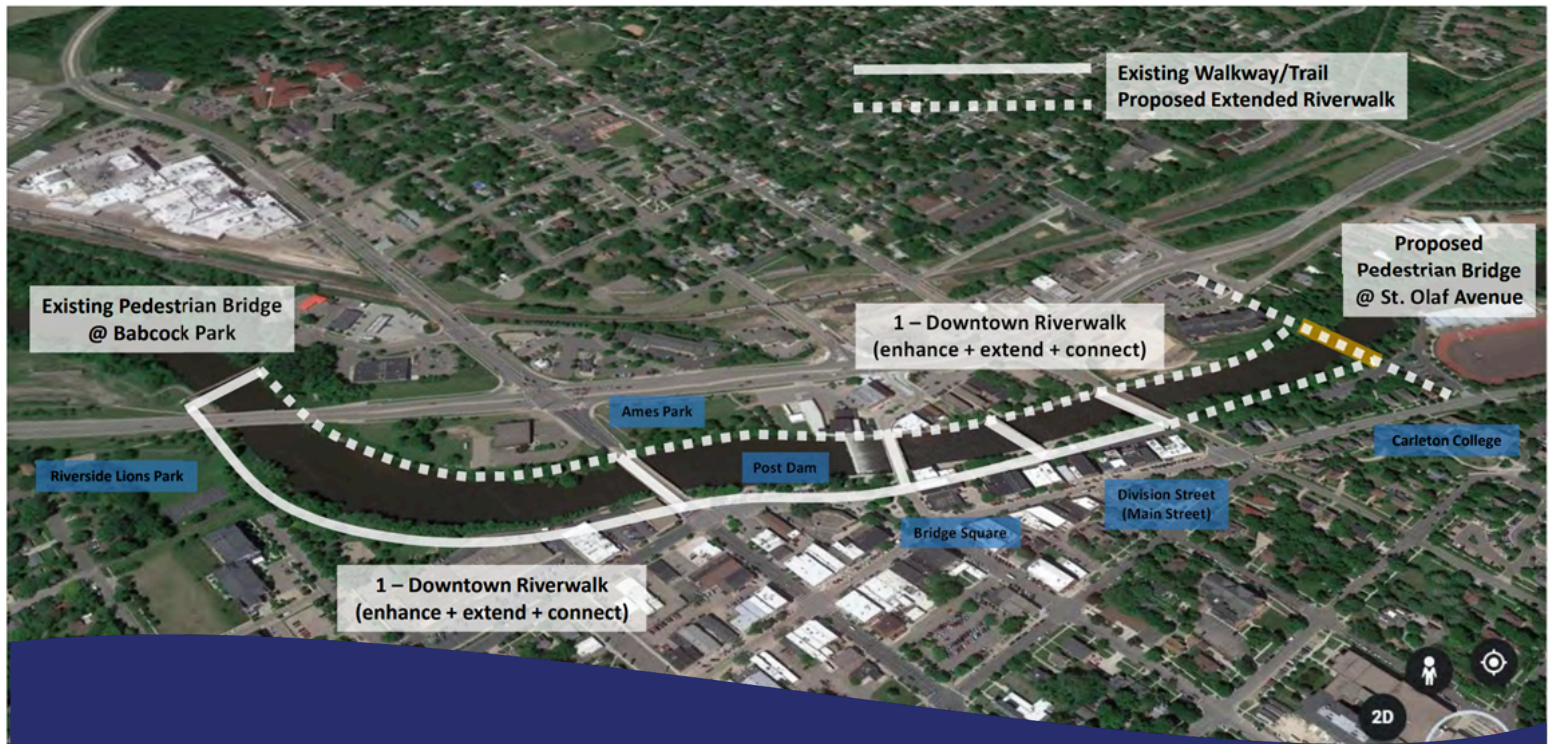
- Celebrating 3rd year in 2026
- Strong partnership with colleges
- Growing regional attendance

Hispanic Heritage Festival

- Celebrating 9th year in 2026
- Thousands attend from all over region
- Dozens of regional and local partners, global performers

Celebration of Somali Culture

- Hundreds from region attended 1st celebration in November 2025
- Regional partners from Rice County and beyond



Northfield, Minnesota

Riverfront Park Improvements

Project funding

\$6,400,000 in CIP costs

Riverfront Enhancement Action Plan

- The Riverfront Enhancement Action Plan, adopted in 2021, is a framework to guide improvements along the River and future design of park spaces. It is intended to create enthusiasm, and identify actions necessary to further enhance Northfield's riverfront parks as an exciting regional experience.

Key improvements

- Safety and Accessibility
- Aesthetic improvements and river access
- ADA-accessible bathroom improvements
- Repair/replace damaged steps, railings and walkways
- Age-friendly site furnishings
- Wayfinding

Connectivity and economic impact

- Enhance connections to the River by improving public spaces that connect to the commercial district
- Connect sidewalks and trails
- Create a series of pedestrian loops that extend to both sides of the River and connect to the urban historic core of the community

Riverfront Parks and amenities:

- Riverside Park
- Lions Park
- Sechler Park
- East Riverwalk stairs and railing
- Riverwalk "loop" trail
- Ames Park

Northfield Riverfront Parks

Regional significance

THE CITY OF
NORTHFIELD
ESTD MINNESOTA 1855
COWS, COLLEGES & COMMUNITY



Regional Assets

The City of Northfield Streets & Parks Division maintains publicly-owned places that offer many ways to enjoy an active life in Northfield, year-round. This includes over 35 parks and open spaces, pedestrian and bicycle paths, an arena, and outdoor pool.

Defeat of Jesse James Days

More than 200,000 people visit downtown Northfield and the riverfront each September to experience the Defeat of Jesse James Days Celebration, an annual commemoration of the historic bank raid of 1876

Historic features on the riverfront

- Ames Mill and Ames Mill dam
- Bridge Square
- The Northfield History Center
- Historic Downtown Northfield
- Northfield Arts Guild
- Carleton College's Cowling Arboretum

Fine Arts Festival

The Northfield Arts Guild hosts the Fine Arts Festival on the Riverwalk drawing more than 5,000 visitors from across the region to support local and visiting artists and craftspeople

Riverwalk Market Fair

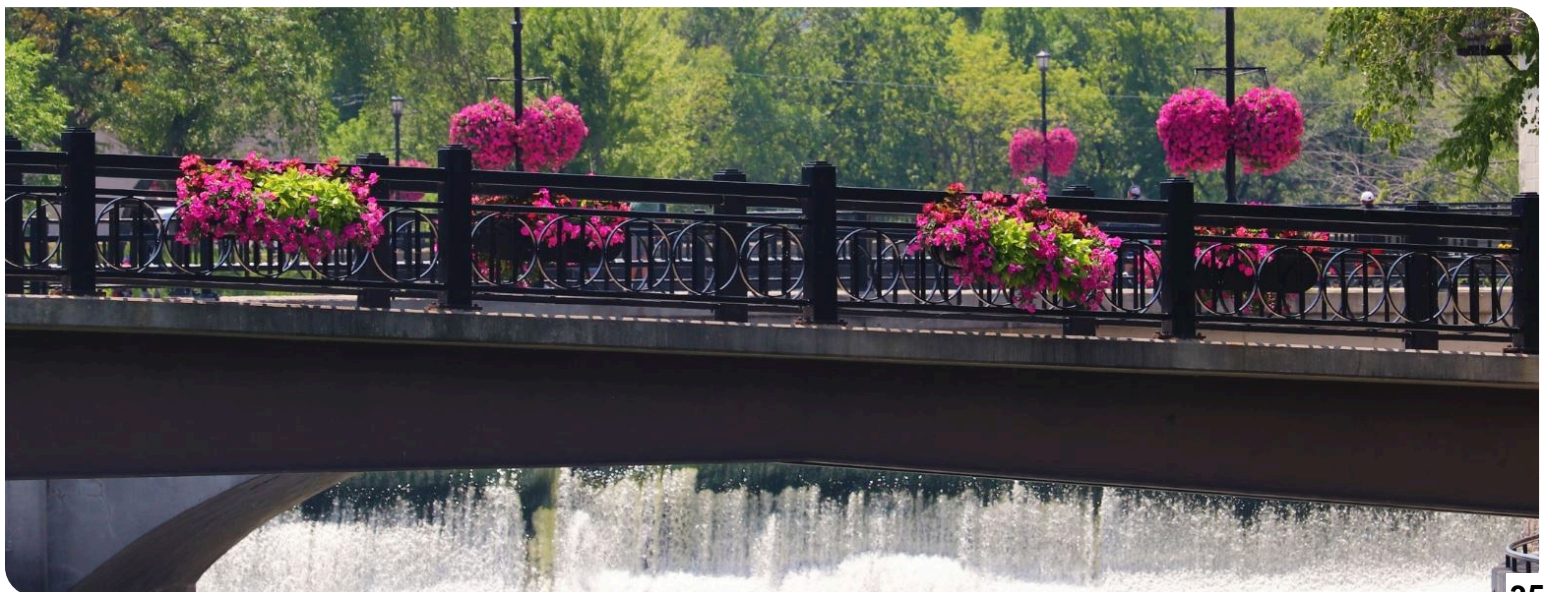
Bridge Square is home to a seasonal weekly farmer's market and art fair which attracts thousands of visitors from all over to Northfield's historic riverfront every Saturday from May-October, supporting artisans and farmers from Rice County and the wider region

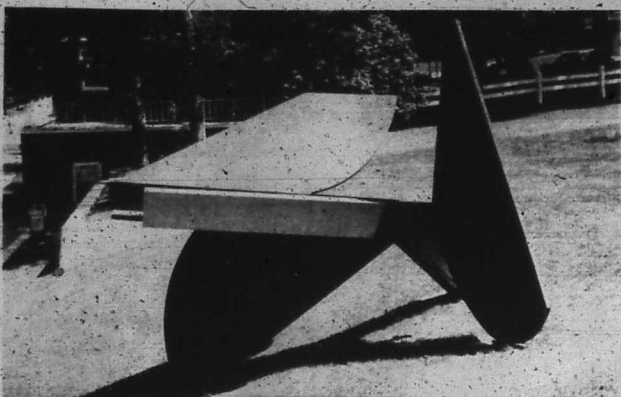
Winter Walk

Each December thousands visit Northfield's riverfront to attend Winter Walk, supporting local businesses

Recreation

The Cannon River is a scenic regional destination for river recreation and fishing





VOICES, THOUGHTS AND SPIRITS IN THE WIND



HACKENSACK QUONSET BECOMES STUDIO

CAPTURE WITHOUT POSSESSION, DESTRUCTION

Sculpture improves on childhood butterfly chase

The News asked Richard Field, sculptor, to write a bit about the piece of sculpture that he has just placed on the public library lawn after creating it in northern Minnesota.

After two years of help, hassle and hindrance, the Bicentennial sculpture to the people of Northfield has been installed. It is now ready to be explored, critized, enjoyed and perhaps ignored.

This project has involved many months of private fund raising within the community, the securing of matching grant money from the state Arts Board, several excited meetings with different branches of city government, and the actual sculpture work.

All the events mentioned above, except for the sculpture work, have been covered in detail throughout the past two years by The News. Since the project is now complete, I would like to go through the process that the construction of the sculpture entailed and add my thoughts on its outcome in relation to the people who must now accept or reject it.

While vacationing in northern Minnesota last summer, I happened to locate a large quonset structure in Hackensack, that had just been vacated. Although the size of an airplane hanger, it does have a concrete floor and the necessary wiring for arc welding. So, in preparation for construction on the Northfield sculpture project, I rented it.

In November I organized the studio for construction. In December the steel arrived from Minneapolis. With temperatures of -55 in January, it was too cold for any prolonged work. However, I did manage to complete several new models by working merely an hour or two a day.

When February temperatures warmed up to 30, I began serious work on the sculpture. There were three main tools involved in the process of construction. There was the oxy-acetylene torch which was used to cut the sheets of steel to shape. Then the electric arc welder was needed to weld the various sheets into forms, and the electric hand grinder which ground the welds smooth. Since the sculpture is composed of two distinct forms, the wings and the angles, each was constructed separately and then all welded together in their proper relationship. The transfer from the model to the scaled-up sculpture was simple in the angular pieces but somewhat more elaborate in the winged shapes. In order to accurately reproduce the curves, I drew a gridwork pattern on the steel that corresponded to a smaller gridwork in the model. Having done this, I merely copied the path of the curve onto the larger squares of the sheet steel as it passed through similar squares on the smaller grid.

During these winter months the worst working condition to be overcome was the cold from the concrete floor. In just an hour my feet would be numb and my knee joints stiff. I soon solved this by wearing army surplus mukluks.

By the end of March, with temperatures rising during the day to 7, above 0, I found it necessary to work without hat, gloves and coat. Then it was quite comfortable. In April, after three months of continuous labor, I finished the sculpture and none too soon as the final steps of construction were outside under the direct sun. Temperatures by then were in the 50's and, not being used to this hot weather I became exhausted very quickly each day.

In early May I drove to Northfield and completed the site preparation which

took a week. This involved digging three holes by hand (like in the good old days) through all sorts of archaeological and paleontological debris until solid rock was reached. After setting the reinforcing rods in the holes, and concrete was poured. Then the leveling bolts were imbedded in the concrete of each hole. These would later carry the leveling plates which in turn would be used to level and weld the sculpture firmly in place.

Having reached the site I then made arrangements to have the sculpture transported from Hackensack to Northfield. Charles Gleason of Northfield, in charge of this operation, received a wide load permit from State Department of Transportation, indicating the exact route to follow and the hours on that day in which the trip must be completed. The driver of the trailer which transported the sculpture, Al Weed, left Northfield at about 5:00 a.m. and arrived in Hackensack four hours later. We left that same day after loading the sculpture and arrived in Northfield at approximately 4:30 p.m. with the sculpture surprisingly still atop the flatbed trailer. I felt every bump in the road on the way down.

Once in town, the sculpture was lifted by a huge piece of earth moving equipment operated by James Gleason and driven across the lawn and set in place. After the sculpture was leveled it was firmly welded to the three leveling plates. Finally the sculpture was sandblasted to remove all surface debris such as mill scale and rust. This was performed by Gerald Skluzacek. The sculpture was then in a condition to rust evenly. Immediately after sandblasting certain areas were painted with a primer and subsequently painted with two bright enamel colors. The rest being left to rust to a warm earthen hue.

But what of th reactions now that it is complete? I know there is one group of individuals who have no trouble in enjoying the sculpture. The children, of course. But then they have a certain way of coming to grips with something different or puzzling. They climb it. If it's a fun, unique climb, they are glad they made it.

Yet, so many others ask what does it mean or what good is it? This is a valid question, but not always necessary. The expected explanation, if there is to be one, somehow must always appeal to the dull categorization of the mind, rather than the excited exploration of the eye.

If there is to be a meaning or message, perhaps it is this. Instead of erecting an ICBM on the library lawn to commemorate 20 years of military might, let us install a work of art that reflects this country's artistic freedom that all the county courthouse canons made possible.

The imagery of the sculpture is that derived from the cabbage butterflies, as we used to call them. As a youngster, I and other friends would run madly around farm fields in the Northfield area, trying to catch such insects. I think then we all experienced a certain compulsion to somehow possess the creature's beauty of flight or form, only to feel we lost it when surely we had it. Perhaps this is in part why I spend time in the way I do with sculpture.

So, the imagery for me in this sculpture is the result of desiring to capture without possessing or destroying. Others will see what they will, and most probably not that which I do. But then, that is not so terribly important.

Arts Guild offers classes

The Arts Guild's summer music and art school is offering classes for all ages July

18 through August 12. Complete brochures are available at the public library.

The Classes are:

For ages 3 through grade 2, Music and Art, Drawing and Painting, Pre-Ballet, Explorations in Music-Orff.

For grades 4 through 9 - Figure Drawing With Model, Drums, It's Fun to Perform, Recorder Playing, Explorations in Music-Orff, Improvisatory Theater, Folk Guitar, Exploring Clay, Exploring Line-Shape-Color-Texture, Space, Building Painting-Collage.

For junior high through adult, Theory and Composition, Jazz, Improvisation-Piano, Tap Dancing, Voice, Piano Teachers Workshop, Classical Guitar, Black and White Photography, Beginning Drawing, Watercolor Painting.

Most classes run one hour daily for one week. The purpose of these short courses is to give the student a taste of a variety of media with the possibility of continuing in depth at a later time.

For more information and to register call Judy Bond (Mrs. Dixon) at 5-9829 after noon.

Celebration planned for Arthur Petersons

All of the children of Mr. and Mrs. Arthur M. Peterson, 918 Washington, will be home from the Southwest to be hosts at the couple's 50th wedding anniversary reception. The event will be held July 10, from 2:00 to 5:00 p.m. at St. John's Lutheran church. The family requests that no gifts be given.











Carnegie Library, Northfield, Minn.



42



Legislation Text

File #: 26-236, **Version:** 1

Heritage Preservation Commission Meeting Date: May 6, 2026

To: Members of the Heritage Preservation Commission

From: Mathias Hughey, Associate City Planner

Presentation from Rebound Real Estate Providing an Update on the Archer Redevelopment Project - 212 Division St. S.

Action Requested:

The Heritage Preservation Commission (HPC) will receive an update from the developer, Rebound Real Estate, on the Archer redevelopment project located at 212 Division St. S.

Summary Report:

At the April 1, 2026, HPC meeting the Commission received an update from Rebound on the proposed redevelopment of the Archer House Site. The HPC voted to form a subcommittee to provide guidance to the applicant as they refined their proposal prior to submitting for a Certificate of Appropriateness. The developer has been engaged with City staff, the City's consultant (New History), and the subcommittee (Sarah Beimers, Amy Machacek Shonka, & Bob Stangler), working through designs. The current timeline anticipates the Certificate of Appropriateness review at the June 3, 2026, HPC meeting.

A member of the developer team will present how the building design has evolved to the HPC. The presentation will generally review the initial design and how the second design evolved after the first review memo from New History. City staff, the subcommittee, New History and the developer met and reviewed the second design. A second review memo is being drafted and will be shared along with the presentation from the developer once they have been finalized.

The Archer House, a historic hotel and multi-use building, was severely damaged by a fire in 2020. Following the demolition of the building in 2021, the HPC approved a COA for a new building in December of 2023.

City Plans & Policies Relevance:

The City is committed to the preservation and enhancement of its historic downtown, and the value of this area culturally and economically is underscored in multiple plans and policies.

Alternative Options:

NA

Financial Impacts:

NA

Tentative Timelines:

NA



Legislation Text

File #: 26-237, Version: 1

Heritage Preservation Commission Meeting Date: May 6, 2026

To: Members of the Heritage Preservation Commission

From: Mathias Hughey, Associate City Planner

Continued Discussion on Balcony Regulations in the Historic-Overlay District for the Zoning Code Update.

Action Requested:

The HPC will review, discuss, and provide feedback to staff on the preferred direction for regulation of balconies in the Historic Overlay (H-O) District and other locally designated Heritage Preservation Sites.

Summary Report:

At the April 1, 2026, Heritage Preservation (HPC) meeting, commissioners discussed balconies and similar architectural features in the H-O district. Based on staff's notes from that discussion, the following themes emerged:

- Balconies, porticos, porches, and terraces are not inherently out of character with the district.
- Privately accessible, protruding balconies along Division Street are out of character with the district.
- Multiple small balconies would be out of character.
- Publicly accessible balconies, porticos, or porches that are a prominent architectural feature, may be in character with the district, provided that:
 - Centrally located on the façade
 - Attached to a public-service commercial use
 - May be located on Division Street (confirm)
- Balconies on the river-facing facades are considered appropriate and even desirable.
- Balconies along alleys and secondary facades may be considered acceptable, provided that:
 - (Clarify)

Commissioners should review these notes/themes and confirm or revise as needed. Consider the typical application of infill/new construction and may be applicable to sites adjacent to the H-O district. Unless a proposal for an existing building meets the Secretary of the Interior's Standards and the Design Guidelines, the addition of new features, including balconies, would not be appropriate.

The City has started the process of updating its Zoning Code and Subdivision Regulations (currently the Land Development Code - LDC). As a key stakeholder in the future of Northfield's Historic District, the HPC is asked to provide clear direction on several topics of concern to the district. At prior HPC meetings these topics were identified as balconies, murals (or other public art), the Certificate of Appropriateness (COA) process including the application form, solar panels (and potentially other sustainability treatments), and demolition of undesignated properties.

The COA approval criteria include consistency with the Downtown Preservation Guidelines and the Secretary of the Interior’s Standards. The guidance of these two documents leaves room for interpretation, especially with new construction. This allows room for local discretion and priority-setting when applying the standards.

The LDC regulates balconies as projections, addressed in Table 3.1-1: Allowed Projections and Encroachments. Balconies here are allowed to encroach into a required setback when they are roofed, but unenclosed, or when they are uncovered and unenclosed. In both cases, the maximum encroachment allowed is 5 feet.

The LDC also establishes a minimum and maximum setback for front and corner side yards of 0 feet in the historic district in Table 3.2-4. Because there is no setback in these instances, balconies that project from the primary façade are essentially prohibited.

Table 3.2-6 Establishes that buildings that front the Cannon River “shall make active use of the frontage through windows, entrances, patios, balconies, terraces, or decks.”

Taken together, the LDC prohibits balconies in the Historic District except where they face an alley or other interior-side lot line, or where they face a rear lot-line.

Historically, there appear to have been few balconies on Division St. notably, the Dampier Hotel, which was replaced by The Central Block, featured balconies on its second and third stories. It also appears that the Jacob Sitze Building (300 Division St.) included a balcony prior to 1925 based on historic photographs. The Ware Auditorium (316 Washington St.) featured a formal balustraded portico on the Washington St. side, and a balcony on the 4th St. side.

Also of note are the “fire escapes” historically and currently present on buildings including the Scofield Building (102 E. 5th St.), Holland Block (500 Division St.), Central Block (401-405 Division St.), and the Scriver Building (408 Division St.) among others.

The Garlie Building (512 Division St.) had a balcony approved in 2018 that was located behind the façade of the building rather than projecting.

Key considerations for the group:

1. Are projecting balconies appropriate, inappropriate, or conditionally appropriate in the Historic District?
 - a. Are they appropriate on side streets (i.e. not Division St.)?
 - b. Are they only appropriate where historical photographs indicate they were present?
2. Are there situations, designs, locations, or other scenarios where balconies would be appropriate on new construction within the district?
3. Under what conditions, designs, locations, or scenarios would balconies be appropriate on properties adjoining the district.
4. Consider modifications to rear facades, especially those facing the Cannon River.
5. Developers, especially of housing, must consider market factors to determine whether a project is financially feasible, access to outdoor space and fresh air is a desirable amenity for housing.
6. How should rooftop or upper-level courtyards or terraces be addressed? Are there any additional considerations for these amenities?

City Plans & Policies Relevance:

The Comprehensive Plan identifies updating the LDC as a key priority for implementing that plan.

Alternative Options:

NA

Financial Impacts:

NA

Tentative Timelines:

NA

**MINNESOTA HISTORY / ARCHITECTURE INVENTORY FORM
NORTHFIELD COMMERCIAL HISTORIC DISTRICT**

PROPERTY LOCATION	
Property Name: Holland Block	Inventory No.: RC-NFC- 278
Address: 500 Division Street (500-502)	PIN: 2206228001
QTR/QTR/T/R/S: NW NW Section 6 T111N R19W	
USGS Quad: Northfield, Minnesota	Plat Name: Original Town
UTM Z 15 487231E, 4922416N, NAD 83	

PROPERTY INFORMATION	
Construction Date: 1883	Style: Queen Anne
Historic Use: commercial	Current Use: commercial
Property Type: commercial	Historic Context: "Commerce, 1856-1945"
Architect/Builder	Survey Name: Northfield Historic District Survey Revision Project, 2016
Previous NRHP Status: Contributing to Northfield Commercial Historic District	NRHP Recommendation: Contributing to Northfield Commercial Historic District
Form Prepared by: Landscape Research LLC	Survey Date: 3/2016



2016, looking southwest



1976

Description

The Holland Block occupies the southwest corner of Division and E. 5th Streets. The flat-roofed building is clad in brown brick. The corbeled brick cornice wraps the east and north elevations and is accented by bands of dogtooth brick. Above the ground-level storefronts, a deep wood cornice wraps the façade around the E. 5th Street corner. It has incised brackets and acanthus trim. The four-bay east façade facing Division Street has paired windows, each united under a segmental brick arch filled with incised detail. Each window has a stone sill and the sash has one-over-one lights. The two ground-level storefronts have recessed entries and large display windows. The cornice and storefronts are recent interpretations of the features that were removed in 1999 by Mainstreet Properties. The north-facing, E. 5th Street elevation has eight upper-story windows including three pairs of windows joined under segmental-arched openings. All windows have stone sills and contain sash with one-over-one lights. A storefront facing E. 5th Street (103 E. 5th) is accessed by metal steps and has a recessed central entry and glazed transoms over display windows. A metal stair leads to the single second-floor entry. The west elevation is coursed limestone rubble, with four historic window openings and an entry. The openings have brick voussoirs and stone sills. There are also two modern windows.

History

500-502 Division Street was built by Edward Holland (1841-?), a cattle dealer, and was originally used as a furniture store. The ground level space was apparently divided for several businesses. In 1889, J. R. Sumner & Co. furniture store was the occupant. Beginning in 1899, the Minneapolis Brewing Company

**MINNESOTA HISTORY / ARCHITECTURE INVENTORY FORM
NORTHFIELD COMMERCIAL HISTORIC DISTRICT**

was also the occupant. Holland started a wholesale meat market in the building. Various organizations were on the second floor, including the “Viking Literary Society” 1900. The IOOF was also an upstairs tenant. The W. H. King Feed store was in the south half in 1907. King moved to the Silk Building (514 Division Street) in 1908. In 1909 Lee Furniture had the entire first floor. The J. L. Crandall Store opened in 1915 and Mohn Packaging 1918. “Extensive alterations” were made in 1916. The IOOF purchased the Holland Block in 1922 and divided the first floor into two stores, and also renovated the second floor. First-floor tenants were Jesse Revier’s meat market and the Johnson and Gilligan Bowling Alley. Grocery stores were tenants in the 1920s, including the Consumer’s Wholesale Supply in 1925. This use continued through the 1960s. In 1945 the Western Auto Association Store was a tenant, along with Joyce Christopherson’s grocery. The Big Wheel Auto Supply was the occupant in the 1970s.

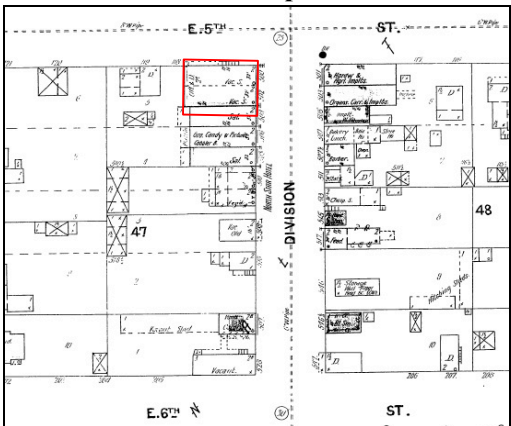
Significance and Historic Context(s)

This building is part of the second period of Northfield’s commercial development, from ca. 1880 to 1900, when 29 of the 65 historic district buildings were constructed. It is associated with the Northfield historic context, “Commerce, 1856-1945” (Northfield Preservation Plan, 1992). It remains an important example of a multi-story retail and business block.

Evaluation

This property was listed on the NRHP in 1979 as contributing to the Northfield Commercial Historic District. Although it has lost historic features due to storefront remodelings, the building exterior continues to retain enough historic significance and integrity to be contributing.

Sanborn and USGS Maps



Sanborn Map and Publishing Co., 1900.



USGS: Northfield 1984.

Additional Photographs



500 Block of Division Street, west side, looking north, 1948.



500 Block of Division Street, west side, looking north, 1977.

Historic photographs: Northfield Historical Society

MINNESOTA HISTORY / ARCHITECTURE INVENTORY FORM
NORTHFIELD COMMERCIAL HISTORIC DISTRICT
Rice County, Minnesota

PROPERTY LOCATION	
Property Name: Jacob Sitze Building Other: Hulbert's Block	Inventory No.: RC-NFC-297
Address: 300 Division Street, Northfield, MN	PIN: 2231350027
QTR/QTR/T/R/S: SW SW Section 31 T112N R19W	
USGS Quad: Northfield, Minnesota	Plat Name: Original Town Block River Lots Lot 8
UTM Z 15: 487275E, 4922701N NAD 83	

PROPERTY INFORMATION	
Construction Date: 1886	Style: Italianate
Historic Use: Confectionary and plumbing shop	Current Use: commercial
Property Type: commercial	Historic Context: "Commerce, 1856-1945"
Architect/Builder	Survey Name: Northfield Historic District Survey Revision Project, 2016
Previous NRHP Status: Contributing to Northfield Commercial Historic District	NRHP Recommendation: Contributing to Northfield Commercial Historic District
Form Prepared by: C. Zellie Landscape Research LLC	Survey Date: 3/2016



2016, looking west



ca. 1900



ca. 1925

Description

The Sitze Building is a two-story, flat-roofed commercial building that faces east on Division Street, and the rear fronts the Cannon River and Cannon River Commons. The building has a shallow corbel course lining the roofline. The cornice originally had a central peak, which was removed at some point. It has recently been replicated. "John Sitze" and "1886" has been painted on the peaked cornice and brick panel at the roofline. This treatment replicates that shown in a ca. 1900 photography (Northfield Historical Society). There is a corbel course below, and a decorative dogtooth brick stringcourse. The historic façade, or an interpretation of it, was rehabilitated in 2002 for the Scandinavian Marketplace by Steve and Jenny Green (City of Northfield Building Permit Records). The remodeling from the 1950s with glass block, aluminum-framed windows, and brick infill under the modern display window now has painted brick and a full-width storefront system of large windows and double-leaf wood doors. A glass transom surmounts the system above a signband.

History

This building has had many combinations of ground-floor retail and second-floor office or apartment use. It originally housed the Jacob Sitze plumbing shop in the basement, and Eliza Sitze's candy shop on the first floor. Sitze (ca. 1855-1920), a native of Ohio, was born to German parents (U.S. Census). His son, John Sitze (1881-?), was also a plumber. It subsequently housed the confectionary of L. Hauck, Mrs. J. L. Johnson, a dressmaker, and the poultry business of G. H. Ordway. The N. Freiburg Drug Store (early

Historic photographs: Northfield Historical Society

MINNESOTA HISTORY / ARCHITECTURE INVENTORY FORM
NORTHFIELD COMMERCIAL HISTORIC DISTRICT
Rice County, Minnesota

1900s), Mathewson's Dry Cleaning Pantoreum (1910), a jewelry and watch repair shop (1911), Mabon Land Company (ca. 1912-18), Bon Marche's Laundry (1919-56), and Harmon's Photography (1956-ca. 2011) were subsequent tenants or owners. Mabon's (ca. 1913) apparently enlarged the second floor at the rear. Harmon's appears to have introduced a modern storefront. These changes were removed when the building was renovated by Steven and Jenny Green for the Scandinavian Marketplace in 2011 (Northfield News 11/20/11).

Significance and Historic Context(s)

This building is associated with the second period of Northfield's commercial development, from ca. 1880 to 1900, when 29 of the 65 historic district buildings were constructed. It is associated with the Northfield historic context, "Commerce, 1856-1945" (Northfield Preservation Plan, 1992).

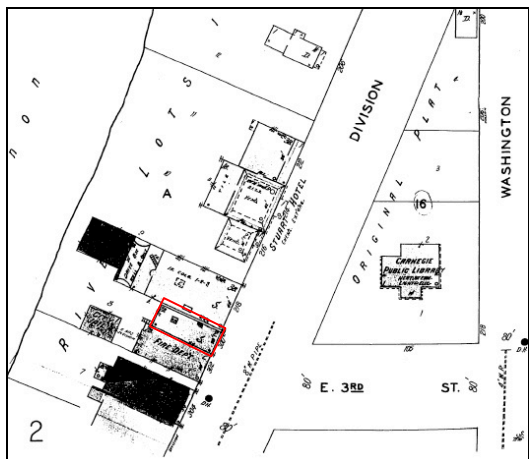
Evaluation

This property was listed on the NRHP in 1979 as contributing to the Northfield Commercial Historic District. It continues to retain historic significance and good integrity and remains contributing to the district.

References

- "Northfield Historic District," National Register of Historic Places Nomination, 1979.
- Edwins, Steve, ed. *Northfield Downtown Guidebook*. Northfield Heritage Preservation Commission, 1982, 30.
- Northfield News. *All About Northfield, Minn: Directory of Name and Business Firms, Information in Regard to the City*. Northfield: Northfield News, 1889.
- Northfield Historical Society. Photograph and research files. Northfield, Minnesota.
- Sanborn Map & Publishing Company, New York. Northfield plates, 1886-1943.
- Zellie, Carole. "Northfield Heritage Preservation Plan." Prepared for the Northfield Heritage Preservation Commission, Northfield, Minn. by Landscape Research, 1992.

Sanborn and USGS Maps



Sanborn Map and Publishing Co., 1930, updated to 1943.



USGS: Northfield 1984.

**MINNESOTA HISTORY / ARCHITECTURE INVENTORY FORM
NORTHFIELD COMMERCIAL HISTORIC DISTRICT
Rice County, Minnesota**

PROPERTY LOCATION	
Property Name: Scofield Building	Inventory No.: RC-NFC- 284
Address: 102 E. 5th Street, Northfield, MN	PIN: 2206225086
QTR/QTR/T/R/S: NW NW Section 6 T111N R19W	
USGS Quad: Northfield, Minnesota	Plat: Original Town Block 48 Lot 6
UTM Z 15 487281E 4922421N NAD 83	

PROPERTY INFORMATION	
Construction Date: 1868	Style: Italianate
Historic Use: commercial	Current Use: commercial
Property Type: commercial	Historic Context: "Commerce, 1856-1945"
Architect/Builder	Survey Name: Northfield Historic District Survey Revision Project, 2016
Previous NRHP Status: Contributing to Northfield Commercial Historic District	NRHP Recommendation: Contributing to Northfield Commercial Historic District
Form Prepared by: Landscape Research LLC	Survey Date: 3/2016



2016, looking southeast



ca. 1978

Description

The two-story, flat-roofed Scofield Building occupies the southeast corner of Division and E. 5th Streets. The south wall exposes a small portion of the original limestone rubble party wall. The canted corner bay has one window, the elevation facing Division has three, and the E. 5th Street elevation has eight windows.

The flat-roofed building has a bracketed sheet metal cornice with a prominent pediment and name plaque accenting the corner bay; "1878" and "STORE" are displayed in raised letters. Volutes frame the plaque. At the ground level, a shallow cornice shelters the entry, which is framed by a pair of cast-iron columns with Corinthian columns. The display windows flank the door. The west facing elevation is clad in cream brick. The windows are set in segmental-arched openings with prominent red brick voussoirs and corbel stops. Each window has a stone still that surmounts a decorative brick panel. The sash has one-over-one lights. The entire north elevation is parged with stucco and the windows have painted sills. A steel stair system accesses two upper story entries.

History

The Scofield Building occupies the site of the city's first hotel, the Jenkins Tavern (1856). Originally constructed of limestone like the Bjoraker Building at 422-24 Division, the building housed the drugstore

Historic photographs: Northfield Historical Society

MINNESOTA HISTORY / ARCHITECTURE INVENTORY FORM
NORTHFIELD COMMERCIAL HISTORIC DISTRICT
Rice County, Minnesota

of its builder, Dr. John L. Scofield, with a print shop above. An 1878 fire destroyed most of the building, and it was rebuilt in brick with cast iron columns and a sheet metal cornice. Following occupancy by a variety of uses including variety and shoe store and an upper-level rooming house, it was occupied by the Corner Bar in 1942. The business, now J. Grundy's Rueb 'N' Stein, expanded into the Kelly Building (1907) in 1969, and into the Henderson Building (1890) in 1988. John L. Scofield (1811-1892) was a native of Connecticut. He arrived in Northfield in 1856 and served as the town's only physician for a number of years. He was in the Minnesota State Legislature 1877-78 and was a founding trustee of Carleton College (Neill 1881:433).

Significance and Evaluation

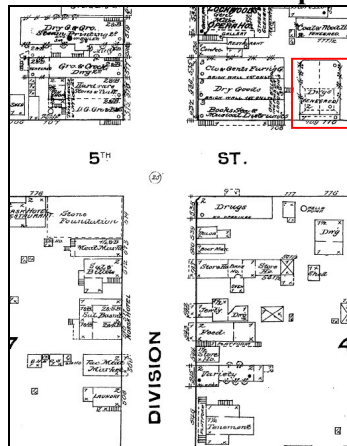
This building is associated with the earliest period of Northfield's commercial development, ca. 1856-1880, and with John L. Scofield, a prominent early physician. It is associated with the Northfield historic context, "Commerce, 1856-1945" (Northfield Preservation Plan, 1992).

This property was listed on the NRHP in 1979 as contributing to the Northfield Commercial Historic District. The building exterior continues to retain historic significance and good integrity and is contributing to the district.

References

- "Northfield Historic District," National Register of Historic Places Nomination, 1979.
- Edwins, Steve, ed. *Northfield Downtown Guidebook*. Northfield Heritage Preservation Commission, 1982.
- Northfield News. *All About Northfield, Minn: Directory of Name and Business Firms, Information in Regard to the City*. Northfield: Northfield News, 1889.
- Neill, Edward D. *History of Rice County*. Minneapolis, 1881.
- Northfield Historical Society. Photograph and research files. Northfield, Minnesota.
- Sanborn Map & Publishing Company, New York. Northfield plates, 1886-1943.
- Zellie, Carole. "Northfield Heritage Preservation Plan." Prepared for the Northfield Heritage Preservation Commission, Northfield, Minn. by Landscape Research, 1992.

Sanborn and USGS Maps



Sanborn Map and Publishing Co., 1884.



USGS: Northfield 1984.

MINNESOTA HISTORY / ARCHITECTURE INVENTORY FORM
NORTHFIELD COMMERCIAL HISTORIC DISTRICT
Rice County, Minnesota

PROPERTY LOCATION	
Property Name: Ware Auditorium Other: Grand Theatre	Inventory No.: RC-NFC- 290
Address: 316 Washington Street, Northfield, MN	PIN: 2206225014 Northfield, MN
QTR/QTR/T/R/S: NW NW Section 6 T111N R19W	Plat Name: Original Town Block: 23 Lot: 1
USGS Quad: Northfield, Minnesota	
UTM Z 15 487354E, 4922583N NAD 83	

PROPERTY INFORMATION	
Construction Date: 1899	Style: Georgian Revival
Historic Use: Auditorium and theatre	Current Use: commercial
Property Type: commercial	Historic Context: "Commerce, 1856-1945"
Architect/Builder Harry Carter, architect (Bertrand and Chamberlain, Minneapolis); A.W. Kuehl, Faribault, contractor	Survey Name: Northfield Historic District Survey Revision Project, 2016
Previous NRHP Status: Contributing to Northfield Commercial Historic District	NRHP Recommendation: Contributing to Northfield Commercial Historic District
Form Prepared by: C. Zellie Landscape Research LLC	Survey Date: 3/2016



2016, looking west



ca. 1910

Description

The three-story Ware Auditorium faces east at the northwest corner of Washington and E. 4th Streets, one block west of Division Street. It fronts a primarily residential area. The exterior is painted brick red. The cornice and pediment have been removed, leaving a streamlined roofline. The principal elevations re divided into bays with shallow brick pilasters and horizontal brick beltcourses are placed below the parapet and the second story. Rusticated piers articulate each Washington Street corner. The slightly projecting central pavilion retains the arched window filled with a multi-paned lunette. It surmounts a modern three-part window. The rectangular windows in the upper story flanking bays have one-over-one modern sash. Other primary windows have similar sash. The original central portico has been removed, revealing double leaf entry doors and a modern glazed transom. The southeast corner bay has a restored storefront but the northeast corner bay has infilled windows. The Grand Theatre sign is intact above the E. 4th Street entrance.

History

A. K. Ware completed this building in 1899. Described as a newcomer to the city, Ware was Northfield Mayor 1902-1905. The Ware Auditorium offered 650-seat capacity for opera and theatre and a restaurant at the basement level. The building was remodeled in 1900 (after a fire) and talking pictures were offered

Historic photographs: Northfield Historical Society

MINNESOTA HISTORY / ARCHITECTURE INVENTORY FORM
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in 1904. Its owner offered it for sale 1911. A local business group, Ware Auditorium Company, purchased it in 1912. Between 1912 and 1917 live and filmed productions were offered, and it was renamed the Grand Theatre in 1917. The manager, Everett Dilley, became the owner after World War I. A 1927 remodeling following another fire included relocation of the entrance to face E. 4th Street. The remodeling eliminated much of the Federal Revival façade and blocked in many of the windows. Dilley sold it to the Minnesota Amusement Company in 1927, buying it back in 1933 and then selling it to S. Heller. Vitaphone and Moviephone equipment were installed in 1929. Heller completed extensive remodeling, including removal of the cornice and infilling some windows with brick. More ownership changes followed. A wide screen was installed in 1947. By the late 1970s it was owned by the Salsbury Theater Company. The last movie was shown in 1985.

Significance and Evaluation

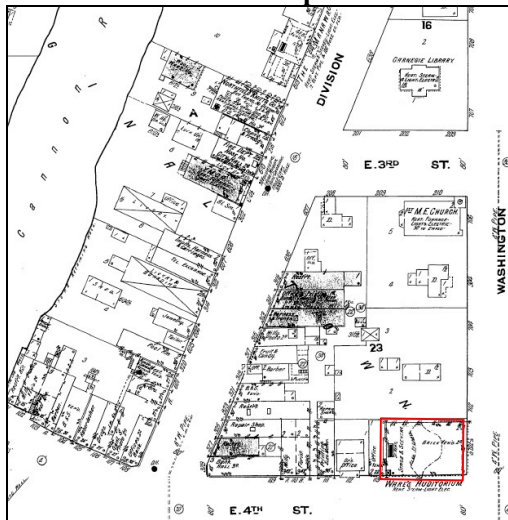
This building is primarily associated with the second period of Northfield’s community development, from ca. 1900 to 1945, when the city’s downtown achieved much of its present form. The building is associated with the Northfield historic context, “Commerce, 1857-1945” (Northfield Preservation Plan, 1992).

This property was listed on the NRHP in 1979 as contributing to the Northfield Commercial Historic District. Despite its past alterations it retains historic significance and integrity and remains contributing to the district.

References

- Edwins, Steve, ed. *Northfield Downtown Guidebook*. Northfield Heritage Preservation Comm., 1982.
- “Northfield Historic District,” National Register of Historic Places Nomination, 1979.
- Northfield Historical Society. Photograph and research files. Northfield, Minnesota.
- “Ware Auditorium/Grand Theatre” accessed at <http://cinematreasures.org/theaters/31219>.
- Zellie, Carole. “Northfield Heritage Preservation Plan.” Prepared for the Northfield Heritage Preservation Commission, Northfield, Minn. by Landscape Research, 1992.

Sanborn and USGS Map



Sanborn Map and Publishing Co., 1910.



USGS: Northfield 1984

Division Street, looking down toward
 5th Street, ca. 1886. The Central Block
 has not yet replaced the three-story
 Empier Hotel at the southeast corner
 of E. Fourth and Division, and small
 storefront stores still line the 500 block.



Division Street, looking south toward E. Fifth Street, ca. 1940.

Right: Bridge Square facades, 1997. Today, the one- to three-story commercial buildings of the Division Street area are incorporated into the Northfield Downtown Historic District. The 65 buildings in the Historic District date from 1857 to the 1970s, with 47 constructed before 1900. One, the Northfield Lyceum (1857) dates from the 1850s, two from the 1860s, fourteen from the 1870s, fourteen from the 1880s, and fifteen from the 1890s. Red brick and buff-colored limestone are the dominant materials, and there are a great variety of architectural styles and decorative treatments.



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Legislation Text

File #: 26-238, Version: 1

Heritage Preservation Commission Meeting Date: May 6, 2026

To: Heritage Preservation Commission

From: Ben Martig, City Administrator
Mathias Hughey, Associate City Planner

Annual Board and Commission Onboarding and Refresher.

Action Requested:

City of Northfield board and commission members are required to review the attached information as part of their annual onboarding and refresher as they begin a new year of service on their respective board or commission.

Summary Report:

Annually, the Administration Department prepares an agenda item for all board and commission members addressing routine administrative requirements, including completion of required forms, review of guiding documents, and awareness of any procedural or policy updates. This item serves as onboarding for newly appointed members and as a refresher for returning members.

Beginning in 2026, the appointment timeline for most City boards and commissions has been adjusted, with terms ending April 30 and beginning May 1. As a result, this agenda item and related training have been moved to May or June (for boards and commissions that meet in even months).

Board and commission members are required to review the information outlined below. Staff will provide additional explanations and answer questions at the meeting, as needed.

Contact Information Verification

- Board and commission members are asked to notify staff of any changes to their contact information, including email address, phone number, or mailing address. Members who wish to verify the information currently on file may contact Administration staff or their staff liaison.

Required Forms

- *Oath of Office*
 - Required for all newly appointed members.
 - Staff will provide and notarize the oath at the meeting.
 - Members unable to attend should contact their staff liaison to arrange for completion of the oath prior to the next board or commission meeting.
- *Public Disclosure Form*
 - *Boards/Commission with Annual Requirement*

Members of the bodies below are required to complete the Public Disclosure Form annually. Some members may have already completed the form earlier in the year; if so, no additional submission is required. Staff will provide copies to newly appointed and reappointed members at this meeting. Members unable to attend should contact their staff liaison to arrange for completion of the form prior to the next meeting.

- Economic Development Authority
- Heritage Preservation Commission
- Hospital Board
- Planning Commission/Zoning Board of Appeals
- *Boards/Commissions with One-Time Requirement*

Members of the boards and commission below are required to complete the Public Disclosure Form once, unless changes are needed to previously submitted information. Staff will provide copies to newly appointed members at this meeting. Members unable to attend should contact their staff liaison to arrange for completion of the form prior to the next meeting.

- Environmental Quality Commission
- Human Rights Commission
- Library Board

Reference/Training Material

New members are asked to review the following materials in advance of the meeting to assist with onboarding and to become familiar with available resources. Continuing members are encouraged to review the materials as needed, particularly since several documents have been updated within the past year

- *Board and Commission Rules of Business* - Members should review the current Rules of Business, which are reviewed annually and updated as needed. The most recent version is dated January 2026.
- *Board and Commission Member Guide* - This guide is intended to assist new members in acclimating to City boards and commissions and to serve as a refresher and reference for returning members throughout their service. The most recent version is dated February 2026.
- *Board and Commission Member Video* - Members, particularly those newly appointed, are asked to watch this video prior to the meeting. It provides an overview of roles, responsibilities, and expectations.
- *Northfield Youth on Board Handout* - Healthy Community Initiatives (HCI) who oversees our Youth on Boards program created this handout to provide background on the program and to clearly communicate key takeaways with working with youth members.

Guiding Documents

- *Northfield City Charter and City Code* - Members are encouraged to review the City Code provisions related to boards and commissions. The provided link also includes access to the full City Code and City Charter. Relevant City Code sections were updated in 2025.
- *Strategic Plan* - See the link to the City's 2025-2028 Strategic Plan. Members should review the City's 2025-2028 Strategic Plan. The City is focusing on aligning board and commission work plans and initiatives with the priority areas identified by the City Council.
- *Comprehensive Plan* - Members should be aware of the City's 2045 Comprehensive Plan. This document is of particular relevance to members of the Planning Commission, Economic Development Authority, and Heritage Preservation Commission.

Staff liaisons will provide additional information regarding board or commission specific processes, as needed.

Any board or commission member selected to serve as chair or vice-chair for the May 2026-April 2027 term will meet with their staff liaison(s) for additional training, including viewing a chair-specific training video.

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

N/A

Northfield Youth on Boards is a Healthy Community Initiative program that offers a unique opportunity for youth to get involved in local government, make change, and have a voice.

Opportunities include the Mayor’s Youth Council, the District Youth Council, the City of Northfield Boards and Commissions, and Nonprofit Boards.

What are the goals of the Youth on Boards program?

Primary outcome:

- Expose young people to the civic process through participation on a City Board or Commission

Secondary outcomes for youth:

- Gain an understanding of City issues
- Provide insights on issues
- See adult Board members as resources
- Have the opportunity to serve on a committee or task force

Outcomes for adults:

- See youth as community experts
- Gain broader perspectives on City issues



What is the role of the adult advisor?

The adult advisor is an HCI employee who serves as a liaison between the youth and the adult board and commission members. The adult advisor is available to:

- Help youth members understand board-related terms and processes
- Support youth and adults with communication and building strong partnerships
- Ensure youth are able to share important information from commission meetings with their peers and connect with others in the community who are engaged in related efforts
- Partner with the City, organizations and community members to ensure youth voice remains embedded in local decision-making processes

The adult advisor, Emily Culver, can be reached at emily@healthycommunityinitiative.org

Important reminders

- A lack of vocal participation is not necessarily a sign of a lack of interest. Youth take back what they hear. Information transparency is an important sign of power-sharing for young people.
- Youth commit to attending monthly commission meetings. While they are encouraged to join a committee, schedules may not allow for an additional commitment.
- If a youth member misses a meeting and does not email or text the staff liaison ahead of time, please let the adult advisor know right away. If a youth member misses two meetings in a row (regardless of contact), please let the adult advisor know. Email Emily Culver at emily@healthycommunityinitiative.org

Key takeaways on working with teens*

- **Teens are still learning.** Adults often misinterpret teen behavior as rude or careless, when really they're still developing life skills. They may not know how to advocate for themselves yet, so they need guidance without judgment.
- Remembering what their own teen experience was like, adults can better approach youth when they employ plenty of empathy and patience. Expecting teens to act a certain way can lead to self-fulfilling outcomes. **The key is listening with an open mind and respecting where teens are in their development.**
- Teens are often expected to be both mature and immature, which is confusing! Rather than expecting certain types of behavior, **be ready to provide support when needed and take advantage of teachable moments** so teens don't have to struggle alone.
- Teens thrive when they feel they have autonomy—making choices, managing responsibilities and seeing purpose in their actions. **Feeling respected encourages openness, whereas treating teens like children can shut them down.**
- **Create opportunities for exploration so teens can figure out their goals and grow without pressure.** Life doesn't need to be figured out all at once—reassure teens that they have time.
- Teenagers can sometimes lash out to protect themselves from judgment. Someone (usually the adult) has to break the ice. **Fortunately, teens value authenticity in adults. Those who can be a little vulnerable (maybe not with the big things, but at least the small personal connections) are likely to earn more respect and build trust and openness.**



*From the University of Minnesota Extension Service <https://extension.umn.edu/youth-development-insight/how-work-better-teens-according-18-year-olds>