

City of Northfield

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



Meeting Agenda

Thursday, April 16, 2026

6:00 PM

Council Chambers

Planning Commission

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

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. [26-193](#) March 19, 2026 PC Meeting Minutes

Attachments: [1 SUPPLEMENTAL - 04-14-26 Supplemental Memo No. 1 - 1 pg](#)
[2 SUPPLEMENTAL - 03-19-2026 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. [PC Res. 2026-003](#) Consideration of a Conditional Use Permit for Carleton College to Make Transportation Facility Improvements within the Perimeter Transition Area North of 1st St. E.

Attachments: [1 - PC Resolution](#)
[2 - Presentation Abbreviated](#)
[3 - Updated Bus Route Maps](#)
[4 - Public Comment](#)
[5 - SUPPLEMENTAL - 04-14-26 Supplemental Memo No. 1 - 1 pg](#)
[6 - SUPPLEMENTAL - Additional Public Comments - Carleton](#)

3. [26-194](#) Public Hearing for Consideration of a Conditional Use Permit for Black Bear Wellness MN to Operate a Cannabis Retail Establishment at 680 Professional Dr.

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

4. [PC Res. 2026-004](#) Consideration of a Conditional Use Permit for Black Bear Wellness MN to Operate a Cannabis Retail Establishment at 680 Professional Dr.
- Attachments:** [1 - PC Resolution](#)
[2 - Location Map](#)
[3 - Cannabis CUP Presentation](#)
5. [PC M2026-000](#) Public Hearing for Consideration of the Preliminary Plat Request for Harvest Hills Second Addition.
- Attachments:** [1 - Public Hearing Notice & Location Map](#)
[2 - SUPPLEMENTAL - 04-14-26 Supplemental Memo No. 1 - 1 pg](#)
[3 - SUPPLEMENTAL - Harvest Hills Second Addition Public Comment](#)
6. [PC Res. 2026-005](#) Consideration of the Preliminary Plat for Harvest Hills Second Addition.
- Attachments:** [1 - PC Resolution](#)
[2 - Location Map](#)
[3 - Harvest Hills Second Addition Preliminary Plat - Plans Set](#)
[4 - Harvest Hills Second Addition Street Trees Plan](#)
[5 - Exterior Site Images & Floor Plans](#)
[6 - Harvest Hills Second Addition Application Narrative](#)

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.

7. [PC M2026-001](#) Consider a motion affirming the proposed TIF Plan for Harvest Hills conforms to general plans for development of the City and is consistent with the Northfield 2045 Comprehensive Plan
- Attachments:** [1 - TIF Plan Harvest Hills PC](#)
8. [PC M2026-002](#) Consider a Motion Requesting City Council Commit to Addressing Concerns About Traffic Safety Raised in Recent Public Hearings.
- Attachments:** [1 - Partial Resolution Draft](#)

STAFF UPDATES

9. [26-195](#) Staff Updates.

Attachments:

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

ADJOURNMENT



Legislation Text

File #: 26-193, **Version:** 1

Planning Commission Meeting Date: April 16, 2026

To: Members of the Planning Commission

From: Alisha Hayes, Administrative Associate

March 19, 2026 PC Meeting Minutes

Action Requested:

Please review the March 19, 2026 PC Meeting Minutes and approve or approve with amendments. The minutes will be sent out on Monday (4/13) as a supplemental memo.

Summary Report:

N/A

City Plans & Policies Relevance:

N/A

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

N/A

MEMORANDUM

DATE: April 14, 2026
To: Planning Commission
From: Mikayla Schmidt, City Planner; & Mathias Hughey, Associate City Planner
RE: "Supplemental Agenda Background Memo No. 1" for April 16, 2026

Summary Report:

The following is an update on agenda items as supplemental background agenda information made available for Tuesday, April 14, 2026:

1. March 19, 2026 PC Meeting Minutes are attached.

2. PC Res. 2026-003 Consideration of a Conditional Use Permit for Carleton College to Make Transportation Facility Improvements within the Perimeter Transition Area North of 1st St. E.

Please see attached public comments.

4. Consideration of a Conditional Use Permit for Black Bear Wellness MN to Operate a Cannabis Retail Establishment at 680 Professional Dr.

No public comments have been received to date.

6. Consideration of the Preliminary Plat for Harvest Hills Second Addition.

Please see attached public comments.



City of Northfield

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801 Washington Street
Northfield, MN 55057
northfieldmn.gov

Meeting Minutes - Draft Planning Commission

Thursday, March 19, 2026

6:00 PM

Council Chambers

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

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

Also present: City Planner Mikayla Schmidt, Associate City Planner Mathias Hughey, Community Development Director Scott Wopata, Administrative Associate Alisha Hayes, Youth Representative Abby Pape, Carleton Vice President and Treasurer Eric Runestad and Associate Vice President for Facilities at Carleton College Linda Weingarten.

Present 4 - Commissioner Buckheit, Commissioner Holleran, Commissioner Schmidt, and Commissioner Schroeer

Absent 3 - Commissioner Nowak, Commissioner Kuhlmann, and Commissioner Lauer

APPROVAL OF AGENDA

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

Yes: 4- Commissioner Buckheit, Commissioner Holleran, Commissioner Schmidt, and Commissioner Schroeer

APPROVAL OF MINUTES

1. [26-157](#) February 19, 2026 Meeting Minutes

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

A motion was made by Commissioner Holleran, seconded by Commissioner Schmidt, to approve the February 19, 2026 Meeting Minutes. The motion carried by the following vote:

Yes: 4 - Commissioner Buckheit, Commissioner Holleran, Commissioner Schmidt, and Commissioner Schroeer

OPEN PUBLIC COMMENT

None at this time

BOARD MEMBER AND COMMISSIONER REPORTS

Commissioner Buckheit gave an update on attending the first meeting of Zoning Policy Advisory Committee and open house for zoning code reform and noted the survey is now available on City Website and process for that is officially underway.

PUBLIC HEARINGS

Commissioner Schroeer opened Public Hearing by inviting staff, Mathias Hughey, to open application.

2. [26-158](#) Public Hearing on the Conditional Use Permit for Carleton College to make specified transportation facility improvements north of 1st St. E. within the Perimeter Transition Area.

Attachments: [1 - Public Hearing Notice Mailing](#)
[2 - Public Hearing Map](#)
[3 - SUPPLEMENTAL Memo No. 1 - Public Comments](#)
[4 - SUPPLEMENTAL Memo No. 2 - Public Comments](#)

Presentation Summary – Conditional Use Permit for Carleton College:

Carleton College representatives Eric Runestad, Vice President and Treasurer, and Linda Weingarten, Associate Vice President for Facilities, presented alongside civil engineers from ISG.

The presentation included: project background and context, overview of proposed plans, goals related to the potential closure of College Street, summary of campus and neighborhood input; including: traffic pattern changes, bus stop location, transit route adjustments, parking considerations, and site design updates and coordination with City staff.

The presentation concluded with a summary of key points and next steps.

City staff noted that a significant amount of public input was received later in the workday and was not included in the original agenda packet. To ensure full consideration by the commissioners: three supplemental memos were provided in total and two of these were newly prepared to capture the additional public input.

Commissioner Holmes arrived around 6:20pm.

A full record of each speaker's narrative is available in the official meeting recording.

- 1. Paul Hager - Not in support: previous Northfield Major and Council Member, wrong location, increase traffic and ignores impact of residential neighborhood and overall lack of detail in proposal.*
- 2. Bill North - Not in support: assumptions made that project will have no significant effect, what evidence do we have, worry that this is wishful thinking but not evidence based, has to be a better way.*
- 3. Steve Edwards - Not in support: already an excessive amount of traffic in neighborhood, pins in the doll, recommend to be tabled or denied.*
- 4. Joel Weisberg - Not in support: request in strongest terms for PC to delay vote, cheated to vote on something that does not use citizen input, lighting ordinance- dark sky friendly, take more time to read submissions*
- 5. Veronica- couldn't make out last name -Not in support: no proper studies and lots of assumptions, high traffic area, lights glare, six immediate blocks 31 children, reject CUP and look at alternative location.*

6. Margot Zsolnay - Not in support: mother of three children, decrease safety and cost to neighborhood, impede character neighborhood.

7. Kate Flory - Not in support: neighborhood rep, need more time to read letters and public comment, this should not be voted on right now. Incomplete package. Live across the street from Carleton--"it is not for everyone, it is totally for us". It is wrong that this won't change the character of the neighborhood, a ton of neighborhood activity--so poses safety concerns.

8. Andrew Flory - Not in support: married to Kate, closing College St. a good idea, inconsistencies and questions, effect to campus and not neighborhood, flood of letters with potential negative effects, consider future growth.

9. Richard Miller - consulting company in Iowa doesn't understand the community of Carleton/neighborhood or town of Northfield, POV of Carleton College only, doubling lights, statements about nothing changed (not true for neighborhood) difficult document to be working.

10. William Goff - Not in support- lack of regard for neighborhood, no coordination with community or outreach, nervous as hell being on this side of the roster, strongly suggest a traffic study and college operating in a vacuum

11. Amy Gernin (no address provided)- Charter Commission Meeting Member for City) Not in support: urge to take time with thoughtful letters/delay voting and value of bike lanes and this permit will impact those.

12. Alice Thomas - Not in support: shift the problems of safety to neighborhood, outside of college zone, need more active citizen engagement, change the essential quality and character of the neighborhood, need a better plan.

13. Melissa Hagar - Not in support: lucky to raise three kids in neighborhood (33 years in house and respect for the college), property dollars go down, zone that will benefit neither party.

A motion was made by Commissioner Buckheit, seconded by Commissioner Schmidt, to close the public hearing. The motion carried by the following vote:

Yes: 4 - Commissioner Buckheit, Commissioner Holleran, Commissioner Schmidt, and Commissioner Schroeer

- 3. [PC Res. 2026-002](#) Consideration of a Conditional Use Permit for Carleton College to Make Transportation Facility Improvements within the Perimeter Transition Area North of 1st St. E.

- Attachments:** [1 - PC Resolution](#)
[2 - Carleton Neighborhood Meeting Presentation](#)
[3 - Carleton College Transit Study](#)
[4 - Carleton Neighborhood Meeting Comments](#)
[5 - Modified Routes](#)
[6 - 03-19-26 Planning Commission Meeting SUPPLEMENTAL 1](#)
[7 - 03-19-26 Planning Commission Meeting SUPPLEMENTAL 2](#)
[8 - 03-19-26 Planning Commission Meeting SUPPLEMENTAL 3](#)
[9 - POST MTG - 03-19-26 Planning Commission Meeting SUPPLEMENTAL 4](#)

City staff referenced the Comprehensive Plan, which supports improving transit access and infrastructure.

Break at 7:35am

Resume meeting at 7:38pm

A motion was made by Commissioner Buckheit, seconded by Commissioner Schmidt to postpone this item to give staff more time to include the following:

- 1. Bring more specific and detailed information to a future meeting, provide more concrete data and analysis before moving forward, consider general requests for additional information in subsequent discussions.**
- 2. Potential Mitigation Ideas: Conduct a more thorough traffic impact analysis, address concerns about campus expansion into residential areas, encourage collaboration between the college and the city to; identify neighborhood-specific issues and develop mitigation strategies.**

Yes: Commissioner Buckheit, Commissioner Holleran, Commissioner Schmidt, and Commissioner Schroerer

STAFF UPDATES

4. [26-159](#) 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](#)
[5 - Hyperlink to the Zoning Code Update Website](#)

Staff updates presented by City Staff, Mikayla Schmidt.

Council Member Holmes added a Board Member update, as she was not in attendance earlier in the meeting when that agenda item was presented. She shared that the Ames Mill Dam is a current focus, with the City applying for a grant. This is a hot-button topic for the community and will require extensive engagement.

ADJOURNMENT

A motion was made by Commissioner Buckheit, seconded by Commissioner Holleran to adjourn the meeting at 8:21pm. Motion carried by the following vote:

Yes: 4 - Commissioner Buckheit, Commissioner Holleran, Commissioner Schmidt, and Commissioner Schroer



Legislation Text

File #: PC Res. 2026-003, **Version:** 1

Planning Commission Meeting Date: April 16, 2026

To: Members of the Planning Commission

From: Mathias Hughey, Associate City Planner

Consideration of a Conditional Use Permit for Carleton College to Make Transportation Facility Improvements within the Perimeter Transition Area North of 1st St. E.

Action Requested:

The Northfield Planning Commission (PC) is asked to recommend approval of the Conditional Use Permit (CUP) to City Council for Carleton College to make specified transportation improvements within the Perimeter Transition Area (PTA) north of 1st St. E.

Summary Report:

The applicant, Carleton College, has applied for a CUP to close a privately-owned portion of College St. to vehicle traffic, reconfigure that street as a pedestrian- and bicycle-way, and expand an existing parking lot on the parcel at the northwest corner of 1st St. E. and Nevada St. where the bus stop and a portion of the lost parking will be relocated. The project includes the construction of a trash enclosure to consolidate and screen existing receptacles.

At the March 19, 2026 PC meeting, the PC voted to postpone discussion of the item, requesting more time to review public input, request additional information, and develop draft conditions for the CUP.

All written public comments were included in four supplemental memos, and presented verbally at the March 19, 2026, public hearing on the item. Public concerns and planning commissioner requests are detailed in the attached presentation. As a general summary, closing College Street to traffic was viewed favorably or neutrally. Concerns stemmed from the expansion of the existing 82-stall parking lot at the northwest corner of 1st St. E. and Nevada St. to add an additional 12 spaces, a sheltered bus stop, and a large trash enclosure. Concerns related to this portion of the project included excessive lighting, increasing vehicle traffic especially heavy vehicle traffic (buses, garbage trucks, delivery vehicles), safety mostly related to vehicle traffic, and neighborhood compatibility.

Several concerns stem from a lack of clarity or misunderstanding of the proposed project and existing conditions, and these are addressed in the presentation. There was frequent comment by affected residents about other locations being preferred, the availability of potential alternative locations is not the subject of this application.

In response to public comment received at the neighborhood meeting, and prior to the public hearing, the applicant coordinated with Hiawathaland Transit to reconfigure the proposed changes to the bus route to minimize the impacted properties.

The applicant cited the high volume of pedestrian and bicycle traffic on College St. as a factor that makes safely managing access for motor vehicles difficult. Survey results from the campus community identified this portion of College St. as an area of campus with a high number of “dislikes.” These factors were considered in the decision to close College St. Resident comments anecdotally supported this existing condition, but also questioned the validity of the claims. The applicant conducted traffic counts at 4 selected locations to clarify the magnitude of impact.

The proposed new location for the bus stop puts 76% of student residences body within a 5-minute walk of the bus stop, a distance typically considered the maximum that a transit user will walk before choosing another mode. It also increases the number of neighborhood residences within an approximate 5-minute walk by 75%, from 40 to 70.

There is an established landscape buffer along the southern perimeter of the parking lot facing the R1: Low Density Residential district to the south. The existing buffer is a mix of evergreen and deciduous shrubs and trees and in the winter months, the lack of foliage on some of the plants reduces the functionality of the screening. A solid hedge could create a public safety issue, however, by limiting visibility of the parking lot from the right-of-way, and creating “hiding” places. Staff are recommending a condition that balances these two considerations.

Hiawathaland’s Blue Route and Express Route will use the new bus stop location. The Blue Route runs once per hour from 6:00 AM to 6:00 PM M-F, and the Express Route runs once every 45 minutes 3:00 PM - 9:45 PM M-SAT. The bus stop will also serve coach bus pickup and drop off at semester breaks (14 days per year) when the “break bus” provides students access to the MSP airport, and the Campus-Go van fleet will use the location as needed.

Garbage is currently collected at the site for the adjacent dorm buildings three times per week, once each for recycling, trash, and compost. There is no proposed change to this collection schedule. The enclosure will host trash that is currently visible in other public areas. The dumpsters will serve as a collection point for office-use buildings around the “bald spot” that generate minimal trash.

The site development standards for the CD-S: College Development zoning district require any development within the PTA to undergo a CUP process, including a neighborhood meeting. The applicant must also provide a parking study that assesses the supply and demand of parking and mitigation strategies to reduce overall demand for surface parking. The comments received at the neighborhood meeting are included as an attachment.

A CUP follows a Type 4 Review Procedure found in Section 8.4.7 of the land development code (LDC). Type 4 Review Procedures requires the Planning Commission (PC) to hold a public hearing and makes a recommendation to City Council. The City Council makes the final decision on the CUP.

In the approval of a CUP, the PC may recommend City Council impose conditions as necessary to make the use compatible with other uses allowed in the same district zone or vicinity. Criterion (a) must be met and criteria (b) through (n) shall be considered in the review of conditional use permit applications. The analysis of the criteria is provided in the PC resolution.

Staff Recommendation:

Staff recommend approval of the CUP to add make transportation improvements within the Perimeter

Transition Area north of 1st St. E.

Staff have prepared two draft conditions for the PC's consideration, to address resident concerns about excessive lighting and additional screening.

City Plans & Policies Relevance:

The Comprehensive Plan establishes a decision-making framework that asks how the option furthers at least one, if not several of the [identified] values, while not damaging the others. An assessment of the project against these values is provided:

1. Find creative solutions to local challenges
 - a. Conflicts between pedestrians and vehicles are commonly addressed by restricting pedestrian movements, typically with mixed results. Relocating vehicle traffic to an area with less pedestrian activity will improve safety for pedestrians and improve efficiency for vehicles and exemplifies a creative solution.
2. Emphasize equity
 - a. Well-functioning transit is a critical service for groups whose mobility is limited for a variety of factors. The proposed location improves transit accessibility on the college campus and in the adjoining neighborhood, with the bus stop at least 400 feet closer to the neighborhood than the previous location.
3. Foster resilience
 - a. Well-functioning transit contributes to the resilience of a community.
4. Be economically responsible and sustainable
 - a. Students are a primary user of transit in Northfield, maximizing the utility of transit for this group enables the City to provide a valuable community service at a fraction of the cost. Additionally, well-functioning transit reduces reliance and use of private automobiles which reduces associated costs including infrastructure, enforcement, and emergency response.
5. Foster human connections
 - a. Transit and walkability are both associated with increased social networks.
6. Promote safe and stable housing
 - a. NA
7. Provide mobility options
 - a. The project improves mobility options on and off campus.

The future land use map and categories identified in Chapter 3: Access of the Comprehensive Plan identifies the parcels where the work will take place as "College" and the parcels south of the proposed new bus stop location as "Mixed Use Residential." Under the college land use category, the future state is described as having a defined edge that connects educational campuses to surrounding neighborhoods and commercial areas via reliable transit. It identifies the need to limit encroachment of the college and manage the impacts of these connections on the surrounding land uses.

Chapter 4, Strategy 2: Develop Carleton and St. Olaf relationships includes action 4. Plan development with the colleges to contain it within the set boundary. This project is wholly located within the campus boundary. The applicant is entitled to the reasonable and appropriate use of city streets for access and services.

The Interventions Map in the Comprehensive plan identifies the locations of the project as Preserve areas, and the adjacent neighborhood as Enhance areas. The Enhance areas call for traffic calming, additional active transportation connections, and infill development. Preserve areas are identified as needing little significant intervention, but notably consideration of a future prohibition on college-associate parking adjacent to or

“visible to” adjacent residential neighborhoods is recommended. Such a prohibition may be considered as part of the Zoning Code update, but at this time, parking is permitted in this area.

Alternative Options:

If the proposed conditional use satisfies both the general and specific standards set forth in the zoning ordinance, the applicant is entitled to the conditional use permit. The Planning Commission must find that the proposed conditional use does not satisfy these standards to justify recommending denial to the City Council.

Financial Impacts:

Not applicable.

Tentative Timelines:

- March 4, 2026: Public hearing notice published in the Northfield News
- March 6, 2026: Public hearing notice mailed to property owners within 350 ft.
- March 19, 2026: Public hearing at Planning Commission
- April 16, 2026: Recommendation by Planning Commission
- April 21, 2026: Review and decision by City Council

CITY OF NORTHFIELD, MN
PLANNING COMMISSION RESOLUTION 2026-003

RECOMMENDATION APPROVING A CONDITIONAL USE PERMIT TO CITY COUNCIL
TO MAKE TRANSPORTATION FACILITY IMPROVEMENTS IN THE PERIMETER
TRANSITION AREA

WHEREAS, the applicant, Carleton College (the “Applicant”), seeks a Conditional Use Permit, pursuant to Northfield City Code, Ch. 34, the Land Development Code, Secs. 3.2.8 and 8.5.9, in order to: 1) close that privately-owned portion of College St. north of 1st St. E.; 2) relocate the bus stop and parking spaces from that location to the parcel northwest of the intersection of Nevada St. and 1st St. E.; and 3) expand the existing parking lot north west of the intersection of Nevada St. and 1st St. E. to accommodate the relocated bus stop and parking (the “Conditional Use Permit”), which is within the Perimeter Transition Area of the property zoned CD-S: College Development; and

WHEREAS, the Applicant is the owner of the above-referenced property; and

WHEREAS, the above-referenced property is legally described on Exhibit A, which is attached hereto and incorporated herein by reference; and

WHEREAS, the City of Northfield Planning Commission (the “Planning Commission”) conducted a public hearing on March 19, 2026, and received public testimony regarding the proposed Conditional Use Permit; and,

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

WHEREAS, following the public hearing, the Planning Commission reviewed the requested Conditional Use Permit at its March 19, 2026 meeting pursuant to the standards and criteria contained in Northfield City Code, Ch. 34, the Land Development Code, Secs. 3.2.8, and 8.5.9, and postponed their decision to the following meeting; and

WHEREAS, the Planning Commission reviewed the requested Conditional Use Permit at its April 16, 2026 meeting pursuant to the standards and criteria contained in Northfield City Code, Ch. 34, the Land Development Code, Secs. 3.2.8, and 8.5.9.

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

1. The recitals hereto are incorporated herein by reference as findings.
2. The Planning Commission’s hereby recommends approval to the City Council of the requested Conditional Use Permit, pursuant to Northfield City Code, Ch. 34, Secs. 3.2.8, and 8.5.9, in order to: 1) close that privately-owned portion of College St. north of 1st St. E.; 2) relocate the bus stop and parking spaces from that location to the parcel northwest

of the intersection of Nevada St. and 1st St. E.; and 3) expand the existing parking lot north west of the intersection of Nevada St. and 1st St. E. to accommodate the relocated bus stop and parking, and adopts the findings, which are attached hereto and incorporated herein by reference as Exhibit B subject to the following conditions:

- a. The landscape buffer between the existing parking lot and 1st St. E. be enhanced with a combination of plant materials or other features, which may include raised planters, solid decorative masonry walls, or other screening elements designed to achieve year-round screening of the parking lot from adjacent residential uses without creating additional safety concerns by excessively limiting visibility from the rights-of-way.
- b. The existing light fixtures in the project area shall have the lenses removed to reduce the scattering of light, and new fixtures will be kept to a minimum necessary number, shall not have lenses, and shall be compliant with City Code requirements applicable to outdoor lighting adjacent to residential uses.

PASSED by the Planning Commission of the City of Northfield on this 16th day of April 2026.

Chair

Member

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

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

PID 2231375002

PID 2231375003

PID 2231400001

PID 2231352001

EXHIBIT B

PLANNING COMMISSION FINDINGS

Conditional Use Permit Approval Procedure & Approval Criteria:

A CUP follows the Type 4 Review Procedure found in Section 8.4.7 of the LDC. For the Type 4 Review Procedure, the Planning Commission holds a public hearing and makes a recommendation to City Council, and City Council makes the final decision.

In the approval of a conditional use permit, the Planning Commission may recommend that the City Council impose such conditions as necessary to make the use compatible with other uses allowed in the same district zone or vicinity. Northfield City Code, Section 8.5.9, Criterion (a) below must be met and criteria (b) through (n) shall be considered in the review of conditional use permit applications:

a) The proposed use is allowed as a conditional use in the district for which it is proposed as shown in Table 2.7-1;

Yes, the proposed uses of surface parking, bus stop, and pedestrian way are allowed either by-right or as conditional uses as an accessory to School (Institutions of Higher Education – College, Seminary, or University) and other uses, which are allowed as a conditional use in Table 2.7-1 within the CD-S: College Development zoning district. Section 2.4.2 College Development District divides the zoning in this district into two sub-zones. Portions of the project area are within the Perimeter Transition Area (PTA), wherein any development is subject to the development standards applicable to Conditional Use Permit criteria, and the Type 4 review procedure with a Neighborhood Meeting required.

b) The conditional use will be in accordance with the general objectives, or with any specific objective, of the city’s comprehensive plan and this LDC;

The expanded parking does meet the outcomes identified in the City’s Comprehensive Plan and LDC in the following categories:

Ch3 Strategy 1: Plan for accessibility –

- Outcome: Northfield has a well-connected and well-used transit, rideshare, and carshare alternatives for trips that require a vehicle.
 - Relocation of the bus stop to the proposed locating improves accessibility on and off campus by locating more residences within an estimated 5-minute walk. The impact is likely to be minimal but should generally be positive, based on industry best practices. College students are one of the largest user demographics of Northfield’s transit system.

Ch3 Strategy 5: Design for safe access

- Outcome: Street rights-of-way are allocated and designed for all users and modes of travel appropriate to the surrounding land use including access for people of all ages and abilities, pedestrian scale lighting, green infrastructure, and shade trees.
 - Closing College Street to vehicle traffic reduces vehicle conflicts with pedestrians and bicyclists. While College St. sees low volumes of vehicle traffic, pedestrian and bicycle traffic is significantly greater than surrounding locations. The impacted portions of the adjacent neighborhood streets have sidewalks on both sides of the street, and bike

lanes are present 2nd St. E, Nevada St. S and College St. S. City streets are designed to safely accommodate vehicle traffic, and the intersections along 1st St. E. have “bump-outs” installed to calm traffic and improve safety. There is potential for the project to increase traffic on certain segments of neighborhood streets, but those impacts will not be significant.

Ch3 Strategy 6: Design for resiliency and sustainability –

- Outcome: The city, as a municipal entity, and its residents and businesses have collectively decreased our greenhouse gas emissions and reliance on non-local energy sources through mitigation strategies.
 - Generally, improved safety for pedestrians and bicycles on College St. can be expected to increase the number of people choosing to walk and cycle (and thus not driving), but the impacts are not likely to be significant. Also, generally, improving the accessibility and utility of transit is expected to increase ridership and reduce car trips, but these impacts are also not expected to be significant.
- Outcome: The city plans land uses and new development to reduce vehicle miles traveled and non-local inputs, including energy sources.
 - This project should generally be regarded as a positive step in this direction, though advances will be incremental and generally not significant.

Ch4 Strategy 6: Grow in a compact, sustainable development pattern –

- Outcome: Northfield’s development and redevelopment initiatives focus on projects that increase tax productivity, preserve natural resources, limits negative climate impacts, improves access to jobs and services, and assess the fiscal impact of the development or redevelopment project.
 - The project uses existing city infrastructure and resources in a reasonable way that balances improving access to jobs and services with actions that can be generally expected to limit or reduce negative climate impacts and preserve natural resources.

The proposed use meets or is expected to meet the following purposes of the LDC without running contrary to any others:

- 1.1.1 Maintain and enhance the community's distinct small-town character.
- 1.1.4 Create residential community areas with strong neighborhood qualities including pedestrian-friendly streets, community gathering spaces, and basic commercial needs within walking distance.
- 1.1.9 Promote an ethic of sustainability in all activities to ensure that proposed development and redevelopment will, at a minimum, conserve energy and natural resources.
- 1.1.11 Ensure that proposed development is of human scale, primarily pedestrian-oriented to the extent appropriate, and designed to create exceptional streetscapes and pedestrian spaces.
- 1.1.12 Minimize vehicle traffic by providing for a mixture of land uses, pedestrian-oriented development, compact community form, safe and effective multi-modal traffic circulation (e.g., pedestrian, bicycle, and vehicular), and adequate on- and off-street parking facilities.

- 1.1.15 Ensure compatibility between different types of development and land uses.
- 1.1.16 Create a comprehensive and stable pattern of land uses upon which to plan transportation, water supply, sewerage, energy, and other public facilities and utilities.

c) The conditional use will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area; The proposed use reduces overall parking supply with the Perimeter Transition Area and implements practices generally understood to reduce demand for single-occupant vehicle use and associated parking by improving access to transit and safety of walking and biking.

The area is characterized by the transition from low-density residential use to college campus use. Compatibility, therefore, is focused on balancing trade-offs and addressing transitions through measures like abundant landscaping, traffic-calmed, neighborhood-style streets, and appropriately scaled structures. These features will not be altered by the project.

The existing parking lot off Nevada and 1st. St. E. includes a 50-foot-wide landscaped buffer, designed to mitigate the impact of the lot on nearby residents. In the winter months, the deciduous shrubs' lack of foliage is inadequate to achieve the intended screening. However, a solid hedge of evergreens may present a safety risk by limiting observability of the parking lot and/or creating locations where individuals may hide. A condition to enhance this landscape buffer to provide year-round screening has been included to address this issue.

d) The conditional use will not be hazardous or reasonably disturbing to existing or future uses; The conditional use will not be hazardous or reasonably disturbing to existing or future uses. The additional bus traffic will be minimal, with approximately 1 bus running every hour during normal operating hours Monday through Friday, and 1 bus every 45 minutes Monday through Saturday. City buses have been operating on residential streets throughout the city without complaint for years, and generally safer for both passengers and non-occupants compared to private vehicles. S

Screening, lighting, nuisance conditions, and other potential impacts are addressed via the City Code which regulates impacts and transitions between different zones. Any development in the city is required to comply with the provisions of the Land Development Code (LDC), including this Conditional Use Permit process. The LDC is designed to provide balance between competing interests and needs as the property owners develop their land within the city. This CUP process allows impacted parties to raise additional specific concerns that may not be adequately addressed by the LDC, and the proposed conditions have been developed in response to concerns raised by members of the public.

The existing lighting of the parking lot at the northwest corner of 1st St. E. and Nevada was described as too bright and inadequately screened from the adjacent residents. Recognizing that existing lighting would not meet the existing code, and that a certain level of lighting is necessary for adequate security, a condition requiring the lenses installed on existing lighting be removed and that new lighting be kept minimal has been prepared.

e) The conditional use will be served adequately by essential public facilities and services such as streets, police and fire protection, drainage structures, refuse disposal, water and sewer;
The parking lot and bus stop would be adequately served by essential public services. The property is served by 1st St. E. and a robust street grid with high connectivity to the south including sidewalks and bike lanes. Emergency services will have access from multiple access points. Drainage on site is served by a storm sewer. The project will not have a significant impact on refuse disposal or water and sewer connections.

Public comments indicated concern about increased garbage truck traffic due to the presence of a garbage enclosure structure included in the project. The applicant has clarified that the enclosure will screen existing trash receptacles currently serviced at the same location, and no increase in service activity is anticipated.

f) The benefits of the conditional use outweigh the potential negative effects of the surrounding community;

The benefits of the proposed development outweigh the potential negative effects. This project can generally be viewed as having a positive impact on transit function and access, a positive impact on pedestrian and bicycle safety, and a positive impact, long term, on climate impacts. While generally the traffic impacts to the neighborhood will be minimal, with any increase in traffic being localized to specific street segments due to relocation of existing traffic.

g) The conditional use will not create excessive additional requirements at public cost for public facilities and services;

The conditional use will not create additional public costs for public facilities or services.

h) The conditional use will not involve uses, activities, processes, materials, equipment and conditions or operations that will be detrimental to any persons, property or the general welfare by reason of excessive traffic, noise, smoke, fumes, glare, or odors;

The relocated parking lot and bus stop are not expected to generate noise, smoke, fumes, glare, or odors that are any more excessive than the existing conditions. There will be a localized, minimal increase in traffic, offset by decreases elsewhere. The facility is not a transit hub, and idling vehicles will not be excessive.

i) The conditional use will not result in the destruction, loss, or damage of natural, scenic, or historic features of major importance as may be established in the comprehensive plan or other city plans related to natural, scenic, or historic features;

The parking lot and bus stop are not expected to result in the destruction, loss, or damage of natural, scenic, or historic features of major importance as may be established in the comprehensive plan or other city plans related to natural, scenic, or historic features.

j) The traffic and parking generated by the use will not lower the Levels of Services as described in the comprehensive plan update of intersections within a quarter mile of the site.

The additional trips generated by this use are not significant enough to lower the Levels of Services within a quarter mile of the site.

k) In residential districts, the use is of a similar height, building orientation, massing, setback, and scale as to be compatible with surrounding uses in compliance with Section 3.5 Neighborhood Compatibility Standards;

The proposed parking lot and bus stop are within the Perimeter Transition Area because it is adjacent to a residential district, and special consideration is due to this proximity. Concerns raised by the neighborhood have been addressed via the proposed conditions or demonstrated to not be significant.

l) In the Perimeter Transition Area (PTA) within the college development district (CD-S) that abut residential and commercial districts, height, building orientation, massing, setback and scale shall be considered in building renovation and/or new construction in order to maintain compatibility with surrounding areas as described in Section 3.4, Neighborhood Compatibility Standards. These neighborhood compatibility standards are to be administered in order to maintain a harmonious neighborhood environment and absolute compliance with these standards is not intended.

The primary focus of the compatibility standards is to ensure that new infill development, redevelopment, or building expansion relates to the massing and scale of the surrounding structures. The proposed bus shelters will not be out of scale with the surrounding neighborhood. Screening comprised of vegetation has been installed between the existing parking lot and the street, and the parking is set back approximately 50 feet from the right-of-way creating a park-like setting along this section of 1st St. E. and is compatible with the surrounding areas. Concerns about light, and additional screening have been addressed via proposed conditions.

m) Impacts such as noise, hours of activity, and outdoor lighting have been addressed to mitigate negative impacts on nearby uses.

The Land Development Code includes regulations designed to mitigate noise and impacts of outdoor lighting, compliance with these provisions is required for site plan approval. Hours of activity will be consistent with existing conditions. Blue Route buses run from 6:00 AM until 6:00 PM and the Express bus runs from 3:00 PM to 9:45 PM.

n) Parking is adequately provided for the proposed conditional use.

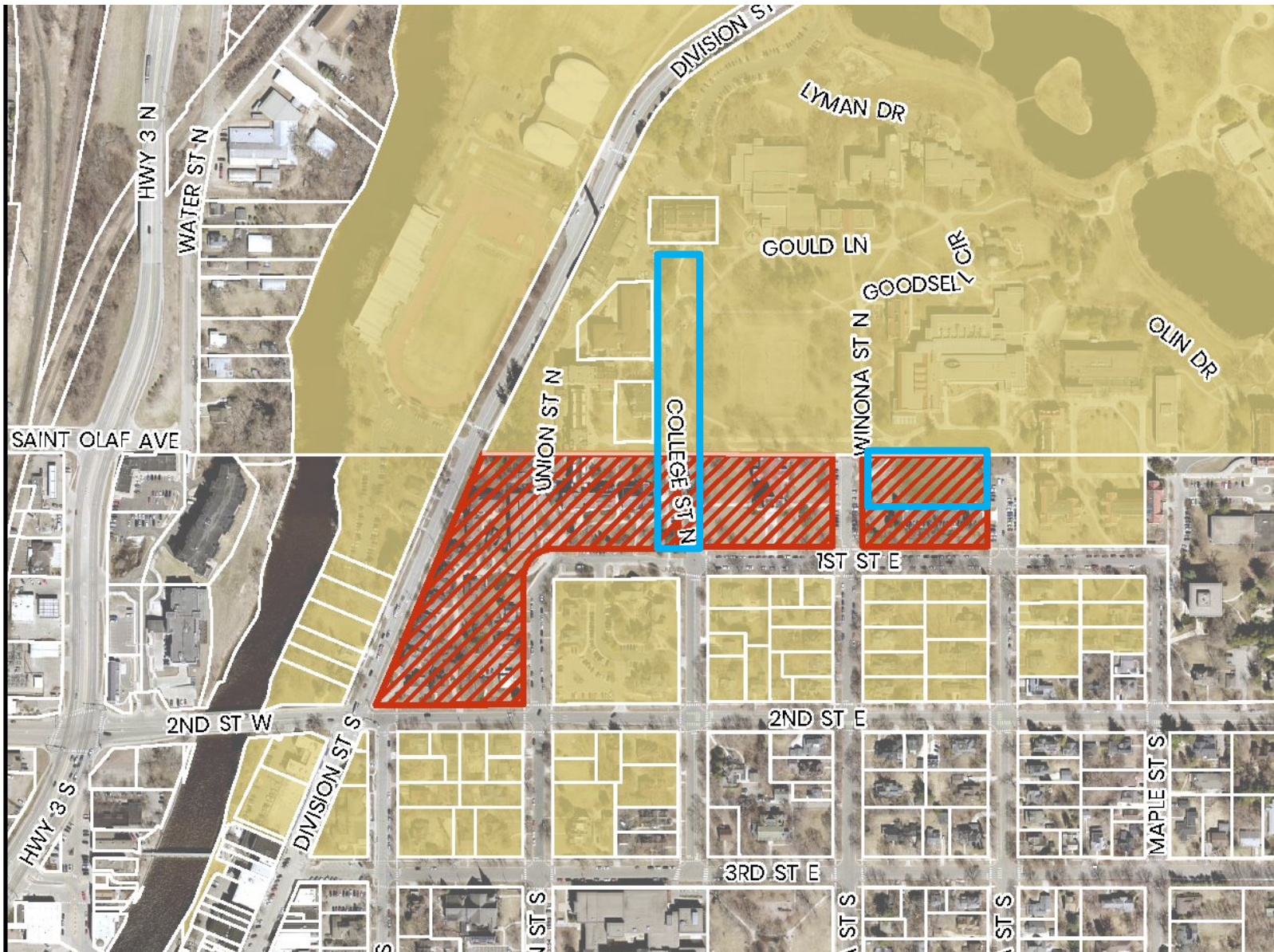
The LDC requires no additional off-street parking in the CD-S: College Development zone. Instead, it requires a parking study to assess mitigation strategies that will reduce demand for parking. Improving student access to transit should reduce demand for parking. Carleton College's 2021 parking study concluded there was a need for 806 off-street parking spaces and identified a supply of 980 off-street spaces. The proposed project will reduce net parking by 12 spaces, adding 12 spaces to the parking lot located off 1st St. E. and Nevada St. S. On-street parking in the area is provided and utilized at an acceptable level. Parking is therefore adequate.



Conditional Use Permit for Carleton College – Transit Facility Improvements

Planning Commission– March 19, 2026

Mathias Hughey, Associate City Planner



Location

Timeline & Process

Type 4 Review



February 24, 2026:
Neighborhood
Meeting

March 6, 2026:
Public hearing
notice mailed to
properties within
350 ft.

April 7, 2026:
City Council
reviews and makes
final decision on
CUP

March 4, 2026:
Public Hearing
Notice in Northfield
News

March 19, 2026:
Public Hearing and
Planning
Commission
recommendation

Conditional Use Permit



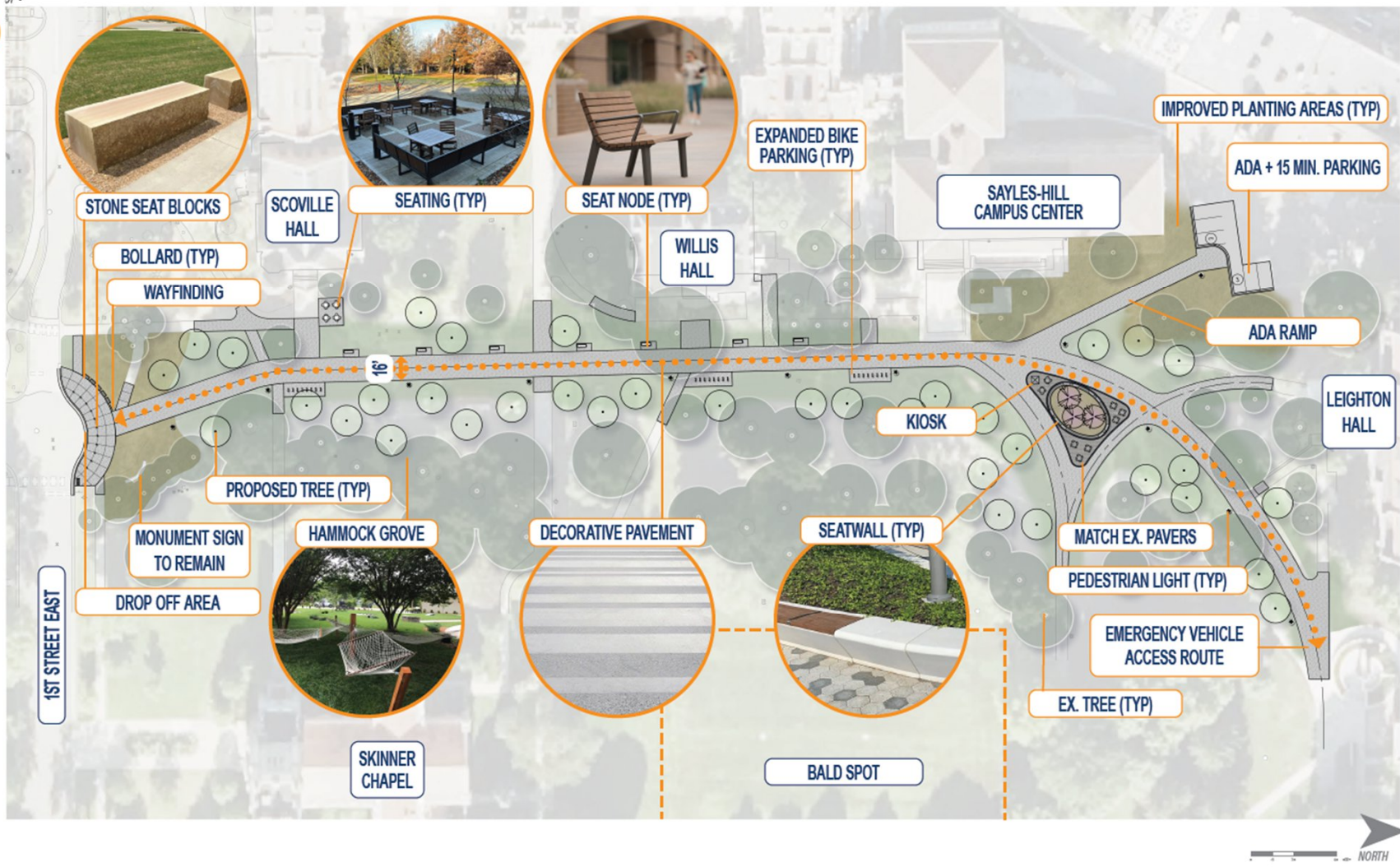
- Type 4 Review Process –
 - PC recommendation
 - City Council decision
- Address special requirements or characteristics of the use
- May impose conditions necessary to make the use compatible with other uses in the same vicinity
- 14 criteria, 1 required, 13 considered
- Site Plan Review – concurrent or subsequent
 - Staff review
 - Compliance with Land Development Code

Summary Report



- Closure of College St. north of 1st St. E.
 - Existing bus stop
 - Existing 24 parking spaces (3 ADA) general parking
- Expand parking lot northeast of 1st St. E. and Nevada
 - Existing trash service for dorms
 - Existing 82 parking spaces (2 ADA)
- Outcome
 - Net reduction of 10+ parking spaces
 - Bus stop access improved
 - Trash properly screened
- Meets all applicable CUP criteria

COLLEGE STREET CONCEPT



Architecture + Engineering + Environmental + Planning

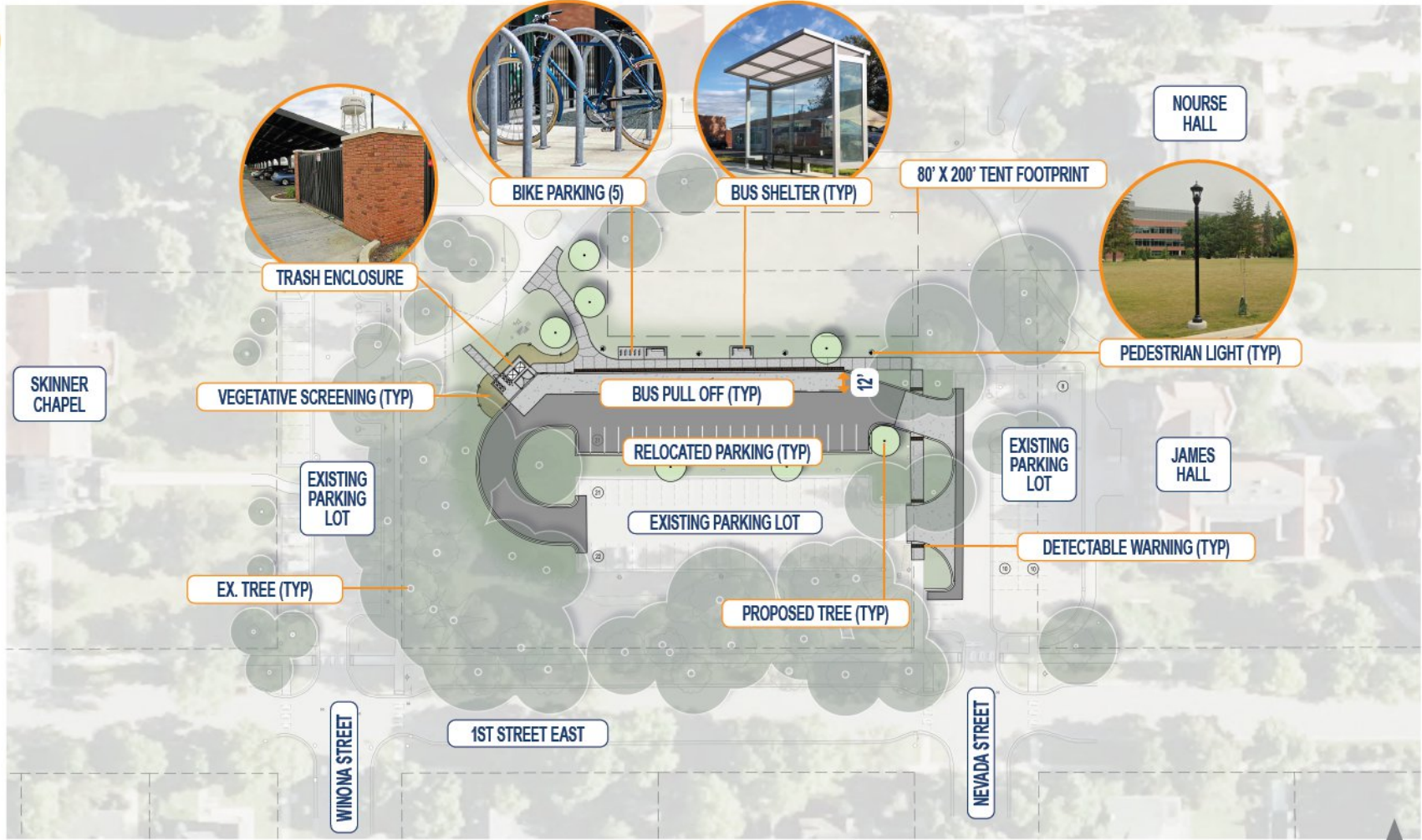


COLLEGE STREET CORRIDOR CONCEPTS
Carleton College - Northfield, Minnesota

25-33479 - February 2026

ISGinc.com

CARLETON BUS STOP



Conditional Use Permit Approval Criteria



- Satisfies required criterion (a)
 - Allowed as a conditional use
- Satisfies criteria (b) - (n)
 - Consistent with LDC intent and Comp Plan
 - LDC requirements address compatibility between districts
 - Impacts are minimal, highly localized, appropriate to context
 - Conditions drafted to address relevant concerns

Public Comments



- Safety concerns due to increased traffic
- Safety and nuisance due to increased heavy traffic
- Inadequate traffic study
- Shifting safety risk from Campus to Community
- All benefit to Applicant and all impact on neighbors
- Existing lighting too bright, new lighting will worsen
- Existing traffic conditions unsafe (too many pedestrians/bikes, too little lighting, too much on street parking, too much traffic)
- Parking lot not compatible with neighborhood character
- Street maintenance costs will increase
- Alternative locations preferred
- Applicant's process of engaging community was insufficient

Staff Recommendation



- Staff recommends approval of the conditional use permit (CUP) for Carleton College to perform transportation facility improvements as specified.
- Suggesting 2 conditions to address lighting and

E
Minnesota
Street View
See more dates



View to north



Google Maps

Minnesota
Street View
See more dates



View to Northeast

Google Maps

 NORTHFIELD
MINNESOTA

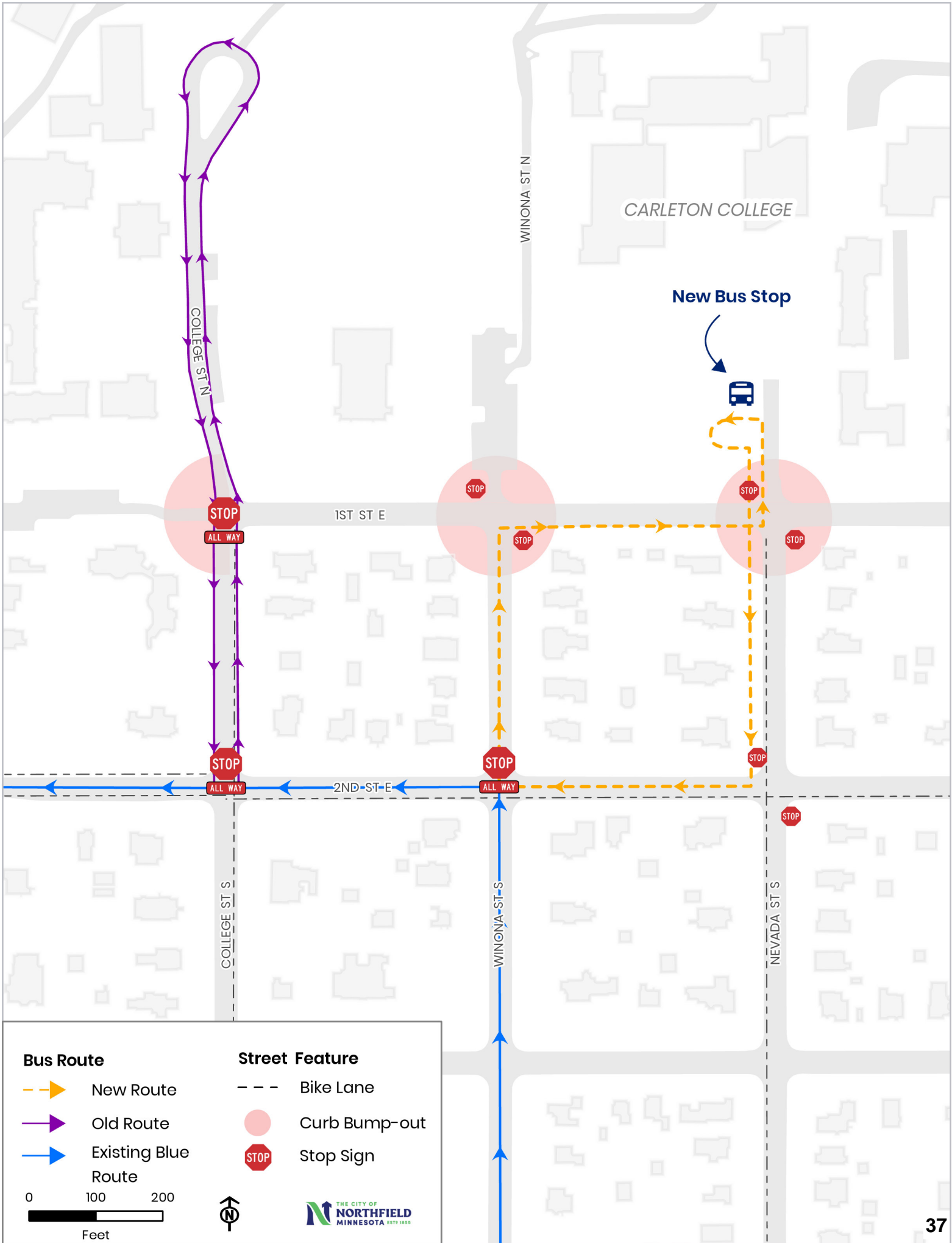
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View north from 1st St. E. &
Nevada

Google Maps





CARLETON COLLEGE

New Bus Stop

COLLEGE ST N

WINONA ST N

1ST ST E

2ND ST E

COLLEGE ST S

WINONA ST S

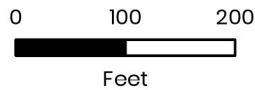
NEVADA ST S

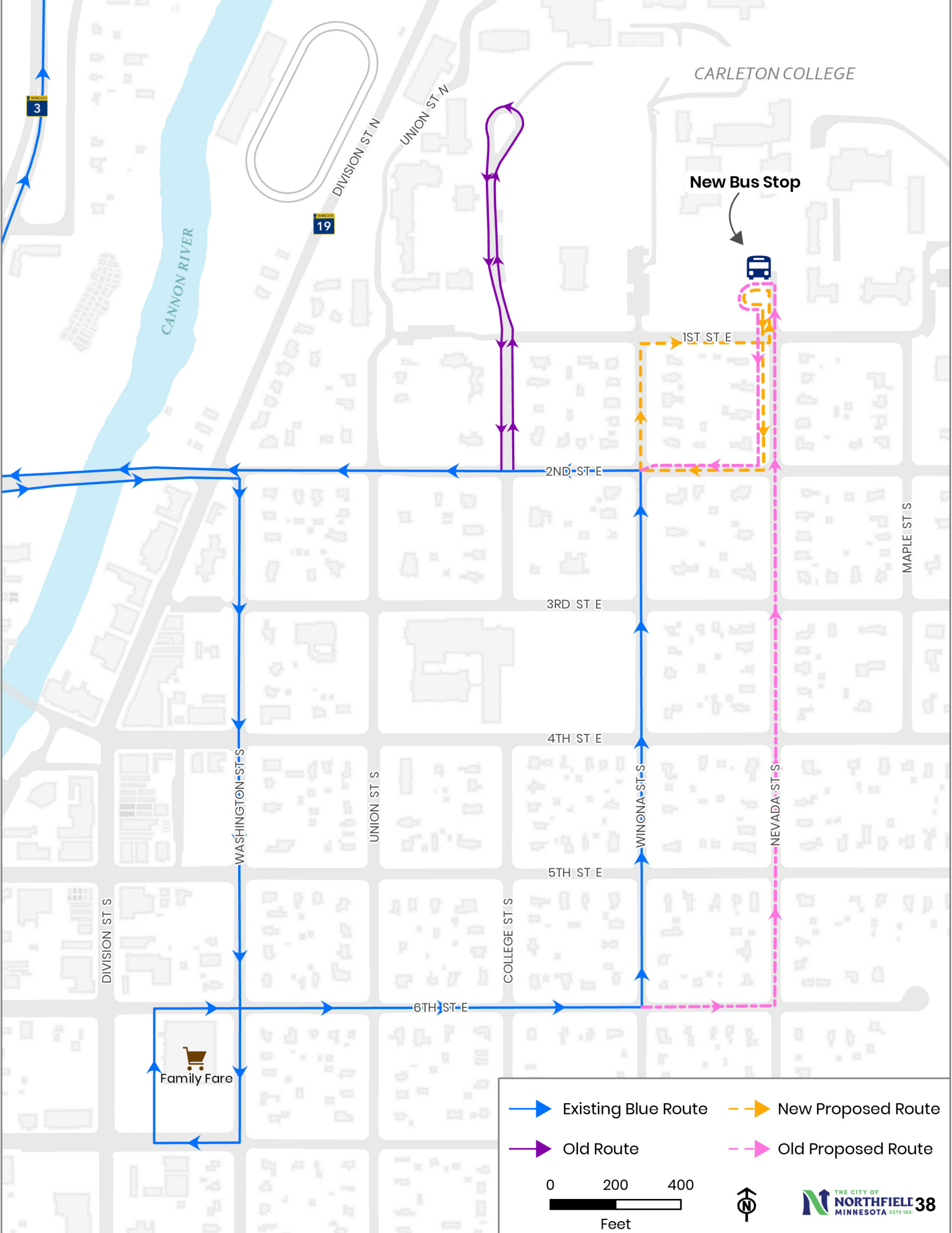
Bus Route

- - - New Route
- Old Route
- Existing Blue Route

Street Feature

- Bike Lane
- Curb Bump-out
- STOP Stop Sign





CARLETON COLLEGE

New Bus Stop

CANNON RIVER

DIVISION ST N

UNION ST N

1ST ST E

2ND ST E

3RD ST E

4TH ST E

5TH ST E

6TH ST E

WASHINGTON ST S

UNION ST S

COLLEGE ST S

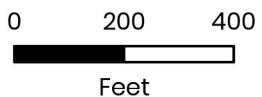
WINGONA ST S

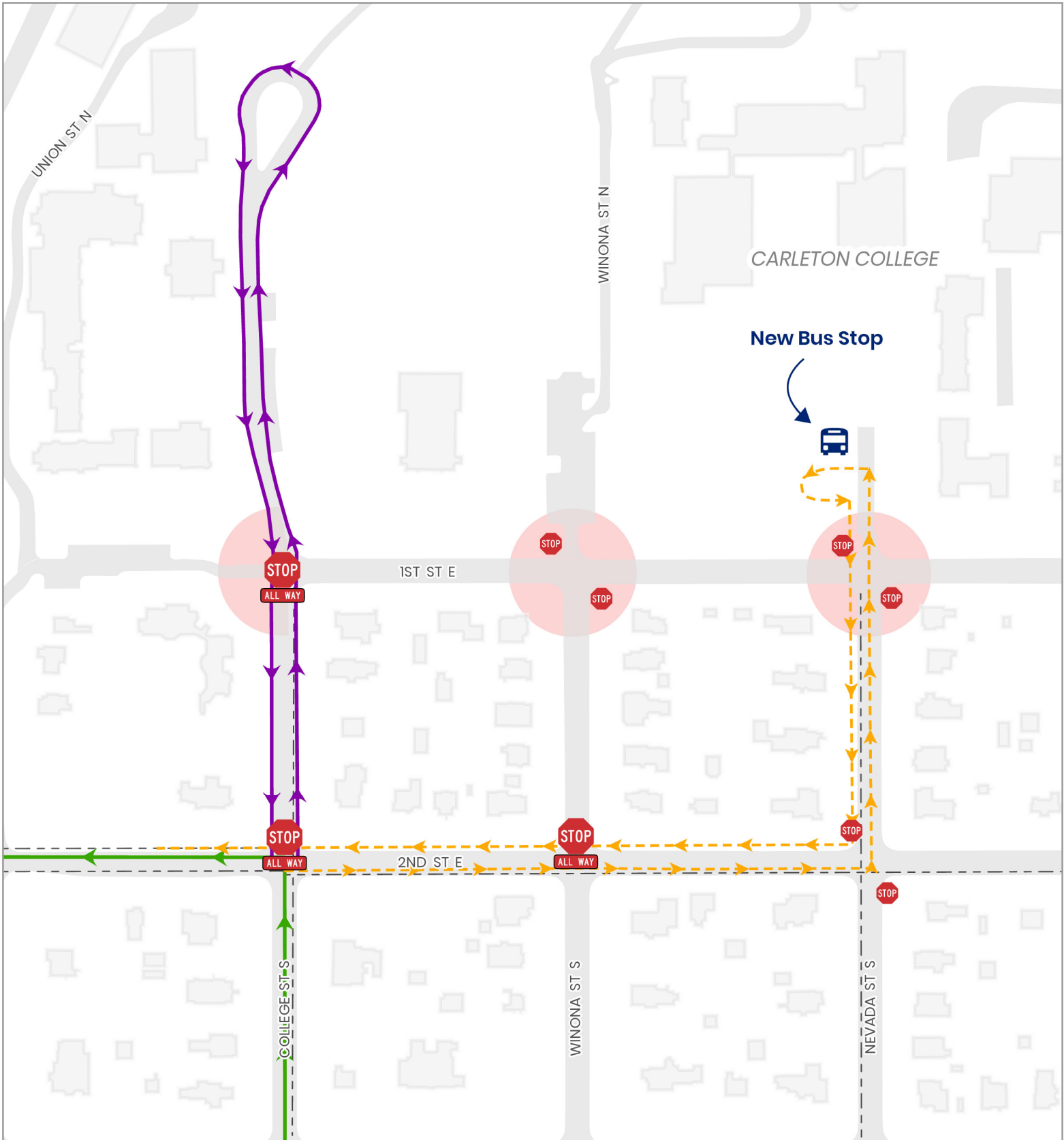
NEVADA ST S

MAPLE ST S

Family Fare

- ➔ Existing Blue Route
 ➔ New Proposed Route
- ➔ Old Route
 ➔ Old Proposed Route





Bus Route		Street Feature	
	New Route		Bike Lane
	Old Route		Curb Bump-out
	Existing Express Route		Stop Sign

0 100 200

 Feet

THE CITY OF NORTHFIELD MINNESOTA ESTD 1855

From: pat.stenglein
To: [Mathias Hughey](mailto:Mathias.Hughey)
Subject: Concerns about plans for a Carleton College Transit Hub
Date: Saturday, March 28, 2026 6:05:26 PM

Warning: Unusual sender [REDACTED]

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Please forward this letter to the City of Northfield Planning Commission

Dear Commissioners,

My husband, Jim and I have lived at 112 Maple St for nineteen years. We strongly feel that the proposed Transit Hub belongs on Highway 19 and not in Northfield's Historic residential neighborhood.

The Transit Hub would be accessed via Second Street. Recently, Second Street was reconfigured to include bike lanes as part of Northfield's walking and biking initiatives. The reconfigured street now includes two-way bike lanes, parking on the North side of the street only, and narrowed two way driving lanes. This was accomplished without widening the street. This is compatible with a residential neighborhood, but not safe for heavy commercial traffic. The driving lanes barely allow cars to pass safely without driving into the bike lanes.

St. Olaf College has a prominent access road off Highway 19. Carleton does not, and with each new project has purposefully moved any traffic safety and traffic esthetic issues off campus and into the neighborhood. This includes student and visitor parking, busses, commercial deliveries, garbage and recycling collection, demolition traffic, construction traffic and more. They have the ability and frontage to use Highway 19, but choose not to.

The Transit Hub should be considered an unsafe commercial use for a residential neighborhood. Our children deserve a safe and aesthetically pleasing neighborhood as much as the college students. Once the students step off the campus, they will also have to deal with the increased safety issues of the proposed commercial traffic for the Transit Hub.

Respectfully,

Pat and Jim Stenglein
112 Maple St

MEMORANDUM

DATE: April 14, 2026
To: Planning Commission
From: Mikayla Schmidt, City Planner; & Mathias Hughey, Associate City Planner
RE: "Supplemental Agenda Background Memo No. 1" for April 16, 2026

Summary Report:

The following is an update on agenda items as supplemental background agenda information made available for Tuesday, April 14, 2026:

1. March 19, 2026 PC Meeting Minutes are attached.

2. PC Res. 2026-003 Consideration of a Conditional Use Permit for Carleton College to Make Transportation Facility Improvements within the Perimeter Transition Area North of 1st St. E.

Please see attached public comments.

4. Consideration of a Conditional Use Permit for Black Bear Wellness MN to Operate a Cannabis Retail Establishment at 680 Professional Dr.

No public comments have been received to date.

6. Consideration of the Preliminary Plat for Harvest Hills Second Addition.

Please see attached public comments.

To City of Northfield Planning Commission & Carleton College
Monday, April 13, 2026

Dear Commissioners, President Byerley, and Carleton College Staff,

For thirty years ago, I have been rooted in Northfield's historic eastside neighborhood in a 1905 house within earshot of the Carleton Carillon bells. In many regards, Carleton is an excellent neighbor, but with regard to the sudden and unilateral decision to relocate the proposed transit and garbage hub so close to the campus/neighborhood boundary the College shown attitudes and behaviors that are self-centered and deaf to dissention. I am grateful to the Northfield Planning Commission for questioning the College's underlying assumptions about the effect of this project on the surrounding neighborhood. I ask that no permits be issued for the project as currently proposed.

For three decades, I have cherished the quality of life that is unique to Northfield. The City's work to foster and protect this quality of life, as codified in the City Comprehensive Plan is visionary. I support its **goals of safe, stable housing and Northfield fostering human connections in our increasingly diverse community through well-designed neighborhoods, gathering places, and business districts that are inclusive for all.**

This is what our neighborhood as now. This is what the current transit/garbage hub plan threatens.

Substantially new traffic here of large and noisy vehicles will: **tear up streets, compromise neighborhood safety, interfere with a sense of ease for walking and conversation with neighbors, and negatively affect my property's financial value.**

Carleton controls a large campus with many edges, many possible sites for this project. It should not be sited on First Street, the few blocks where the historical campus abut our historical neighborhood.

I came to Northfield for a job at Carleton. I have stayed for the quality of life that can be found here and no where else. I ask you to protect the safety and liveability of my neighborhood by denying a permit to establish a transit and garbage hub at First and Nevada.

Respectfully,

Leslie Schultz
114 Winona Street

We are writing to express our concern about Carleton's proposed transit hub at First and Nevada. Bus traffic encroaching further on residential streets abutting the college will definitely make the neighborhood a less appealing one for home owners to live in. The hub where currently proposed may work for the college but it is not good for its neighbors. And ultimately, that will not be good for the college; the attractiveness of the east side neighborhood is an asset to the college, and one that they should be at pains to preserve.

Sincerely,
Elizabeth Ciner
David Schodt
202 Elm Street

P.S. With all that construction that the college has done along Union Street and First, you'd have thought the college would have figured out a way to incorporate a transit hub! We would suggest it use the parking south of David for its hub (or take down Musser - a dorm no one loves!).

Dear Planning Commission,

I was upset after the last Planning Commission meeting. The city presentation totally supported the Carleton proposed transit station and included no potential issues for the neighborhood. The city should be considering the impact on homeowners affected by this proposal. I am grateful for questions and comments raised by Planning Commission members that addressed neighborhood concerns.

Carleton is fortunate to have a beautiful neighborhood with well-kept homes adjacent to the campus. This leads to a positive ambience and impression for students, faculty, staff, and visitors to the campus. Many college campuses are not so fortunate, with these campuses surrounded by dilapidated housing. This neighborhood has been an asset to the town and to Carleton College, and desirable place to live. I want to preserve this.

When we bought our home in 1978, I would never have dreamed that the College would propose putting a transit station at the end of my block on Nevada. At that time, there was a small lot with a few parking spaces at the end of Nevada. This lot grew to the present 77 parking spots after the demolition of the Music and Drama buildings. This decision put far more daily traffic on neighborhood streets which now includes:

- Carleton and community members walking through the neighborhood to and from the campus
- Bicyclists
- Vehicles
- Faculty and staff who park daily on 1st, Winona, and Nevada and then walk to their offices

One of the goals of this project is reducing vehicular traffic and pedestrian conflicts. While the proposed plan may reduce this risk for students, it increases the risk to the neighborhood by adding bus and coach traffic and adding 13 additional parking spots to the Nevada lot.

Carleton has a tremendous amount of land, and I believe there are other sites that will serve the campus and keep additional traffic out of the neighborhood. I encourage you to support our concerns and ask Carleton College to find another solution that is safe for both the campus and the neighborhood.

Jennifer Edwins

Dear Mr. Hughey:

I write as a homeowner in the neighborhood directly south of Carleton College. My husband and I live at 110 Maple, between 1st and 2nd Streets. I am very concerned about Carleton's plan to locate a transit center and garbage hub on the edge of our neighborhood.

Our neighborhood is a unique and historic gem - the oldest in town, created by John North. No other neighborhood is quite like ours, with its historic homes and mature trees. It's no wonder why so many people from other parts of town regularly walk or bike or stroller babies and small children on our streets. It's interesting and people-friendly, abutting the charming downtown district. Recently, bike lanes were added to Second and Nevada Streets, and increased interest in biking on our side of town is anticipated now that the Mill Towns State Trail link is nearing completion on the northeastern side of Northfield. This area has always been sought after with many houses turning over quickly and sometimes passing to new owners through word of mouth rather than realtor listings.

Despite the positives, however, our neighborhood currently faces challenges from Carleton's traffic and parking needs. The streets are regularly parked up with cars, many of which belong to students (identifiable as such because of their out-of-state plates). Most days, Second Street between Maple and College is full of cars - so many that when two cars meet, going in opposite directions, one car has to enter the bike lane.

This proposed plan will add even more traffic concerns to our already challenged area with the addition of transit and Twin Cities-bound buses circulating several times a day. Add to this more disruption from garbage trucks headed to and from the garbage hub, and the livability score for our streets drops quite a bit.

We neighbors see little reason why the College cannot locate a transit center and garbage hub in places that will not so very negatively impact this special neighborhood. This plan may be the tipping point that will cause home values to decrease. Indeed, all this increased commotion may cause good residents who have lived here for decades and carefully maintained their homes to leave. The increase in traffic may discourage potential owners and could perhaps increase the likelihood that homes will become rentals. This could, in time, negatively affect Carleton, as the current neighborhood is charming and likely resonates positively with the families of prospective students who visit. As my last letter to the Planning Commission stated, our family visited several college towns with our three sons when they were looking at schools. It was notable how many nice campuses were bordered by rental neighborhoods where the homes were not well-maintained and, in fact, were eyesores.

I recognize that Carleton staff have explored other scenarios which they found lacking, but I urge them to keep thinking. They have a lot of land. Other options must exist that will not lead to huge traffic boondoggles and the degradation of our neighborhood. I would urge them to undertake some traffic studies throughout the year, so they see what we are already up against. Along with parked up streets, we also live, without complaint, with traffic generated by a range of delivery trucks and campus vehicles. From their presentation at the last Planning Commission meeting, it was clear campus planners had not factored neighborhood impact into their thinking

about this project at all. Though they own the land they are proposing to build on and can do as they wish, it is truly disappointing that they value their good campus neighbors so little.

Sincerely,
Melissa Hager

Dear President Byerly,

I am taking this opportunity to respond to the letter you wrote to Kate Flory regarding the proposed Carleton Transit Station. In the letter you talk of a "mutually beneficial" aspect to the proposed project. I find this to be a complete 'false flag' representation and something that as a Transportation Professional of over 30 years, I take this to be a very patronizing, and frankly, beneath what the neighborhood deserves. There is nothing "mutually beneficial" to the adjacent neighborhood. Let's be clear and honest with each other, the project, as proposed, is exclusively for the benefit and improvement of the College. To somehow represent that the transit station will serve the greater community is a myth and frankly, you should know better than to lean on the argument. We're smarter than that and deserve better. You are merely intensifying an existing local impact and moving it deeper into a vibrant neighborhood.

I spent the first 55 years of my life living in the City of St. Paul. I have witnessed first hand what happens to a vibrant neighborhood when a MIAC school put their interests ahead of a surrounding community. The similarities to this are very stark. I fear that a proposal like this is a moment where the 'wave finally crashes' between school and neighborhood. I implore you, work collaboratively with the neighborhood and city (for which there has been ZERO collaboration) and come of with a truly "mutually beneficial" proposal. Frankly, the College's behavior in this matter has been shameful.

I thank you for your consideration.

William Goff
105 Nevada Street

Dear Planning Commission Members,

I am writing to express my opposition to Carleton College's proposal to move its transit hub to the lot at First and Nevada.

As an elementary school teacher and a mother of three active children living in this neighborhood, I see every day how busy our streets already are. My biggest concern is safety. This plan would move heavy bus traffic and a garbage hub right into an area where many young children play and walk.

We already have a complex mix of traffic here, including many Carleton students walking to class, overflow parking for Central Park and downtown events, bike lanes that drivers and cyclists are still learning to navigate properly, and delivery trucks serving Carleton. Adding additional buses to these intersections will only worsen these safety issues.

I support campus safety, but I don't believe the solution is to shift these risks into a residential neighborhood. I urge the Commission to recommend that Carleton find a more central location that doesn't intrude so deeply into our neighborhood.

Sincerely,

Kate Carlson
Northfield Resident

Dear Mr. Hughey and Members of the Planning Commission,

I am writing in opposition to the proposed Conditional Use Permit for Carleton College's transportation facility changes north of 1st Street East.

I understand the college's goal of reducing pedestrian and vehicle conflicts on College Street. However, the current proposal shifts significant impacts onto the surrounding neighborhood by relocating the bus stop to Lot C2 at 1st and Nevada, expanding that lot, and using the new location not only for the regular Blue and Express routes but also for coach buses used during special events and semester breaks. The application materials also note that the bus route was still being worked out and that the final route was yet to be determined. That makes it difficult for neighbors, and for the Planning Commission, to fully evaluate traffic, noise, safety, and quality-of-life impacts before approval.

I am also concerned that the project materials repeatedly minimize neighborhood impacts without adequately demonstrating that conclusion. The CUP narrative states that the project does not anticipate increased noise, traffic, or disruption to neighboring uses, while Carleton's later follow-up memo acknowledges that the college underestimated the level of neighborhood concern. The same materials indicate that Lot C2 would grow from 83 to 96 parking spaces and become a staging area for buses, which is a substantial operational change for a site directly adjacent to nearby homes.

At a minimum, I ask that the Commission not recommend approval unless Carleton first provides a complete and final operations plan for the site, including the finalized route, frequency of bus use, expected coach bus activity, hours of operation, idling rules, lighting impacts, and a clear traffic and safety analysis focused on the surrounding neighborhood rather than campus needs alone. The staff report notes that the Planning Commission may recommend conditions necessary to make the use compatible with nearby properties. If this application is not denied, then strong conditions should be imposed to protect residents.

This proposal may solve a campus circulation problem, but it should not do so by creating a new burden for the neighborhood. I respectfully ask you to oppose the CUP in its current form, or at minimum require substantially more analysis and enforceable conditions before moving it forward.

Thank you for your consideration.
Sincerely,

Matt Berg-Wall
212 Maple St
Northfield, MN
55057

Dear Mathias,

I want to add my opinion to the discussion of the Carleton Transit hub which will impact me and many of my east side neighbors. My husband and I have lived here since 1977 when he was hired in the math department. Carleton has always tried hard to be a good neighbor and we have appreciated their sensitivity over the decades. However we feel that the transit hub siting which was recommended by a consulting firm in the cities without any input from the neighbors who will be affected by the changes, is a poor solution compared to their original plan to site it near 1st and 2nd on the west side of campus. The hub could be sited somewhere in back of the student health center in the parking lot. At this site there is ample room for a non-permanent shelter and entry to the back entrance to Johnson house which is perfect for inclement weather. Perhaps students could even access Darcie Moses house for a cookie while waiting? Busses would have a shorter drive and won't bother the residents. I also strongly feel that the argument that the students need to be protected from any crossings that involve cars is specious at best as all children are taught at an early age how to negotiate an intersection. We as neighbors do this every day multiple times walking legions of dogs, exercising and going downtown. Drawing bus traffic over several blocks to Nevada on 1st street is more traffic, more gas and exhaust and a lessening of the calm that attracted us to live near campus. Please tell Carleton to do better and come up with a solution that will work for everyone.

Best,

Christie Clarke

501 E 3rd

April 13, 2026

To the Planning Commission:

I am very grateful to members of the Planning Commission for their thoughtful consideration of objections to Carleton's CUP request raised at the March 19 meeting and for noting shortcomings in the proposal Carleton submitted.

As the letters from numerous residents of the community adjacent to Carleton point out, Carleton's proposed location for their new transit hub significantly increases the hazards and nuisances of College-related traffic in a residential community filled with children, pedestrians, and cyclists.

Because the newly-proposed route into campus requires bus traffic heading to or from the College to pass through many more neighborhood streets and intersections than the present system, **the proposal ultimately creates *more* hazards and nuisance for residents than it eliminates for Carleton.**

As has been noted repeatedly by those commenting on the current CUP, Carleton's proposal gave no thought to the impact their transit hub placement would have on the surrounding community, and considered only the benefits they sought for students. While a subset of Carleton students may take the bus on occasion during their few years at Carleton, the impacts of traffic on neighbors who live here year round for decades will affect families' daily life indefinitely.

The most problematic part of the proposal is the way it necessitates altering traffic patterns to bring increased vehicular traffic to the many residential streets filled with children playing or walking to school buses, as well as numerous other pedestrians and cyclists using our streets every day. Additionally, unlike areas the College owns, the residential area Carleton proposes to send bus traffic through has multiple driveways per block that already face sightline issues due to on-street parking usually filled with the cars of Carleton staff and students. Increasing traffic to this already congested area would make daily exits from residential driveways even more challenging and dangerous than it already is.

Comments from the College have prioritized a location central to their students' living quarters, but it's important to put this priority in context. If students need to walk an extra two minutes to a bus a few times in their years at the College, **why should this minor inconvenience**

outweigh the additional hazards and nuisance permanent residents must endure daily for decades?

Other reasons the College has cited for dismissing alternate locations include the need to remove trees or redo hardscape. In the absence of other considerations, one can see why the College would choose a location that would save them money and effort. However, there *are* other considerations, and I would argue that if alternate locations require additional expense or removal of trees, weighed against the nuisance and hazards caused to the surrounding community in perpetuity, Carleton should be asked to re-evaluate their suitability and find a spot that keeps traffic to the west, away from a neighborhood filled with children.

Carleton's proposal demonstrates how little awareness those overseeing this project have of their decisions' impact on their neighbors. For nearly 24 years my family has lived on a street Carleton uses for deliveries and students use to access the east side of campus. Peaceful times outdoors are routinely disrupted by the noise of trucks and buses coming through. Students zoom around our corner well above the speed limit, endangering the children who live here.

During Carleton's many construction projects, we've had the character of the neighborhood transformed completely by trucks passing so often it's impossible to enjoy time spent outside our homes during the day or feel that our children are safe walking to a friend's house. We suffered through those many months of noise, pollution, and disruption with the knowledge that the impacts on our lives would be relatively temporary. In contrast, Carleton's current proposal would inflict the additional noise, pollution, and lessened safety on us permanently.

I urge the Planning Commission to deny Carleton's CUP request on the grounds that it significantly diminishes the safety of our neighborhood and increases vehicular nuisance to the detriment of our quality of life.

Thank you very much for your careful consideration of this issue.

Susannah Shmurak
114 Maple Street

To: Planning Commission members
Re: Carleton's current CUP application
Date: April xx, 2026

As you will see, the document below is an annotated version of a much appreciated letter from Carleton administrators explaining the history behind their current CUP application. On reading it, I was struck by numerous errors and ambiguities in its defense of their position which need challenging before the Planning Commission acts. I urge you to read the present document carefully, paying attention to my annotations and footnotes in red. Thank you for considering it.

Richard Noer
101 Winona St. resident for 58 years
Laurence McKinley Gould Professor of Physics Emeritus

April 9, 2026

Key to annotation: red underline = phrase being explained; [red] = explanation; red = editing by RN

TO: Carleton Neighbors

FR: Eric Runestad, Vice President and Treasurer
Linda Weingarten, AVP for Facilities and Capital Planning

RE: Background on College Street Closure, Bus Stop Location Evaluation

We write to follow up on the meeting held with a group of neighbors on Friday, April 3, with regard to the closure of College Street and the relocation of the campus bus stop. We hope that this memo will help address some questions that were raised about the project's history, and the key points of consideration involved in the decision to seek relocation of the campus bus stop to the proposed site rather than alternative locations.

The Transportation Study commissioned from Walker Consultants in 2022 made recommendations for the location of new bus stop stations, building on the Circulation Plan. The proposed alternate locations were at First/Maple and First/College Street. The rationale for these locations was to bring the stops closer to the student residence halls to encourage student use of public transportation.¹

When the Class of 1974 Center (also known as the Student Health and Counseling Center) was being designed in 2022-2023, ideas from these studies were brought forward to the design team and Planning Committee working on that project. Our initial hope was that the campus bus stop could be incorporated into the planning for the Class of 1974 Center. In April of 2023, this concept was discussed at the Campus Design Advisory Committee meeting, where a conceptual rendering was presented. The Committee recommended against this location. The rationale for this included concerns that the Class of 1974 Center was not compatible as a student waiting area,² as it conflicted with the generally private nature of Student Health and Counseling and Title IX services. In addition, proximity to services such as restrooms, vending, etc.³, was not ideal, and the location was not sufficiently centralized¹. Following the April 2023 Campus Design Advisory Committee meeting, and with consultation from the Student Health and Counseling Center Planning Committee and President's Cabinet, the plan

¹A weak argument. See note at the end.

²Note that eventually the bus waiting area was removed from the 1974 Center.

³These would not normally be considered as normal for a bus stop!

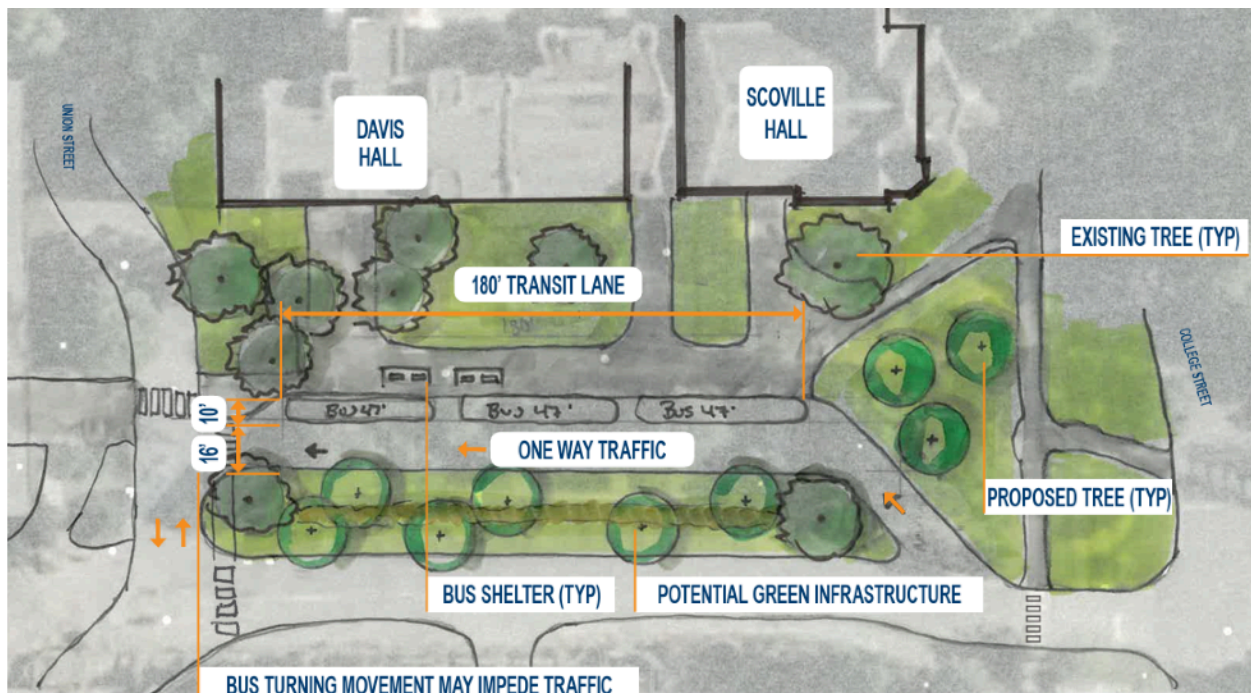
for including the bus stop in the design work for the Class of 1974 Center was abandoned. The conclusion was to reject this location, and at the time, no suitable alternative was identified.

In October of 2025, the College contracted ISG consultants to evaluate additional potential locations for the bus stop, which are noted in the Planning Commission materials. The goals of the project to close College Street and relocate the bus stop are to:

- Reduce vehicular traffic and pedestrian conflicts
- Enhance the heart of campus through a pedestrian-friendly corridor⁴
- Provide a central¹, alternative location for transportation pickups
- Maintain required emergency vehicle access
- Minimize impacts on parking
- Repair damage to the existing roadway

ISG developed schematic plans that took into account the existing infrastructure, our goals for the project, and current bus stop design best practices. Locations studied are on page 27 of the Planning Commission materials.

Location T3 (on 1st Street, rendered below⁵) was reviewed by the Campus Design Advisory Committee in October of 2025, and President's Cabinet in January of 2026, and was rejected due to the impact on the green spaces⁶ south of Davis and Scoville Halls, as well as the pedestrian and vehicle conflicts⁷ that would remain at the intersection with Union Street.



More context about the challenges and limitations of locating the bus stop on the block

⁴...to the detriment of the neighbors on 1st, Nevada, and Winona Steets

⁵Note the assumption of *three* rather large buses at same time, and *two* shelters. They are imagining a big-city bus situation.

⁶...at the expense of green space lost to a bus stop in lot C2

⁷I've seen very little pedestrian traffic in this area.

bounded by First, Second, Union and College Streets may be useful. As noted in the testimony provided during the public hearing at the Planning Commission, we have studied this area extensively over the last few years.

It is important to note that the final site design for the Class of 1974 Center makes locating the bus stop in proximity to that building extremely challenging. 1st Street has been narrowed significantly⁸ and is now designed to encourage service vehicles to use the Burton Service Drive (Union Street north of 1st) rather than continuing east on 1st. The project also included the installation of significant stormwater infrastructure around the Class of 1974 Center between the north side of the building and 1st Street. In addition, grading presents a significant challenge for accessibility, as noted by the unusual configuration of the accessible sidewalk north of the building. Taken together, these features present significant challenges to locating the bus stop in that corner of the block. An evaluation of the potential for a bus stop elsewhere in the block reveals significant conflicts with our stated goals for the project, notably:

- Locating the bus stop within the right of way on any of these streets would not be in line with industry best practice⁹. It would also require almost all student users to cross First Street and/or College St. to access it [No!¹⁰], and this would not sufficiently reduce vehicular and pedestrian conflicts.
- Developing the necessary staging and waiting areas with accessible features would repurpose a great deal of the space within that block. Parking would be significantly impacted, and there would be material disruption to this area, a key entry corridor for Admissions where the College places a high priority on convenient, proximate visitor parking.¹¹
- This location is not well centralized¹ with respect to where students live on campus.

Neighbors have asked about other locations, including east of Highway 19 and at the Rec Center. The grading east of Highway 19 would present significant accessibility challenges, and a bus stop there would be inconvenient for almost all students. That area is already rife with pedestrian-vehicle conflicts related to Laird Stadium, West Gym, and Facilities, and adding more foot or vehicle traffic there runs counter to our goal of reducing such conflicts. That location would also require the State of Minnesota to allow changes to the public right of way to accommodate this project, an effort that, based on our experience, would not be successful. The Rec Center location would be convenient for only a small percentage of our students and would also require significant retooling of Hiawathaland Transit routes. This would likely result in the elimination of stops elsewhere in the community in order to maintain the current schedule.

⁸Not if we remove the “potential green infrastructure,” which might have been nice, but would have crowded the space.

⁹This probably referred to big-city streets and buses, not college campuses.

¹⁰Students coming from the main part of campus are already north of 1st Street and wouldn't need to cross the still-open part of College St. – only those few using the 1974 Center would.

¹¹We'd need a current map of the area to plan this properly.

Locating the bus stop in lot C2 (T1) meets all of the goals that were identified for the project. [Original statement]

Locating the bus stop in or near the location (T3) discussed on p. 2 above meets all of the goals that were identified for the project as well as meeting most objections cited by neighbors in the Winona/1st/Nevada/2nd area. [Revised statement]

- By locating the bus stop out of the right of way with a low concrete barrier, pedestrian-vehicle conflicts would be nearly eliminated at this location, as most students will not have to cross any streets to get to the stop. Almost every rider has to cross a street to access the current bus stop. This is an important point often lost in the discussions surrounding this project. By closing College Street, we will be eliminating thousands of weekly vehicle-pedestrian conflicts for students crossing and or walking in on College Street north of 1st. Those conflicts are not pushed into the neighborhood, they simply disappear. This is not to say we remove all pedestrian/vehicle conflicts, but by removing thousands of them, we are significantly improving safety in support of the goals of the project. [This is still true with the T3 location (see p. 2 above).]
- The new location could still provides shelter, seating, appropriate lighting, and maintain unobstructed, accessible paths. The waiting area design would comply with ADA standards, including proper curb heights for boarding, minimum landing pads, and smooth, direct pathways.
- Vending machines, restrooms and severe weather shelter can be accessed in ~~Anderson Hall or other~~ nearby buildings, with appropriate omissions for the 1974 Center.
- This site affords sufficient room for staging as needed, and is centralized such that over 80% of students would be living within a five-minute¹² walk of the site.
- Unlike the Lot C2 bus stop site proposed by Carleton, our proposal leaves in place the entire large green field north of the present Lot C2, often used as an informal playground by students.

The information provided as part of the CUP process focused on the campus, but we did consider the potential impact on the neighborhood. The current bus route has not generated complaints¹³, and we did not expect a slightly¹⁴ altered route to be disruptive. Clearly, we underestimated the concerns that could be generated by the prospect of such a change.

Other follow-up items that came up in our recent meeting:

- Trash/Waste: Currently, on the east side of Lot C2 near James Hall, there is a waste collection and pick up site, which is not currently screened. The existing waste collection totes will be relocated to the new enclosure on the west side of C2. No changes to waste collection, service routes, or frequency are anticipated. [Neighbors' bus stop proposal would make this item irrelevant.]

¹²Would be about "seven-minute" using the T3 location – does not seem a significant increase.

¹³No complaints now because it currently does not pass in front of *any* homes in the Winona/1st St/Nevada/2nd St neighborhood relevant to this proposal!

¹⁴Because of the error at note 13, the expectation here was misjudged. The route alteration was *significant*, not "slight".

- Parking: parking lots already exist at Nevada/First Street. This project will add 13 parking spaces to lot C2 (83 to 96, or a 16% increase), including two ADA-compliant stalls. The additional spaces will be located north of the existing parking lot, away from the College’s property line. No destinations near this lot generate high parking turnover, and general parking patterns should not change as a result of this project. [If the T3 location is chosen, those 13 spaces will need to be found elsewhere on Carleton property.]

Finally, it is important to note that this proposed relocation does not introduce permanent structures. We view this as an adaptable solution that can be adjusted over time. We value the College’s close connection to the surrounding neighborhood and look forward to continuing to work with the City and our neighbors to address ongoing concerns.

End-note on behalf of the neighbors:

Several times (marked by footnote “1”) the Carleton document above implies that the closer a student’s room is to the campus bus stop, the more likely they will choose the bus rather than their car. At least for the local destinations served by Northfield’s Hiawatha Lines, this is clearly not true under normal conditions. Consider the table at the right, built using the timetable available online, for an imagined run from campus to Target:

[Using average waiting times of ~20 min., from scheduled bus frequency of 45 min.]

By Car	Min	By Bus	Min
Room-campus parking	10	Room - campus bus stop	5
Campus parking-Target	12	Wait for bus A	20
Time at Target	15	Bus Stop - Depot	10
Target-campus parking	12	Wait for bus B	20
Campus parking-Room	10	Bus B - Target	26
Trip total	49	Time at Target	15
		Bus A - Depot	24
		Wait for bus B	20
		Depot - campus bus stop	10
		Campus bus stop - room	5
		Trip total	150



Legislation Text

File #: 26-194, Version: 1

Planning Commission Meeting Date: April 16, 2026

To: Members of the Planning Commission

From: Mathias Hughey, Associate City Planner

Public Hearing for Consideration of a Conditional Use Permit for Black Bear Wellness MN to Operate a Cannabis Retail Establishment at 680 Professional Dr.

Action Requested:

The Planning Commission is asked to conduct a public hearing to gather input on the conditional use permit (CUP) for Black Bear Wellness MN to operate a cannabis retail business at 680 Professional Dr.

Summary Report:

Black Bear Wellness MN has applied for a CUP to operate a cannabis retail business at 680 Professional Dr. Consideration of a recommendation to City Council is scheduled following the public hearing.

Public hearing notices were mailed to property owners within 350' of the property on April 1, 2026. A copy of the public hearing mailing and location map are attached. The public hearing notice was published in the Northfield News on Wednesday, April 1, 2026.

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 and comments/conversation will be between the Chair and speaker; and between the Chair and Commissioners.
 - 2. The speaker 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.

3. Speakers will be allowed to speak a maximum of two (2) minutes per item (not including interpreter's 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 Planning Commission meeting shall be read into the record or summarized for the record or simply delivered to the Planning Commission, as the Planning Commission may determine. They shall then be recorded in the minutes by title and filed with the minutes.

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 City Council will make a motion, second, and vote on closing the public hearing.

Staff will be giving a presentation on the CUP. 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 for that for the applicant or public at that time.

City Plans & Policies Relevance:

NA

Alternative Options:

NA

Financial Impacts:

NA

Tentative Timelines:

April 1, 2026: Public hearing notice in Northfield News
April 1, 2026: Public hearing notice mailed to properties within 350 ft.
April 16, 2026: Public hearing and PC recommendation to City Council
April 21, 2026: City Council reviews and makes a final decision on CUP



Public Hearing Notice of the Northfield Planning Commission

TO: Property Owners Within 350 feet

APPLICANT: Black Bear Wellness MN

PURPOSE: To receive public input regarding a conditional use permit (CUP) for Black Bear Wellness MN to operate a cannabis retail establishment.

LOCATION OF PROPERTY: PID 2201429004 / 680 Professional Dr., Northfield, MN 55057

MEETING: Beginning on or after 6:00 p.m., Thursday, April 16, 2026

PLACE OF HEARING: Northfield City Hall - Council Chambers
801 Washington St. S., Northfield, MN 55057

HOW TO PARTICIPATE: Public comment related to the application is welcome. Methods for public input include:

- Providing comment in person during the public hearing
- eComment - Residents can comment on agenda items until 12:00 PM 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 meetings page:
<https://northfield.legistar.com/Calendar.aspx>
- Sending an email, letter or calling Mathias Hughey no later than 12:00 PM on the day of the meeting:
 - o E-mail: mathias.hughey@northfieldmn.gov
 - o Address: City of Northfield, 801 Washington St. S., Northfield, MN 55057
 - o Phone: 507-645-3014

HOW TO WATCH THE MEETING: The meeting is livestreamed and can be viewed via the link below. Videos of the meetings are typically available on this page the day following the meeting.

- <https://northfield.legistar.com/Calendar.aspx>.


Please contact Mathias Hughey with questions/comments by phone at 507-645-



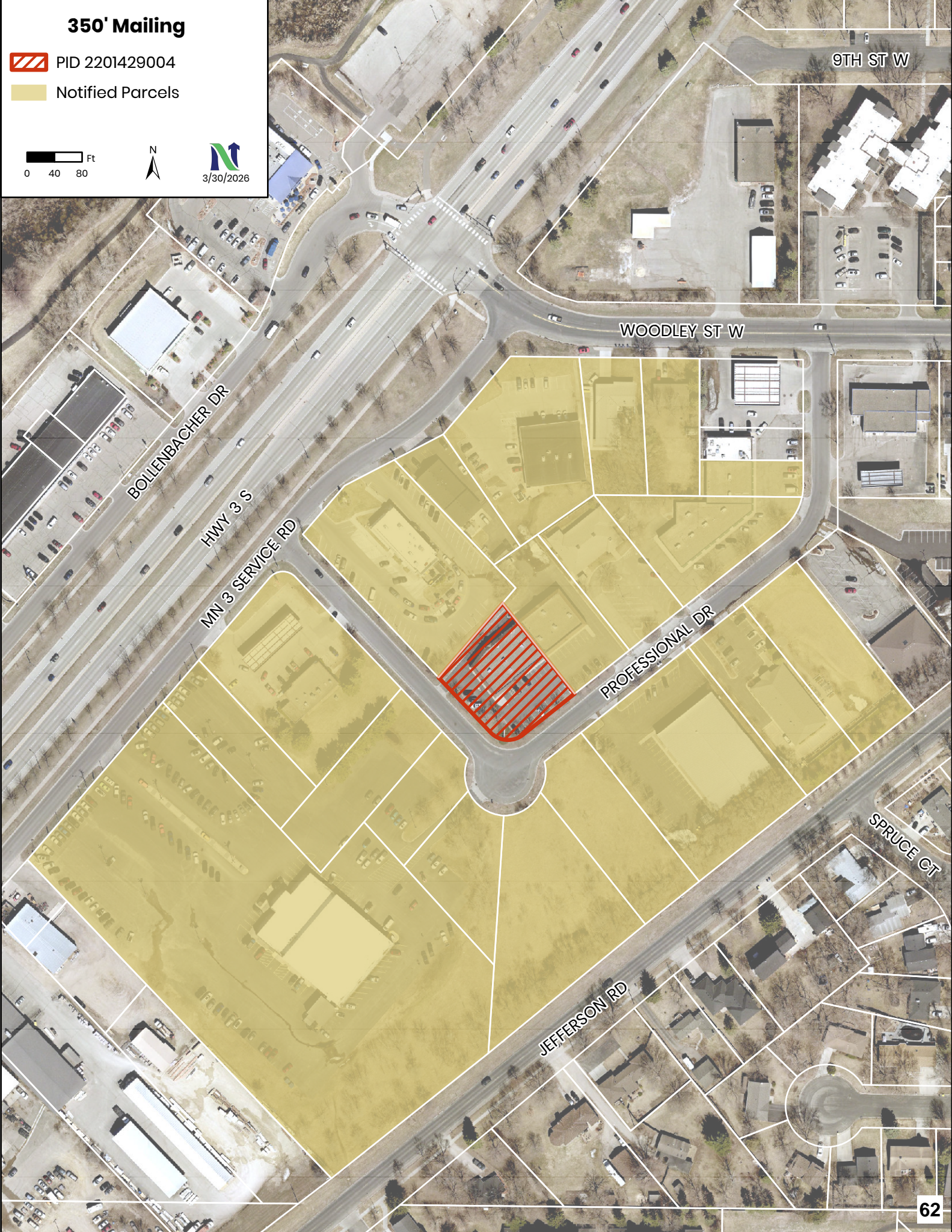
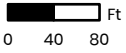
Public Hearing Notice of the Northfield Planning Commission
3041 or by e-mail at mathias.hughey@northfieldmn.gov

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.

350' Mailing

 PID 2201429004

 Notified Parcels





Legislation Text

File #: PC Res. 2026-004, **Version:** 1

Planning Commission Meeting Date: April 16, 2026

To: Members of the Planning Commission

From: Mathias Hughey, Associate City Planner

Consideration of a Conditional Use Permit for Black Bear Wellness MN to Operate a Cannabis Retail Establishment at 680 Professional Dr.

Action Requested:

The Northfield Planning Commission is asked to recommend approval of the conditional use permit (CUP) to the City Council for Black Bear Wellness MN to operate a cannabis retail establishment at 680 Professional Dr.

Summary Report:

The applicant, Black Bear Wellness MN (the applicant) has applied for a CUP to operate a cannabis retail establishment at 680 Professional Dr. The applicant has received Preliminary License Approval from the State of Minnesota Office of Cannabis Management to operate a cannabis business and has applied for a Retail Registration from the City Clerk. In order to approve the Retail Registration, the applicant must first receive a conditional use permit.

State law requires that the City of Northfield issue a minimum of two (2) cannabis retail licenses, based on the population of the city. These licenses are to be issued on a first-come, first-served basis. The applicant is the second to apply. City code limits cannabis retail licenses to a maximum of two licenses.

The business will be a retail-only establishment with no on-site production or consumption.

Table 2.7-1: Permitted Principal Uses allows Cannabis Retail as a conditional use in the C2-B: Highway Commercial District. The use-specific standards for Cannabis Retail the C2-B: Highway Commercial zoning district, include the following regulations:

- A cannabis business with a retail license or a cannabis retail endorsement is prohibited from sharing a common entrance with a business licensed as a tobacco product shop.
- Cannabis businesses with a retail license or a cannabis retail endorsement shall be located a minimum distance of 300 feet from any primary or secondary school, measured from the property line of the school to the principal structure of the cannabis retail business.
- Cannabis businesses with a retail license or cannabis retail endorsement shall be separated from other such cannabis retail businesses by a minimum distance of 1,320 feet.

The application satisfies these requirements.

Additional regulations for cannabis establishments are included under Chapter 30 - Health and Sanitation, of the City Code. Some of these include:

- A limitation on the hours of operation from 10:00 AM until 10:00 PM
- The prohibition of on-site consumption without satisfying additional conditions
- The prohibition of on-site consumption by smoking or vaporization
- A limit of two (2) cannabis retail registrations in the city

The approval criteria for a CUP do not include these additional regulations. Compliance with and enforcement of those regulations falls outside the considerations of the CUP process. Specifically, they are administered through licensing and law enforcement.

Minnesota state law also includes additional requirements for cannabis retail businesses, including security systems, minimum age limits for employees and patrons, specific building configurations, the products that may be sold, interior lighting, and more. These regulations also fall outside the consideration of the CUP process.

A CUP follows a Type 4 Review Procedure found in Section 8.4.7 of the land development code (LDC). Type 4 Review Procedures requires the Planning Commission (PC) to hold a public hearing and make a recommendation to the City Council. The City Council makes the final decision on the CUP.

In the approval of a CUP, the PC may recommend City Council impose conditions as necessary to make the use compatible with other uses allowed in the same district zone or vicinity. Criterion (a) must be met and criteria (b) through (n) shall be considered in the review of conditional use permit applications. The analysis of the criteria is provided in the PC resolution.

Staff Recommendation:

Staff recommends that the Planning Commission recommend approval without conditions of the CUP to operate a cannabis retail establishment at 680 Professional Dr. to City Council.

City Plans & Policies Relevance:

City Plans support small business development.

Alternative Options:

If the proposed conditional use satisfies both the general and specific standards set forth in the zoning ordinance, the applicant is entitled to the conditional use permit. Importantly, if the applicant meets the general and specific ordinance standards, the city usually has no legal basis for denying the CUP.

Financial Impacts:

NA

Tentative Timelines:

April 1, 2026: Public hearing notice in Northfield News
April 1, 2026: Public hearing notice mailed to properties within 350 ft.
April 16, 2026: Public hearing and PC recommendation to City Council
April 21, 2026: City Council reviews and makes a final decision on CUP

CITY OF NORTHFIELD, MN
PLANNING COMMISSION RESOLUTION 2026-004

RECOMMENDATION TO APPROVE A CONDITIONAL USE PERMIT TO THE CITY
COUNCIL FOR A CANNABIS RETAIL ESTABLISHMENT

WHEREAS, the applicant, Black Bear Wellness MN, 104 E 4th St., Winona, MN 55987 (the “Applicant”), seeks a Conditional Use Permit, pursuant to Northfield City Code, Ch. 34, the Land Development Code, Secs. 2.9.19, 3.2.4, and 8.5.9, to allow the operation of a cannabis retail establishment at 680 Professional Dr. (the “Conditional Use Permit”), which is zoned C2-B: Highway Commercial; and

WHEREAS, Empower Health, LLC is the owner of the above-referenced property; and

WHEREAS, the above-referenced property is legally described on Exhibit A, which is attached hereto and incorporated herein by reference; and

WHEREAS, the City of Northfield Planning Commission (the “Planning Commission”) conducted a public hearing on April 16, 2026, and received public testimony regarding the proposed Conditional Use Permit; and

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

WHEREAS, following the public hearing, the Planning Commission reviewed the requested Conditional Use Permit at its April 16, 2026 meeting pursuant to the standards and criteria contained in Northfield City Code, Ch. 34, the Land Development Code, Secs 2.9.19, 3.2.4, and 8.5.9.

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

1. The recitals hereto are incorporated herein by reference as findings.
2. The Planning Commission hereby recommends approval to the City Council of the requested Conditional Use Permit, pursuant to Northfield City Code, Ch. 34, Secs. 2.9.19, 3.2.4, and 8.5.9, to allow the operation of a cannabis retail establishment at 680 Professional Dr. and adopts the findings, which are attached hereto and incorporated herein by reference as Exhibit B.

PASSED by the Planning Commission of the City of Northfield on this 16th day of April 2026.

Chair

Member

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

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

680 Professional Dr. of

LOT 4, BLOCK 1, OF LUBBER'S COMMERCIAL ADDITION, IN THE CITY OF
NORTHFIELD, RICE COUNTY, MINNESOTA

EXHIBIT B

PLANNING COMMISSION FINDINGS

Conditional Use Permit Approval Procedure & Approval Criteria:

A CUP follows the Type 4 Review Procedure found in Section 8.4.7 of the LDC. For the Type 4 Review Procedure, the Planning Commission holds a public hearing and makes a recommendation to City Council, and City Council makes the final decision.

In the approval of a conditional use permit, the Planning Commission may recommend that the City Council impose such conditions as necessary to make the use compatible with other uses allowed in the same district zone or vicinity. Northfield City Code, Sec. Section 8.5.9, Criterion (a) below must be met, and criteria (b) through (n) shall be considered in the review of conditional use permit applications:

a) The proposed use is allowed as a conditional use in the district for which it is proposed as shown in Table 2.7-1;

Yes, the proposed use of Cannabis Retail is allowed as a conditional use in Table 2.7-1 within the C2-B: Highway Commercial zoning district.

b) The conditional use will be in accordance with the general objectives, or with any specific objective, of the city's comprehensive plan and this LDC;

The cannabis retail establishment upholds the objectives of the City's Comprehensive Plan and LDC in the following categories:

Sustainable Economic Future –

Strategy 3 - Small Business Development – build a supportive and culturally competent environment for local businesses to thrive by connecting business owners to the resources from which they can benefit.

The proposed use meets the following purposes of the LDC:

1.1.3 Encourage growth in infill locations as the desired location of development with expansion on the edge of the city a secondary priority.

1.1.4 Create residential community areas with strong neighborhood qualities including pedestrian-friendly streets, community gathering spaces, and basic commercial needs within walking distance.

1.1.6 Allow for places with a mixture of uses that are distinctive and contribute to the city's overall vitality.

1.1.8 Provide for the expansion and diversification of the economic base to assure a strong economy.

1.1.9 Promote an ethic of sustainability in all activities to ensure that proposed development and redevelopment will, at a minimum, conserve energy and natural resources.

The proposed use meets the use-specific standards in Northfield City Code, Sec. Section 2.9.19 of the LDC:

The cannabis retail business is located more than 300 feet from a primary or secondary school, is located more than 1,320 feet from another cannabis retail business, and does not share a common entrance with a tobacco products shop.

- c) The conditional use will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area;
The proposed use utilizes an existing structure. Renovations will be limited to the interior of the building, and the exterior will conform to the regulations of the Land Development Code. The new use will not change the essential character of the area.
- d) The conditional use will not be hazardous or reasonably disturbing to existing or future uses;
Conditions and regulations in the Land Development Code for the operation of a cannabis retail location were adopted to ensure the use would not be hazardous or unreasonably disturbing. The proposed location is adequately served by existing infrastructure so that impacts due to an increase in traffic will not negatively impact the area.
- e) The conditional use will be served adequately by essential public facilities and services such as streets, police and fire protection, drainage structures, refuse disposal, water and sewer;
The cannabis retail will be adequately served by essential public services. The property is served by Professional Dr. to the southeast and southwest, which is accessed from Woodley Street/Hwy 246 to the North and Hwy 3 Service Rd (frontage road) to the west. State Highway 3 South is also a major road connection to the west. Drainage on site is served by a storm sewer. Refuse disposal will be handled through trash collectors serviced by a waste removal provider. Water and sewer connections are available and adequate to serve the project and site. The area currently lacks sidewalks, and is close to the Mill Towns State Trail, connections to the sidewalk network should be constructed as part of future projects. Based on this information, existing municipal utilities are adequate to meet the requirements of the proposed project. Final design is subject to technical building review completed and approved by staff.
- f) The benefits of the conditional use outweigh the potential negative effects of the surrounding community;
The State of Minnesota has determined that the benefits of a commercial cannabis market outweigh the potential negative effects. The City has adopted additional regulations to address local concerns. The benefits of the added commercial activity will outweigh the potential negative effects.
- g) The conditional use will not create excessive additional requirements at public cost for public facilities and services;
The conditional use is not anticipated to create additional public cost for public facilities or services.
- h) The conditional use will not involve uses, activities, processes, materials, equipment and conditions or operations that will be detrimental to any persons, property or the general welfare by reason of excessive traffic, noise, smoke, fumes, glare, or odors;

The cannabis retail establishment is not expected to generate noise, smoke, fumes, glare, or odors. There may be an increase in traffic to and from the site, but it is not anticipated to be excessive.

- i) The conditional use will not result in the destruction, loss, or damage of natural, scenic, or historic features of major importance as may be established in the comprehensive plan or other city plans related to natural, scenic, or historic features;

The cannabis retail establishment is not expected to result in the destruction, loss, or damage of natural, scenic, or historic features of major importance as may be established in the comprehensive plan or other city plans related to natural, scenic, or historic features. The project involves the reuse of an existing commercial space in a multi-tenant building.

- j) The traffic and parking generated by the use will not lower the Levels of Services as described in the comprehensive plan update of intersections within a quarter mile of the site. The additional trips generated by this use are not significant enough to lower the Levels of Services in the area.

- k) In residential districts, the use is of a similar height, building orientation, massing, setback, and scale as to be compatible with surrounding uses in compliance with Section 3.5 Neighborhood Compatibility Standards;

N/A

- l) In the Perimeter Transition Area (PTA) within the college development district (CD-S) that abut residential and commercial districts, height, building orientation, massing, setback and scale shall be considered in building renovation and/or new construction in order to maintain compatibility with surrounding areas as described in Section 3.4, Neighborhood Compatibility Standards. These neighborhood compatibility standards are to be administered in order to maintain a harmonious neighborhood environment and absolute compliance with these standards is not intended.

N/A

- m) Impacts such as noise, hours of activity, and outdoor lighting have been addressed to mitigate negative impacts on nearby uses.

The development is not anticipated to have negative impacts caused by noise, hours of activity, or outdoor lighting. City code allows the cannabis retail establishment to operate with similar hours to other retail establishments. There will be no outside activity to generate noise – all operations are contained within the building.

- n) Parking is adequately provided for the proposed conditional use.

The LDC requires no additional off-street parking in the C2-B: Highway Commercial zoning district. All parking will be in the existing parking lot.

The following information shall be provided as part of the Conditional Use Permit application:


- (i) Number of customers, patients, visitors, or other patrons of the proposed use.
The proposed use estimates approximately 10 customers maximum at any given time, with each visit being of a short duration.
- (ii) Number of full-time and part-time employees;

There will be approximately 4-6 employees on site.

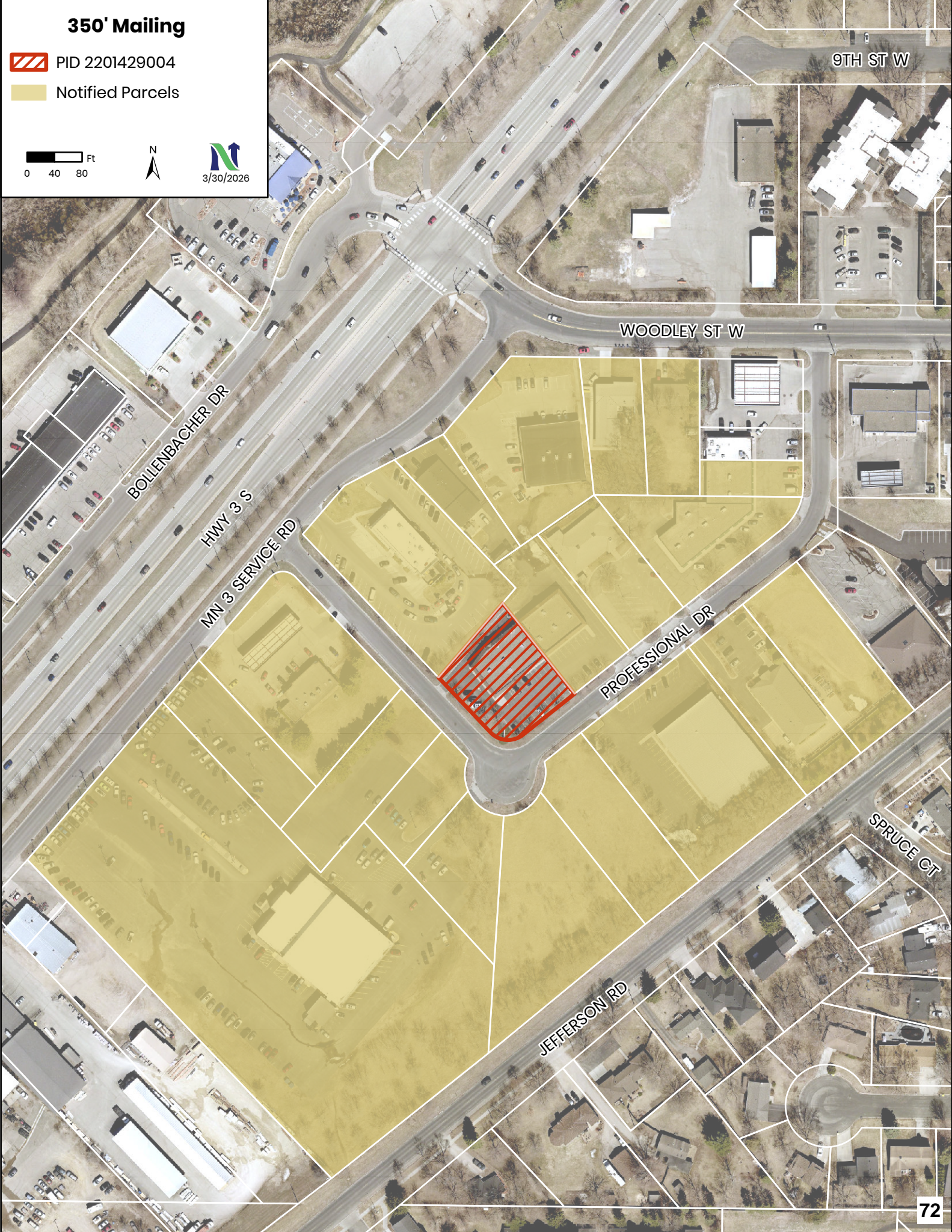
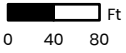
(iii) Number and approximate timing of deliveries.

The delivery schedule is unknown at this time and will evolve as the market matures, but only one delivery will occur at a time.

350' Mailing

 PID 2201429004

 Notified Parcels





Conditional Use Permit for Black Bear Wellness MN 680 Professional Dr.

City Council- April 21, 2026

Mathias Hughey, Associate City Planner



Location



Timeline & Process

Type 4 Review



April 1, 2026:
Public hearing notice
in Northfield News

April 16, 2026:
Public hearing and Planning
Commission
recommendation to City
Council

April 1, 2026:
Public hearing notice
mailed to properties
within 350 ft.

April 21, 2026:
City Council reviews and
makes final decision on CUP

Summary Report



- The state has issued a preliminary license to Black Bear Wellness MN
- The applicant is seeking a license from the City
- A CUP must be issued before a local license
- A final license from the state, subject to satisfying all state-law requirements, is required
- The City has set a limit of 2 cannabis retail licenses in the city; no others have been issued.

Conditional Use Permit Approval Criteria



- a) The proposed use is allowed as a conditional use in the district for which it is proposed as shown in Table 2.7-1;
 - Yes, the proposed use of Cannabis Retail is allowed as a conditional use in Table 2.7-1 within the C2-B: Highway Commercial zoning district.

Criteria (Cont.)



- b) The conditional use will be in accordance with the general objectives, or with any specific objective, of the city's comprehensive plan and this LDC;
 - Build a supportive and culturally competent environment for local businesses to thrive
 - Encourage infill, redevelopment, and land intensification.
 - Provide for the expansion and diversification of the economic base

Criteria (Cont.)



- The proposed use meets the use-specific standards in Northfield City Code, Sec. Section 2.9.19 of the LDC:
 - The cannabis retail business is located more than 300 feet from a primary or secondary school, is located more than 1,320 feet from another cannabis retail business, and does not share a common entrance with a tobacco products shop.

Criteria (Cont.)



- c) The conditional use will be designed, constructed, operated, and maintained to be harmonious and appropriate in appearance with the existing and essential character of the area;
 - The proposed use utilizes an existing structure. Renovations will be limited to the interior of the building, and the exterior will conform to the regulations of the Land Development Code. The new use will not change the essential character of the area.

Criteria (Cont.)



- d) The conditional use will not be hazardous or reasonably disturbing to existing or future uses;
 - Conditions and regulations in the Land Development Code for the operation of a cannabis retail location were adopted to ensure the use would not be hazardous or unreasonably disturbing.

Criteria (Cont.)



- e) The conditional use is adequately served by streets, police and fire protection, drainage, refuse disposal, water and sewer;
 - The property is served by Professional Dr. to the southeast and southwest accessed off Woodley St W and MN 3 Service Road to the north and west. Emergency services will have access from Professional Dr.
 - Drainage on site is served by a storm sewer.
 - Refuse disposal will be handled through trash collectors serviced by a waste removal provider.
 - Water and sewer connections are available and adequate to serve the project and site.

Criteria (Cont.)



- f) The benefits of the conditional use outweigh the potential negative effects of the surrounding community;
 - The State of Minnesota has determined that the benefits of a commercial cannabis market outweigh the potential negative effects. The City has adopted additional regulations to address local concerns. The benefits of the added commercial activity will outweigh the potential negative effects.

Criteria (Cont.)



- g) The conditional use will not create excessive additional requirements at public cost for public facilities and services;
 - The conditional use will not create additional public cost for public facilities or services.
- h) The conditional use will not involve uses, activities, processes, materials, equipment and conditions or operations that will be detrimental to any persons, property or the general welfare by reason of excessive traffic, noise, smoke, fumes, glare, or odors;
 - The cannabis retail establishment is not expected to generate noise, smoke, fumes, glare, or odors. There will be an increase in traffic to and from the site as the property has been vacant, but it is not anticipated to be excessive.

Criteria (Cont.)



- i) The conditional use will not result in the destruction, loss, or damage of natural, scenic, or historic features;
 - The cannabis retail establishment is not expected to result in the destruction, loss, or damage of natural, scenic, or historic features of major importance as may be established in the comprehensive plan or other city plans related to natural, scenic, or historic features. The project involves the reuse of an existing commercial space in a multi-tenant building.
- j) The traffic and parking generated by the use will not lower the Levels of Services within a quarter mile of the site.
 - The additional trips generated by this use are not significant enough to lower the Levels of Services in the area.

Criteria (Cont.)



- m) Impacts such as noise, hours of activity, and outdoor lighting have been addressed to mitigate negative impacts on nearby uses.
 - The development is not anticipated to have negative impacts caused by noise, hours of activity and outdoor lighting. City code allows the cannabis retail establishment to operate with similar hours to other retail establishments. There will be no outside activity to generate noise – all operations are contained within the building.

Criteria (Cont.)



- n) Parking is adequately provided for the proposed conditional use.
 - The LDC requires no additional off-street parking in the C2-B: Highway Commercial zoning district. There is an existing parking lot.
 - The proposed use estimates up to 10 customers at a time
 - There will be approximately 4-6 employees on site
 - The delivery schedule is unknown at this time and will evolve according to market conditions with no more than 1 delivery occurring at a time

Staff Recommendation



The Planning Commission is asked to recommend approval of the conditional use permit (CUP) for Black Bear Wellness MN to operate a cannabis retail business at 680 Professional Dr.

Questions?



Legislation Text

File #: PC M2026-000, **Version:** 1

Planning Commission Meeting Date: April 16, 2026

To: Members of the Planning Commission

From: Mikayla Schmidt, City Planner

Public Hearing for Consideration of the Preliminary Plat Request for Harvest Hills Second Addition.

Action Requested:

The Planning Commission is asked to conduct a public hearing to gather input on the requested preliminary plat for Harvest Hills Second Addition from Schrom Construction, Inc.

Summary Report:

Schrom Construction has applied for a preliminary plat for Harvest Hills Second Addition, a 71-unit market rate rental townhome development on a 10.30-acre parcel situated on the south side of Northfield and west of the Northfield Middle School.

- The public hearing notice was published in the Northfield News on Wednesday, April 1, 2026.
- Public hearing notices were mailed to property owners within 350' of the property on Wednesday, April 1, 2026.
- A copy of the public hearing mailing and location map are attached.
- Staff have spoken to several neighbors, but have had no official public comment submitted as of April 9, 2026.

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 and comments/conversation will be between the Chair and

speaker; and between the Chair and Commissioners.

2. 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).

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 Planning Commission meeting shall be read into the record or summarized for the record or simply delivered to the Planning Commission, as the Planning Commission may determine. They shall then be recorded in the minutes by title and filed with the minutes.

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 City Council will make a motion, second, and vote on closing the public hearing.

City Planner Mikayla Schmidt will be giving 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:

April 1, 2026: Public hearing (PH) notice in newspaper
April 1, 2026: PH notice mailed out to property owners within 350'
April 16, 2026: PH & recommendation by Planning Commission to City Council
May 5, 2026: Review by City Council



PUBLIC HEARING NOTICE OF THE NORTHFIELD PLANNING COMMISSION

- TO:** Property Owners Within 350 feet
- APPLICANT:** Schrom Construction, Inc.
- PURPOSE:** The Planning Commission will receive public comments on preliminary plat application by Schrom Construction, Inc. for a housing development. The subdivision, Harvest Hills 2nd Addition, is proposed to include 72 units of housing comprised of 21 duplexes, five tri-plexes, two 4-plexes, and one 6-plex. The proposed subdivision is planned to be constructed in two phases.
- LOCATION OF PROPERTY:** PID 2212426022, which is located on the southern edge of Northfield and west of the Northfield Middle School, Northfield, MN 55057
- MEETING:** On or after 6:00 p.m., Thursday, April 16, 2026
- PLACE OF HEARING:** Northfield City Hall – Council Chambers
801 Washington St. S., Northfield, MN 55057
- HOW TO PARTICIPATE:** Public comment relating to the application is welcome. Methods for public input include:
- Providing comments in person during the public hearing.
 - eComment – Residents can comment on agenda items until 12:00 PM 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 meetings page:

<https://northfield.legistar.com/Calendar.aspx>

- Sending an email, letter or calling Mikayla Schmidt no later than 12:00 PM on the day of the meeting:
 - E-mail: mikayla.schmidt@northfieldmn.gov
 - Address: City of Northfield, 801 Washington St. S., Northfield, MN 55057
 - Phone: 507-645-3059

LIVESTREAM:

The meeting will be livestreamed while in progress on the meeting's page:

<https://northfield.legistar.com/Calendar.aspx>.

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

ANY QUESTIONS:

More information can be obtained by contacting Mikayla Schmidt, by e-mail at mikayla.schmidt@northfieldmn.gov or by phone at 507-645-3059.

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.

PID 2212426022
350' Notification

-  Notified Parcels
-  Property Location
-  Parcel
-  Northfield City Boundary

0 175 350
Feet



PID 2212426022

110TH ST E / COUNTY RD 1

MEMORANDUM

DATE: April 14, 2026
To: Planning Commission
From: Mikayla Schmidt, City Planner; & Mathias Hughey, Associate City Planner
RE: "Supplemental Agenda Background Memo No. 1" for April 16, 2026

Summary Report:

The following is an update on agenda items as supplemental background agenda information made available for Tuesday, April 14, 2026:

1. March 19, 2026 PC Meeting Minutes are attached.

2. PC Res. 2026-003 Consideration of a Conditional Use Permit for Carleton College to Make Transportation Facility Improvements within the Perimeter Transition Area North of 1st St. E.

Please see attached public comments.

4. Consideration of a Conditional Use Permit for Black Bear Wellness MN to Operate a Cannabis Retail Establishment at 680 Professional Dr.

No public comments have been received to date.

6. Consideration of the Preliminary Plat for Harvest Hills Second Addition.

Please see attached public comments.

Please look at these reviews for Storm Construction and pass them on to the appropriate people.

Marv Farmer

2226 Greenfield Dr W

<https://www.yelp.com/biz/schrom-construction-eagle-lake>

Sent from my iPhone

Marv

FORMAL OBJECTION: Preliminary Plat Application for: PID 2212426022 Harvest Hills

To: Northfield Planning Commission **Date:** April 16, 2026 **Subject:** Resident Opposition.

To: Mikayla Schmidt

Please accept this letter as a formal statement of opposition from the residents of **Greenfield Drive West** and **Greenfield Drive East**. We are writing to express our **unanimous opposition** to the preliminary plat application for the proposed rental units in our neighborhood.

As a community comprised primarily of homeowners, many of whom are retirees and families with young children, we believe this project as proposed is incompatible with the established character of our neighborhood. Our specific concerns are as follows:

- **Traffic & Public Safety:** Our neighborhood is not designed for high-density transit. We are deeply concerned that this venture will double or triple the current traffic volume on Greenfield Drive. This creates a direct safety risk for the many families and seniors who walk and bike in our area.
- **Topography & Drainage Issues:** Because the development site sits significantly higher than the homes on Greenfield Drive, we have grave concerns regarding **stormwater runoff**. Replacing natural soil and vegetation with impervious surfaces (buildings/paving) will inevitably direct water toward our properties, risking basement flooding and soil erosion.
- **Loss of Green Infrastructure:** The removal of established trees and shrubs will not only damage the aesthetic of our neighborhood but will also eliminate natural sound barriers and privacy for existing residents.
- **Zoning Incompatibility:** Introducing a large-scale rental venture into a stable, owner-occupied residential area threatens the long-term character and property values of our community.

We respectfully request that the Planning Commission **deny this application**. We ask that this letter be read aloud during the public hearing and entered into the permanent official record for this project.

Thank you for your consideration of the residents who make Northfield their home.

Sincerely,

John Kunerth

Greenfield DR W

Northfield, MN 55057

atticcorp@yahoo.com

Representing the residents of Greenfield Dr. W & Greenfield Dr. E

Teresa Van Son
2200 Greenfield Dr. W
Northfield, Minnesota 55057

April 10, 2026

Mikayla Schmidt
801 Washington St. S
Northfield, Minnesota

Dear Ms. Schmidt,

I am writing to voice my opposition to the proposed Harvest Hills 2nd Addition zoning change.

A year ago, after over 40 years living elsewhere, I returned to Northfield, my hometown, as a retiree. I looked for at least two years for the right property and hoped I had found it on Greenfield Dr. While I was aware of the potential for more houses being built in the nearby cornfield, I was assured when I checked the zoning, it was slated for a reasonable 25 single family homes.

I am dismayed to now find out the city is considering changing the zoning to high-density rental housing

Here are my concerns:

The only street in and out of the proposed housing will be Fillmore/Hays. Not only will this much construction and associated equipment be disruptive to the entire neighborhood for months, when completed it will add an estimated 150 additional vehicles to a street that clearly was not built to handle that much traffic. I'm concerned over-flow and guest parking will bleed onto Greenfield – an already narrow street. Additionally, I can foresee even more accidents in the round-about at Jefferson and Jefferson – a location I already view as the most dangerous intersection in Northfield.

I also have concerns about the quality of housing that will be built. A quick check on the internet shows that people they have built for in the past are extremely unhappy, saying things like Mr. Schrom talks a good talk but lacks follow-through.

Finally, and most dismaying, is that the proposed buildings will all be rentals. Having lived in high-rental neighborhoods in the past, I know for certainty that noise, property crimes and police calls will increase and bleed into the surrounding neighborhoods.

The first block of West Greenfield is entirely retirees. It's safe to presume that all of us chose this neighborhood, in part, because it was a quiet one. Our homes are the places most of us hoped to quietly live out the end of our lives. Given the hefty increase in our property taxes this year for an ice arena none of use will use, this new zoning change, along with it's request for TIF money is frankly frustrating, infuriating and insulting.

I do not want to move again, but should this zoning change be allowed, it is likely my home will be sold, probably at loss. The likelihood the next home I buy will be in Northfield is about 20%.

Sincerely,

Teresa Van Son

To the Members of the Planning Commission,

We are writing to formally submit our objection to the requested zoning change for the property located at Harvest Hills Second Addition. As homeowners in the immediate vicinity, we oppose this amendment based on the following concerns:

- **Breach of Reasonable Expectation:** We made the significant financial decision to purchase our home based on the city's established Comprehensive Plan and the existing low-density zoning. This proposed change represents a fundamental shift in the character of our neighborhood that contradicts the long-term planning we relied upon as investors in this community.
- **Traffic Safety and Congestion:** Our current infrastructure was not designed to support the volume of vehicles associated with high-density housing. We are deeply concerned that the increased traffic will lead to significant congestion on Filmore and Hayes, creating safety hazards for pedestrians, cyclists, and local schoolchildren. All the new families' vehicles will be funneled onto a single street, Filmore, which does not appear to be designed as a thoroughfare.
- **Infrastructure Strain:** The transition from the planned zoning to high-density usage places an undue burden on our water and drainage systems, which may not be equipped to handle such a rapid increase in population density.

The proposed amendment diverges from the established residential standards that ensure our community's safety and cohesive character. Preserving the current zoning is vital to maintaining the neighborhood's stability and the quality of life we expected when moving here.

We urge the Commission to uphold the original zoning designations and protect the integrity of our residential neighborhood by denying this request.

Sincerely,

Wayne Keller



Legislation Text

File #: PC Res. 2026-005, **Version:** 1

Planning Commission Meeting Date: April 16, 2026

To: Members of the Planning Commission

From: Mikayla Schmidt, City Planner

Consideration of the Preliminary Plat for Harvest Hills Second Addition.

Action Requested:

The Planning Commission is requested to consider a recommendation of approval with conditions of the preliminary plat for Harvest Hills Second Addition to City Council.

Summary Report:

Schrom Construction, Inc. has applied for a preliminary plat for Parcel ID - 2212426022 (Outlot A, Harvest Hills Addition) located in Rice County. Harvest Hills Second Addition is a two-phase, 71-unit market rate rental townhome development on a 10.30-acre parcel situated on the south side of Northfield and west of the Northfield Middle School.

Background:

The preliminary plat is planned to include the following mix of residential units:

- Twenty-one (21) Duplex homes - (42 units),
- Five (5) Tri-plex homes (15 units),
- Two (2) Four-plex homes (8 units),
- One (1) Six-plex building (6 units),
- Total Project unit creation is 71 - this equates to a gross property density of 6.89 units per acre.

Analysis:

Sanitary Sewer and Water:

The Comprehensive Sewer and Water Plans plan for growth of different housing types in this area. The trunk sewer and water lines have capacity to serve this development and future growth.

Stormwater:

A Stormwater Management report has been completed and is finalizing its review as part of the overall preliminary plat. The Engineering department will ensure it meets all regulations of city code and state statute. One pond will provide control of volume, water quality, and rate as required by the City of Northfield stormwater rules. The developer is also planning to harvest water from this pond to operate lawn sprinkler systems for all the homes.

Streets, sidewalks and trails:

The streets within the development were developed to construct a grid design to the greatest extent possible and

generally followed the previous preliminary plats design. Sidewalks are required on both sides of all streets, there is a planned path/trail on the east side of the property, connecting to Carter Dr. on the Northfield Middle School property as well. On the east side of Fillmore St. a path/trail is also planned. The developer will update and include both paths/trails in the preliminary and final plats.

Park Dedication / Cash-in-lieu:

The development is being asked to provide cash-in-lieu for this housing plat. This will be calculated as part of the final plat application and incorporated into the development agreement. The developer will also complete the trail connection to the Northfield Middle School and a trail on the east side of Fillmore St. to connect to a future trail to connect to Tyler Park.

Adjacent Property:

The property is situated south of Greenfield Dr. E. and W. Neighboring properties include the Northfield Middle School to the east, existing residential development to the north and west, and undeveloped farmland to the south.

Conformance with Comprehensive Plan:

The project is in conformance with the comprehensive plan and is located within city limits. The parcel considered for development for was platted as an outlot from the Harvest Hills Addition. Outlots require formal platting in order to be built upon. The City Council resolution calls out that Outlot A (Harvest Hills Second Addition) shall go through the preliminary and final plat processes, and that if the preliminary plat, is not entirely platted within five years, the preliminary plat shall be considered null and void.

Traffic & Pedestrian Safety:

The proposed development will create 71 units, and each unit will average 7 trips per day based on data from the Institute of Traffic Engineers multi-family modeling. Based on 7 trips with the development creating 71 units, that equals approximately 497 trips per day. The first phase of the development will be approximately 38 units equally about 266 trips per day. The trips will primarily utilize Carter Dr. & Fillmore St.

Approval Criteria & Findings:

The Planning Commission and City Council shall consider the following criteria in the review of a preliminary plat. Criteria (a) and (g) must be met and (b) through (f) shall be considered:

- (a) The proposed subdivision must be in full compliance with the provisions of this LDC;**

Staff Response: The proposed subdivision is found to be in general compliance with the LDC through review by the City Planner and the Development Review Committee.

- (b) The proposed subdivision must be in accordance with the general objectives, or with any specific objective, of the city's comprehensive plan, capital improvements program, or other city policy or regulation;**

Staff Response: The subdivision is in compliance with the comprehensive plan, Northfield 2045, and the intent of the project reflects the three core principles of Economy, Environment and Equality along with its Guiding Values. These principles are to be evaluated to weigh the impacts of the proposed project to consider what compromises are to be considered to find the best long-term outcomes.

- **Economy** - In planning for long-term economic health for the community and weighing the needs to serve new development, this housing development will fill a parcel within city limits and zoned N2-B: Neighborhood 2. This supports the economic feasibility of the project because it is adjacent to existing roads, water and sewer connections, and trails/sidewalks. The cost of the city to serve this development are low. It also supports housing

near the Northfield schools, supporting families and students who could work or attend there. The developer has also applied for Tax Increment Financing which has been shown to be a need to assist with gap financing to make the development viable.

- **Environment** - This development assists in provided a more sustainable Northfield by providing 71 housing units within city limits and adjacent to many amenities like trails, sidewalks, parks and the Northfield school campus. Being walkable to the Northfield school system campus for students and potential employees creates a greater ability to walk, bike or roll to that campus and other destinations thus creating the ability to reduce greenhouse gas emissions.
- **Equality** - This development creates market rate rental units with 20% of the units rented at 50% area median income to allow for more residents the opportunity to live in Northfield. The development will create an attractive public realm and exceptional place for people as the streets will have sidewalks on both sides of the streets, a trail to the Northfield Middle School and path along Fillmore St. and trees every 40 feet. Creating housing units of these types offers market rates options for people to reside in Northfield.

- (c) **The physical characteristics of the site, including but not limited to topography, vegetation, susceptibility to erosion and sedimentation, susceptibility to flooding, water storage, and retention, must be such that the site is suitable for the type of development or use contemplated;**

Staff Response: The site has some grade changes but generally the land is suited for this type of development. Stormwater management is incorporated into the project to address water storage and retention. Being an outlot from the Harvest Hills Addition, some fill was stockpiled on site and will need modification along with removal of trees that have naturally grown.

- (d) **The site must be physically suitable for the intensity or type of development or use contemplated;**

Staff Response: This development site is physically suitable for the intensity of proposed units.

- (e) **The design of the subdivision or the proposed improvements must not be likely to cause substantial and irreversible environmental damage;**

Staff Response: Development of the site will include grading, new private infrastructure and the development of lots. It will convert the outlot and former farmland into a residential neighborhood. The plat is not expected to result in substantial or irreversible environmental damage.

- (f) **The design of the subdivision or the type of improvements must not be detrimental to the health, safety, or general welfare of the public; and**

Staff Response: The design and development of the subdivision is not expected to be detrimental to the health, safety, or general welfare of the public. Creation of the neighborhood with housing, sidewalk connections, and trail connections is expected to result in improved health, safety and general welfare of the public.

- (g) **The design of the subdivision or the type of improvement must not conflict with easements on record, unless those easements are vacated, or with easements established by judgment of a court.**

Staff Response: There are no conflicting easements.

Recommendation:

Staff recommend the Planning Commission recommend approval of the preliminary plat for Harvest Hills Second Addition to City Council based on the criteria and findings with the addition of the following

conditions:

1. All subsequent Final Plats shall comply with the provisions of all state statutes and standard procedures for platting in Rice County.
2. Prior to the City's execution of a Final Plat, the Applicant must enter into an agreement with the City for the installation of all required improvements, which shall be referred to as the "Development Agreement."
3. Pursuant to Northfield City Code, Chapter 34, Section 8.5.12 (4) (a) the city council can approve a different time period as part of the preliminary plat approval. The preliminary plat expiration date shall be five (5) years after the date of approval.
4. The Applicant shall meet the park dedication requirements in City Code, Chapter 34, Section 5.2.6 in the form of cash-in-lieu.
5. The Applicant shall develop a phase specific erosion and sediment control plan for each individual phase.
6. The Applicant shall install an east/west 10-foot shared use path connection from the east side of Greenfield Dr. E. in between Lots 1 and 2 Block 5, to the east property line, and then running north/south the length of the east property line, and connecting to the Middle School or Carter Dr., whichever is most feasible due to grade changes.
7. The Applicant shall install an 8 ft. path on the east side of Fillmore St. from the north property line of the development to Greenfield Dr. E.

Alternative:

The Planning Commission could make a recommendation to the City Council with alternate findings and/or additional recommendations.

Financial Impacts:

N/A

Tentative Timelines:

The applicant wishes to begin grading and construction this spring / summer of 2026. If approved, the preliminary plat is planned to go before Council in May. The anticipated timeline for the final plat for the first phase would follow preliminary plat approval.

CITY OF NORTHFIELD, MN
PLANNING COMMISSION RESOLUTION 2026-005

RECOMMENDATION TO CITY COUNCIL APPROVING A PRELIMINARY PLAT FOR HARVEST HILLS SECOND ADDITION

WHEREAS, Schrom Real Estate Holdings, LLC., the owners of the subject property (collectively the “Applicant”) have submitted an application for preliminary plat approval for Harvest Hills Second Addition, which subject property is legally described in Exhibit A; and

WHEREAS, the above-mentioned preliminary plat is attached hereto as Exhibit B (the “Preliminary Plat”); and

WHEREAS, pursuant to Northfield City Code, Chapter 34, Section 8.5.12 (2) the Planning Commission and City Council shall consider the following criteria in the review of a preliminary plat. Criteria (a) and (g) must be met and (b) through (f) shall be considered:

- (a) The proposed subdivision must be in full compliance with the provisions of this LDC;
- (b) The proposed subdivision must be in accordance with the general objectives, or with any specific objective, of the city's comprehensive plan, capital improvements program, or other city policy or regulation;
- (c) The physical characteristics of the site, including but not limited to topography, vegetation, susceptibility to erosion and sedimentation, susceptibility to flooding, water storage, and retention, must be such that the site is suitable for the type of development or use contemplated;
- (d) The site must be physically suitable for the intensity or type of development or use contemplated;
- (e) The design of the subdivision or the proposed improvements must not be likely to cause substantial and irreversible environmental damage;
- (f) The design of the subdivision or the type of improvements must not be detrimental to the health, safety, or general welfare of the public; and
- (g) The design of the subdivision or the type of improvement must not conflict with easements on record, unless those easements are vacated, or with easements established by judgment of a court; and

WHEREAS, City Staff and the Planning Commission have reviewed the submittal of the Preliminary Plat and have determined that it meets the above criteria contained in the City of Northfield Land Development Code; and

WHEREAS, the Planning Commission considered and recommended approval of the Applicant’s request for the Preliminary Plat at a duly noticed Public Hearing,

which took place on April 16, 2026; and

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION THAT: the Planning Commission hereby recommends to City Council the Findings of Fact contained in Exhibit C addressing the required criteria contained in Northfield City Code, Chapter 34, Section 8.5.12 (2), and the Preliminary Plat of Harvest Hills Second Addition, subject to the following conditions:

1. All subsequent Final Plats shall comply with the provisions of all state statutes and standard procedures for platting in Rice County.
2. Prior to the City’s execution of a Final Plat, the Applicant must enter into an agreement with the City for the installation of all required improvements, which shall be referred to as the “Development Agreement.”
3. Pursuant to Northfield City Code, Chapter 34, Section 8.5.12 (4) (a) the city council can approve a different time period as part of the preliminary plat approval. The preliminary plat expiration date shall be five (5) years after the date of approval.
4. The Applicant shall meet the park dedication requirements in City Code, Chapter 34, Section 5.2.6 in the form of cash-in-lieu.
5. The Applicant shall develop a phase specific erosion and sediment control plan for each individual phase.
6. The Applicant shall install an east/west 10-foot shared use path connection from the east side of Greenfield Dr. E. in between Lots 1 and 2 Block 5, to the east property line, and then running north/south the length of the east property line, and connecting to the Middle School or Carter Dr., whichever is most feasible due to grade changes.
7. The Applicant shall install an 8 ft. path on the east side of Fillmore St. from the north property line of the development to Greenfield Dr. E.

PASSED by the Planning Commission of the City of Northfield on this ____ day of _____, 2026.

Chair

Member

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

EXHIBIT A

LEGAL DESCRIPTION

Parcel ID – 2212426022

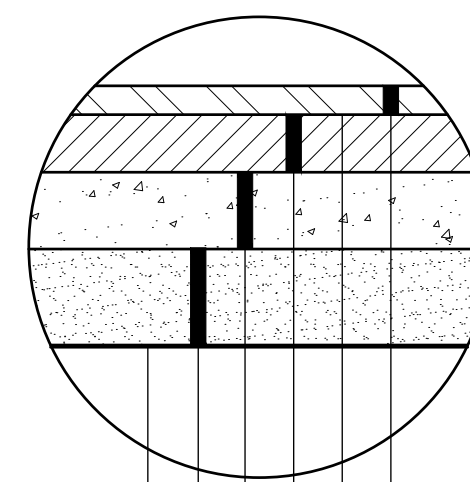
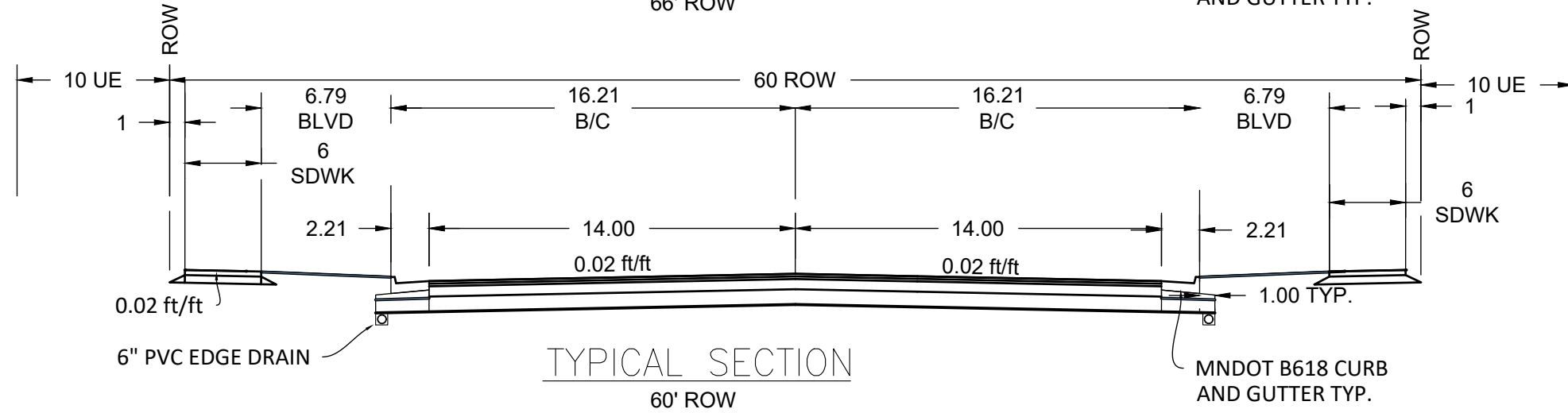
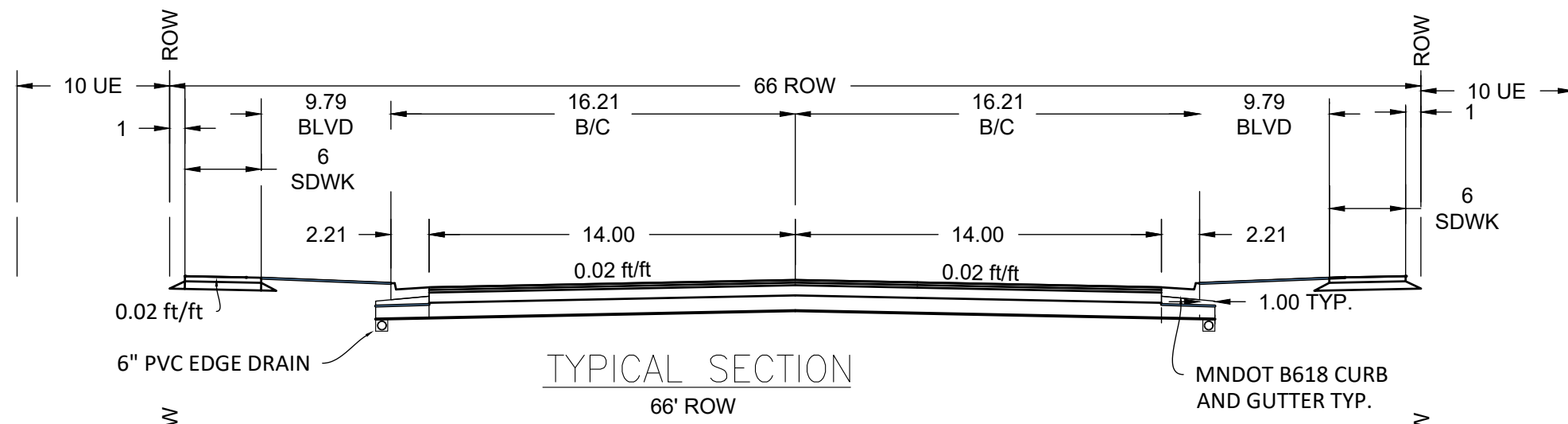
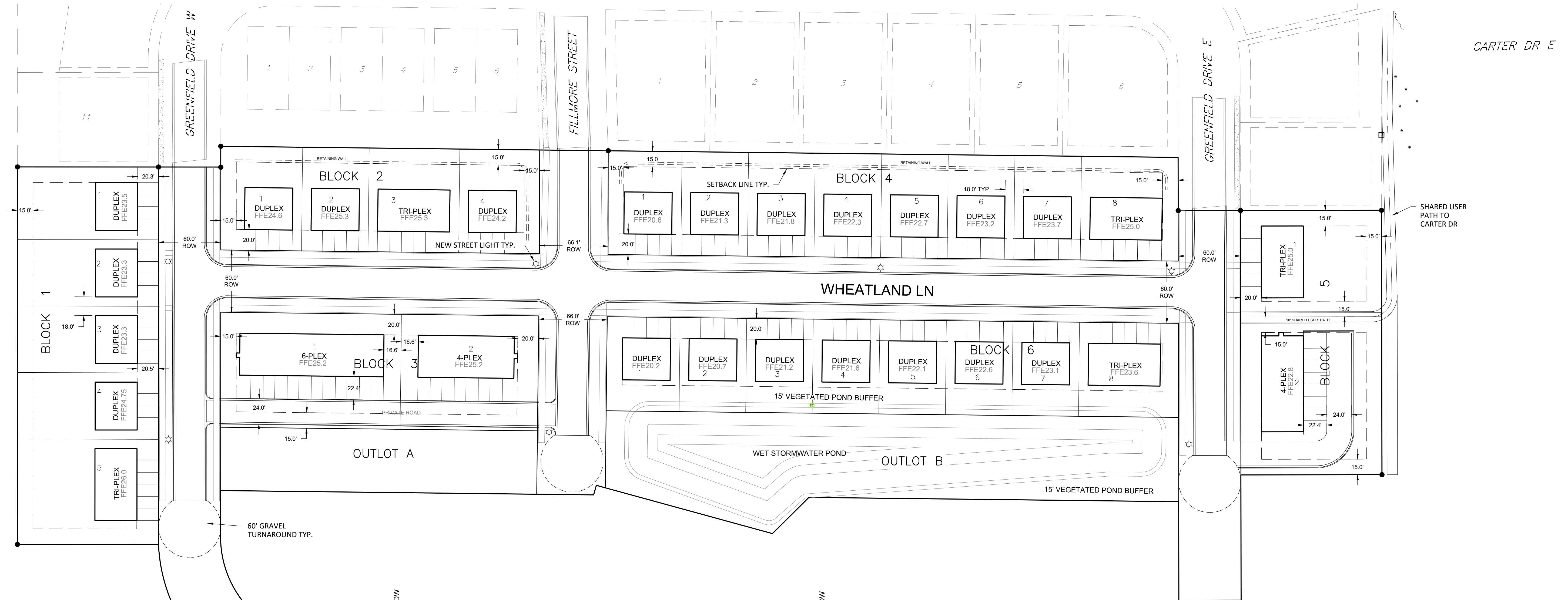
Outlot A, HARVEST HILLS, Rice County, Minnesota.

EXHIBIT B
PRELIMINARY PLAT

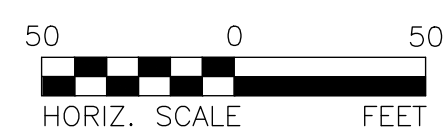
HARVEST HILLS SECOND ADDITION

OUTLOT A HARVEST HILLS

NORTHFIELD, MN

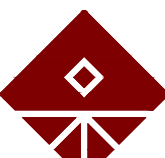


- 2.0" SPWEA230B BIT WEAR COURSE
- BITUMINOUS TACK COAT (2357)
- 2.0" SPNWB230B NON-WEAR COURSE
- 9" AGGREGATE BASE, CL 2 OR CL 5 (2211)
- 6" SELECT GRANULAR BACKFILL (3149.B.2)
- TYPE 5 GEOTEXTILE FABRIC




DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

REV.	BY	DATE	REVISION DESCRIPTION


JONES HAUGH SMITH
 Engineers + Surveyors
 415 West North Street Owatonna, MN 56057-4518

DESIGNED: JHS
 DRAWN: JHS
 CHECKED: BU
 Date: 3/12/26
 DWG: 23-259

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

 John A. Schulte V
 License No. 44639 Date: 3/12/26

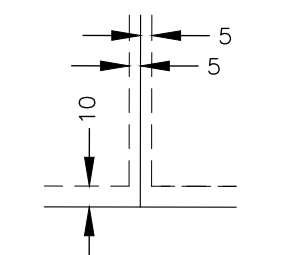
PRELIMINARY PLAT
 HARVEST HILLS SECOND ADDITION
 OUTLOT A HARVEST HILLS
 SITE LAYOUT PLAN

SHEET
 2 OF
 5

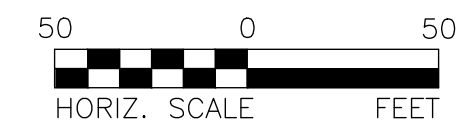
HARVEST HILLS SECOND ADDITION OUTLOT A HARVEST HILLS NORTHFIELD, MN



Drainage and utility easements are shown thus unless otherwise noted:



being 10' on street right of way lines and rear lot lines, and 5' on each side of side lot lines




DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

REV.	BY	DATE	REVISION DESCRIPTION


JONES HAUGH SMITH
 Engineers + Surveyors
 415 West North Street Owatonna, MN 56007-4518

DESIGNED: JHS
 DRAWN: JHS
 CHECKED: BU
 Date: 3/12/26
 DWG: 23-259

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 John A. Schulte V
 License No. 44639 Date: 3/12/26

PRELIMINARY PLAT
 HARVEST HILLS SECOND ADDITION
 OUTLOT A HARVEST HILLS
 LOTS PLAN

SHEET
 3
 OF
 5

EXHIBIT C

FINDINGS OF FACT

Approval Criteria & Findings:

The Planning Commission and City Council shall consider the following criteria in the review of a preliminary plat. Criteria (a) and (g) must be met and (b) through (f) shall be considered:

- (a) The proposed subdivision must be in full compliance with the provisions of this LDC;**

Staff Response: The proposed subdivision is found to be in general compliance with the LDC through review by the City Planner and the Development Review Committee.

- (b) The proposed subdivision must be in accordance with the general objectives, or with any specific objective, of the city's comprehensive plan, capital improvements program, or other city policy or regulation;**

Staff Response: The subdivision is in compliance with the comprehensive plan, Northfield 2045, and the intent of the project reflects the three core principles of Economy, Environment and Equality along with its Guiding Values. These principles are to be evaluated to weigh the impacts of the proposed project to consider what compromises are to be considered to find the best long-term outcomes.

- **Economy** – In planning for long-term economic health for the community and weighing the needs to serve new development, this housing development will fill a parcel within city limits and zoned N2-B: Neighborhood 2. This supports the economic feasibility of the project because it is adjacent to existing roads, water and sewer connections, and trails/sidewalks. The cost of the city to serve this development are low. It also supports housing near the Northfield schools, supporting families and students who could work or attend there. The developer has also applied for Tax Increment Financing which has been shown to be a need to assist with gap financing to make the development viable.
- **Environment** – This development assists in provided a more sustainable Northfield by providing 71 housing units within city limits and adjacent to many amenities like trails, sidewalks, parks and the Northfield school campus. Being walkable to the Northfield school system campus for students and potential employees creates a greater ability to walk, bike or roll to that campus and other destinations thus creating the ability to reduce greenhouse gas emissions.
- **Equality** – This development creates market rate rental units with 20% of the units rented at 50% area median income to allow for more residents the opportunity to live in Northfield. The development will create an attractive public realm and exceptional place for people as the streets will have sidewalks on both sides of the streets, a trail to the Northfield Middle School and path along Fillmore St. and trees every 40 feet. Creating housing units of these types offers market rates options for people to reside in Northfield.

- (c) The physical characteristics of the site, including but not limited to topography, vegetation, susceptibility to erosion and sedimentation, susceptibility to flooding, water storage, and retention, must be such that the site is suitable for the type of development or use contemplated;**

Staff Response: The site has some grade changes but generally the land is suited for this type of development. Stormwater management is incorporated into the project to address water storage and retention. Being an outlot from the Harvest Hills Addition, some fill was stockpiled on site and will need modification along with removal of trees that have naturally grown.

- (d) The site must be physically suitable for the intensity or type of development or use contemplated;**

Staff Response: This development site is physically suitable for the intensity of proposed units.

- (e) The design of the subdivision or the proposed improvements must not be likely to cause substantial and irreversible environmental damage;**

Staff Response: Development of the site will include grading, new private infrastructure and the development of lots. It will convert the outlot and former farmland into a residential neighborhood. The plat is not expected to result in substantial or irreversible environmental damage.

- (f) The design of the subdivision or the type of improvements must not be detrimental to the health, safety, or general welfare of the public; and**

Staff Response: The design and development of the subdivision is not expected to be detrimental to the health, safety, or general welfare of the public. Creation of the neighborhood with housing, sidewalk connections, and trail connections is expected to result in improved health, safety and general welfare of the public.

- (g) The design of the subdivision or the type of improvement must not conflict with easements on record, unless those easements are vacated, or with easements established by judgment of a court.**

Staff Response: There are no conflicting easements.

PID 2212426022 350' Notification

-  Notified Parcels
-  Property Location
-  Parcel
-  Northfield City Boundary

0 175 350
Feet



HARVEST HILLS SECOND ADDITION OUTLOT A, HARVEST HILLS NORTHFIELD, MN



OWNER INFORMATION

CRG PROPERTIES
32801 NORTHFIELD BLVD
NORTHFIELD MN, 55057

APPLICANT

SCHROM CONSTRUCTION
TROY SCHROM
1116 N. RIVERFRONT DR
MANKATO, MN 56001
507-390-5348
TROYMSCHROM@GMAIL.COM

LAND SURVEYOR

JONES HAUGH, & SMITH, INC.
SCOTT A. TUCHTENHAGEN
415 WEST NORTH STREET
OWATONNA, MN 55060
507-451-4598
SCOTT@JHSENG.COM

EXISTING LEGAL DESCRIPTION

OUTLOT A, HARVEST HILLS

PLATTED AREA: 10.21 ACRES

TREE PRESERVATION:

PROPERTY WAS PREVIOUSLY CLEARED AND GRADED. NO SIGNIFICANT TREES REMAIN FOR PRESERVATION.

SURVEYOR'S CERTIFICATION

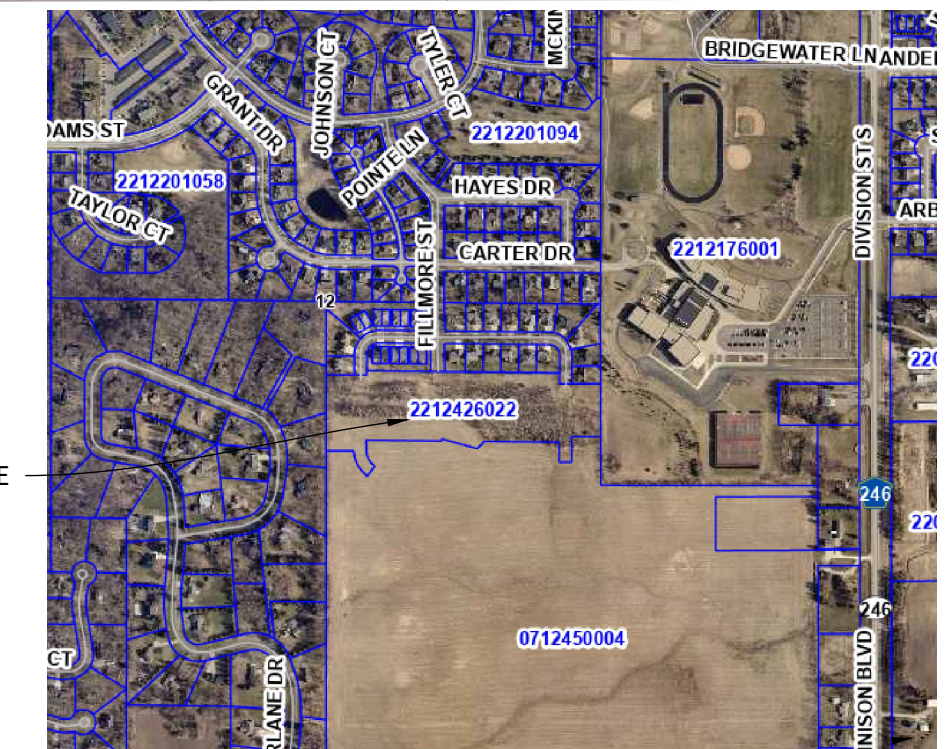
I, Scott A. Tuchtenhagen, a duly Licensed Land Surveyor, do this 12th day of March, 2026, by these presents, certify that the monuments and markers shown by the plat hereon are in place, and that all dimensional and geodetic details are correct.

Scott A. Tuchtenhagen
Scott A. Tuchtenhagen, Licensed Land Surveyor
Minnesota LS No. 52646



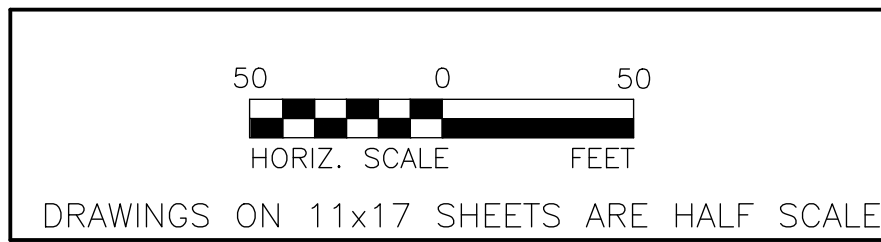
SOILS REVIEW

MAJORITY OF SITE IS 1410B, RACINE SILT LOAM, TYPE C SOIL, SILT LOAM OVER CLAY LOAM OVER LOAM. NO IMMEDIATE CONCERN FOR ERODIBLE SOILS



LOCATION MAP

PART OF SECTION 12-T111W-R20W



REV.	BY	DATE	REVISION DESCRIPTION

JONES HAUGH & SMITH
Engineers + Surveyors
415 West North Street Owatonna, MN 56001 507-451-4598

DESIGNED: JHS
DRAWN: JHS
CHECKED: BU
Date: 3/12/26
DWG: 23-259

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

John H. Schulte V
John H. Schulte V
License No. 44639 Date: 3/12/26

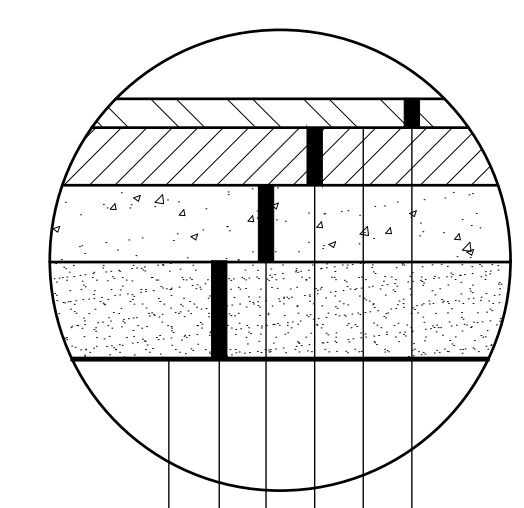
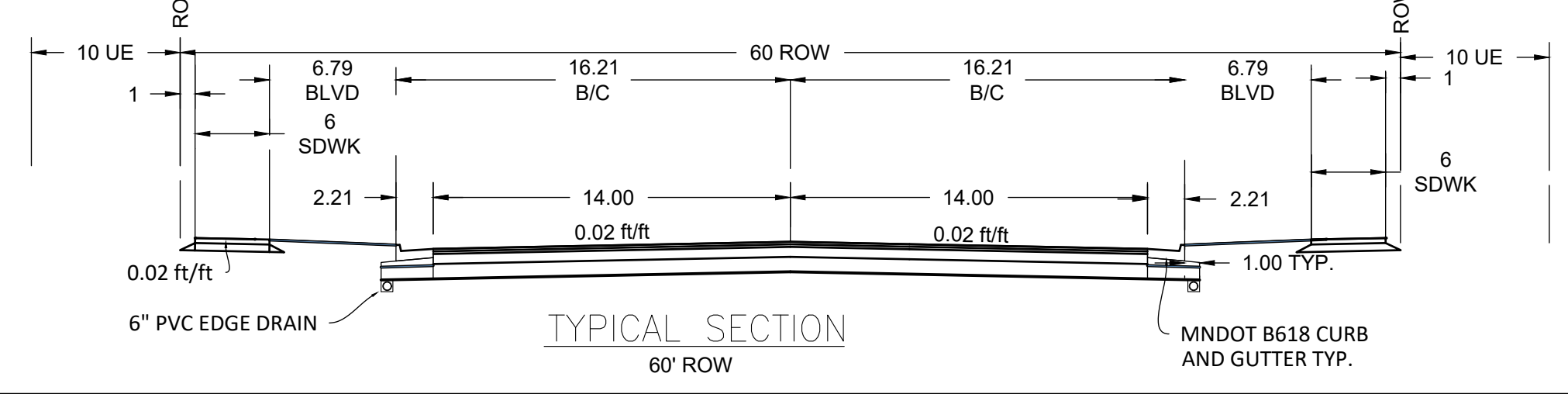
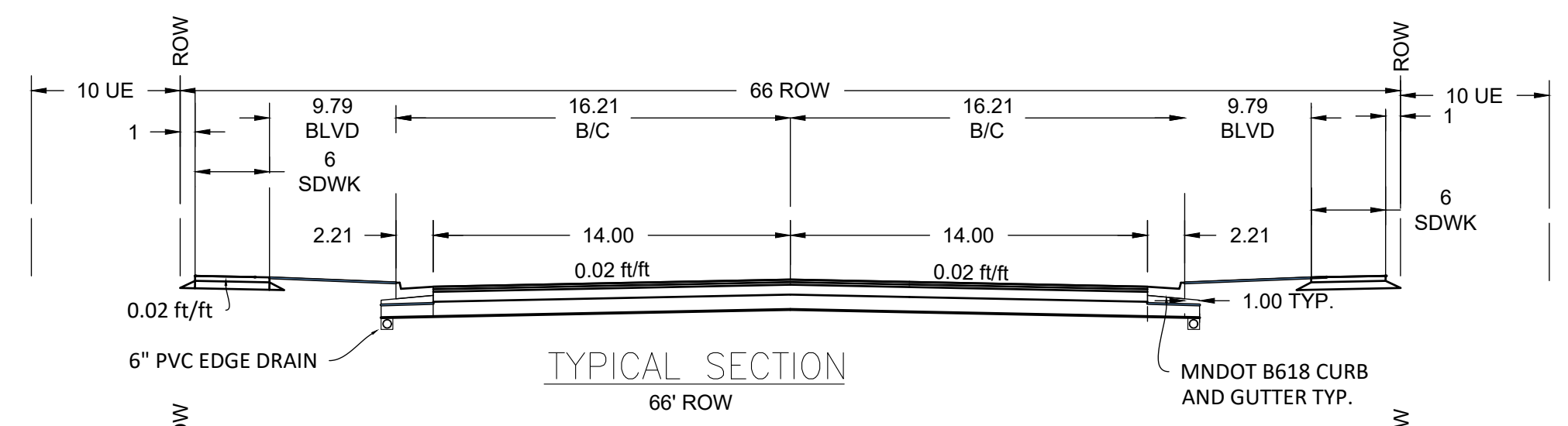
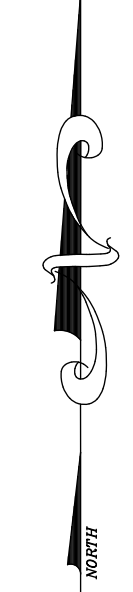
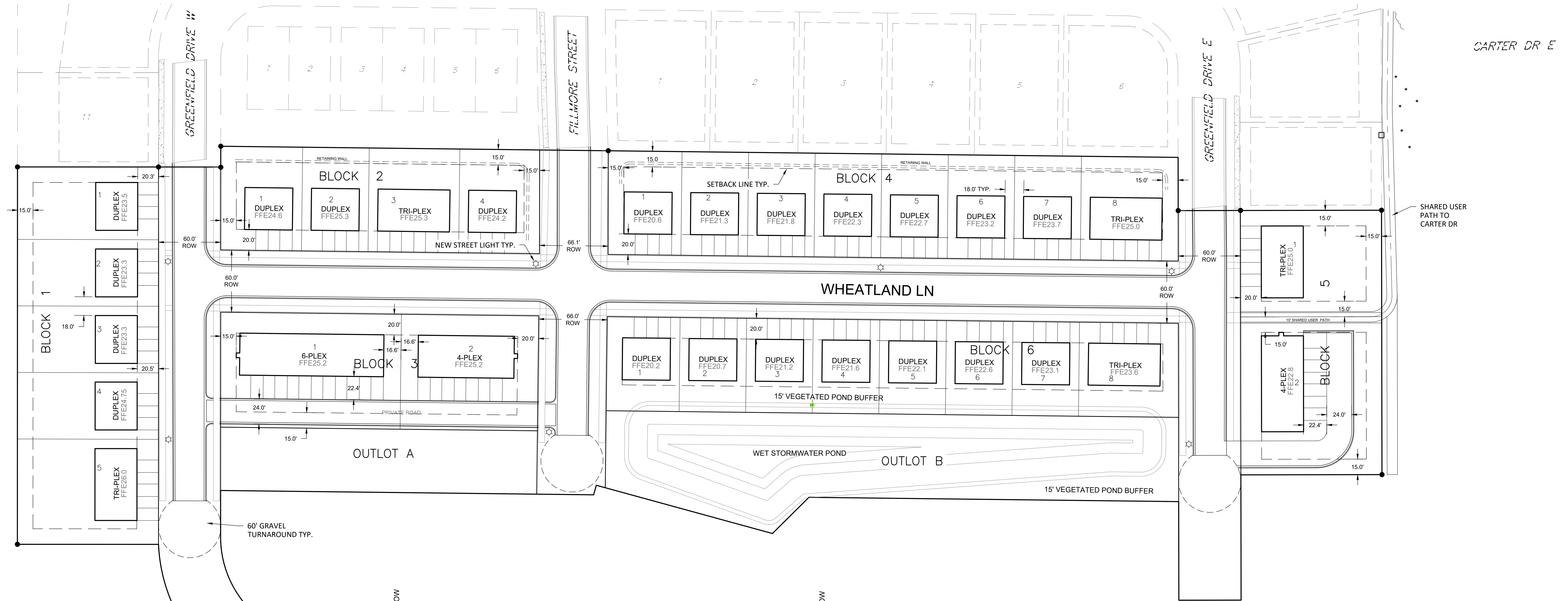
PRELIMINARY PLAT
HARVEST HILLS SECOND ADDITION
OUTLOT A HARVEST HILLS
EXISTING CONDITIONS

SHEET 1 OF 5

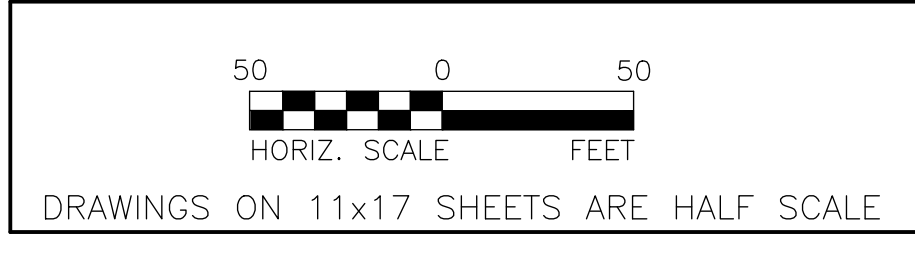
HARVEST HILLS SECOND ADDITION

OUTLOT A HARVEST HILLS

NORTHFIELD, MN



BITUMINOUS SECTION
MINIMUM CITY SECTION



REV.	BY	DATE	REVISION DESCRIPTION

JONES HAUGH SMITH
Engineers + Surveyors
415 West North Street Owatonna, MN 56224-4598

DESIGNED: JHS
DRAWN: JHS
CHECKED: BU
Date: 3/12/26
DWG: 23-259

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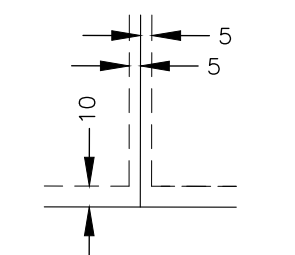
John A. Schulte V
License No. 44639 Date: 3/12/26

PRELIMINARY PLAT HARVEST HILLS SECOND ADDITION OUTLOT A HARVEST HILLS SITE LAYOUT PLAN	SHEET 2 OF 5
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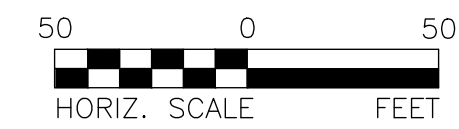
HARVEST HILLS SECOND ADDITION OUTLOT A HARVEST HILLS NORTHFIELD, MN



Drainage and utility easements are shown thus unless otherwise noted:

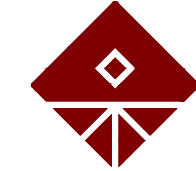


being 10' on street right of way lines and rear lot lines, and 5' on each side of side lot lines




DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

REV.	BY	DATE	REVISION DESCRIPTION


JONES HAUGH SMITH
 Engineers & Surveyors
 415 West North Street Owatonna, MN 56001-4598

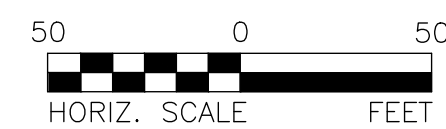
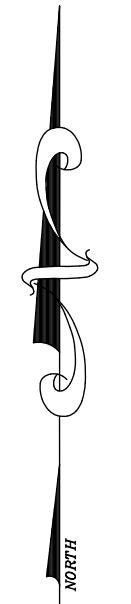
DESIGNED: JHS
 DRAWN: JHS
 CHECKED: BU
 Date: 3/12/26
 DWG: 23-259

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 John A. Schulte V
 License No. 44639 Date: 3/12/26

PRELIMINARY PLAT
 HARVEST HILLS SECOND ADDITION
 OUTLOT A HARVEST HILLS
 LOTS PLAN

SHEET
 3
 OF
 5

HARVEST HILLS SECOND ADDITION OUTLOT A HARVEST HILLS NORTHFIELD, MN

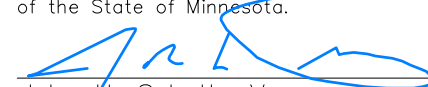


DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

REV.	BY	DATE	REVISION DESCRIPTION


JONES HAUGH SMITH
 Engineers + Surveyors
 415 West North Street Owatonna, MN 56001-4598

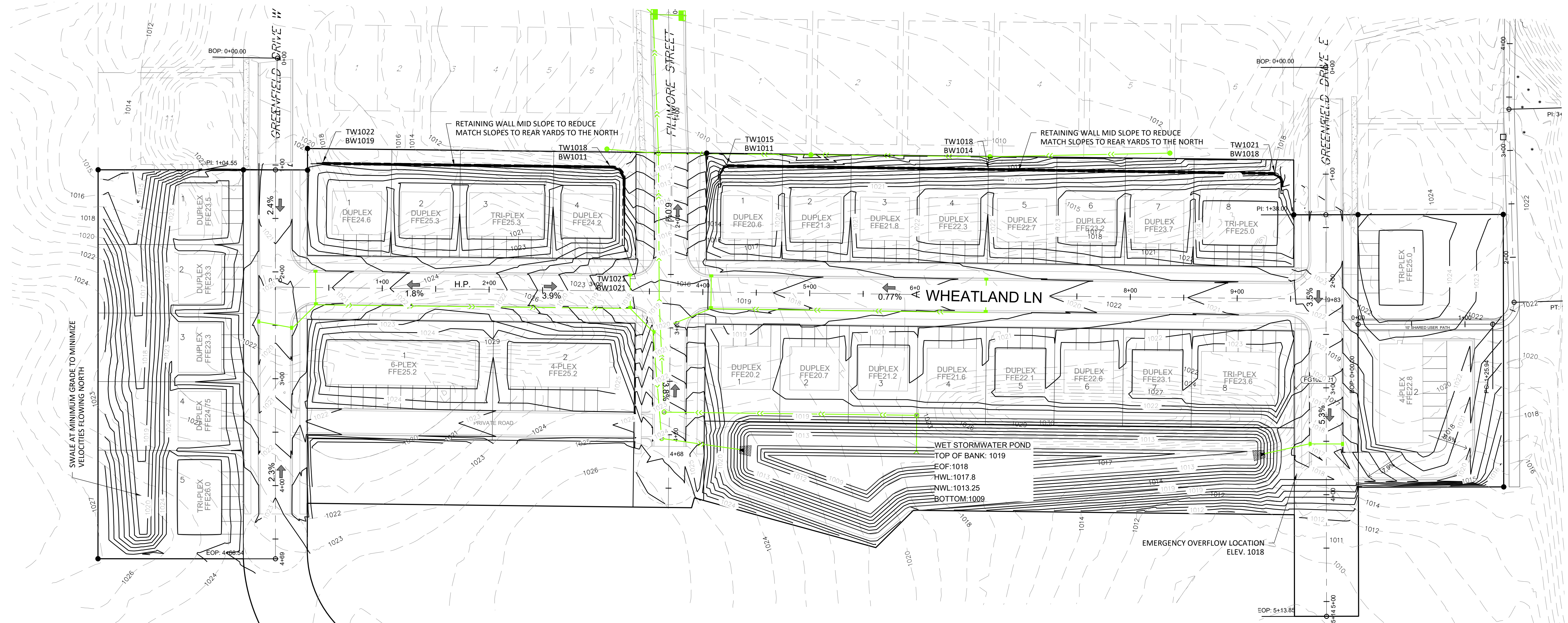
DESIGNED: JHS5
 DRAWN: JHS5
 CHECKED: BUJ
 Date: 3/12/26
 DWG: 23-259

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 John A. Schulte V
 License No. 44639 Date: 3/12/26

PRELIMINARY PLAT
 HARVEST HILLS SECOND ADDITION
 OUTLOT A HARVEST HILLS
 UTILITY PLAN

SHEET
 4
 OF
 5

HARVEST HILLS SECOND ADDITION OUTLOT A HARVEST HILLS NORTHFIELD, MN



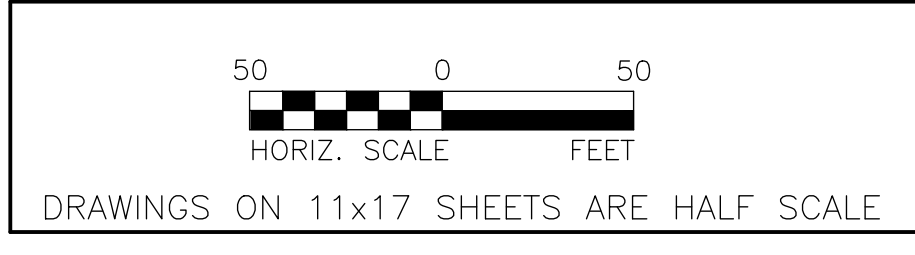
STORMWATER TREATMENT SUMMARY

POND WATERSHED: 8.00 AC
4.537 AC IMP.
3.463 AC PERV.

POND WET VOLUME REQUIRED: 14400 CF
POND WET VOLUME DESIGNED: 46000 CF

POND WQV REQUIRED: 16469 CF
POND WQV PROVIDED: 169760 CF

FLOW RATES (CFS)	2-YEAR	10-YEAR	100-YEAR
PRE-DEVELOPMENT	4.81	12.39	32.43
DESIGN	1.86	2.10	2.29



REV.	BY	DATE	REVISION DESCRIPTION

JONES HAUGH SMITH
Engineers + Surveyors
415 West North Street Owatonna, MN 56057-4518

DESIGNED: JHS5
DRAWN: JHS5
CHECKED: BU
Date: 3/12/26
DWG: 23-259

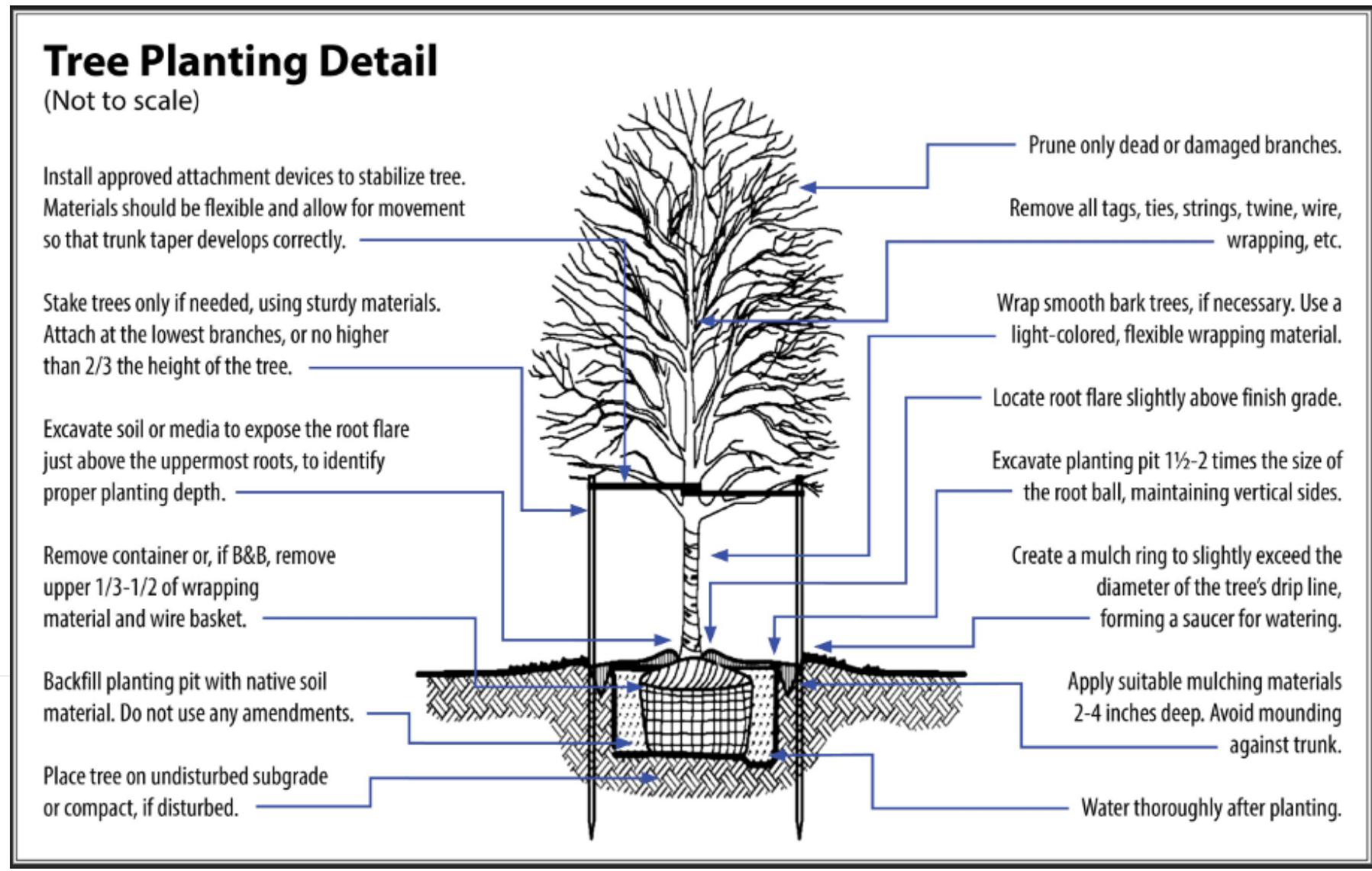
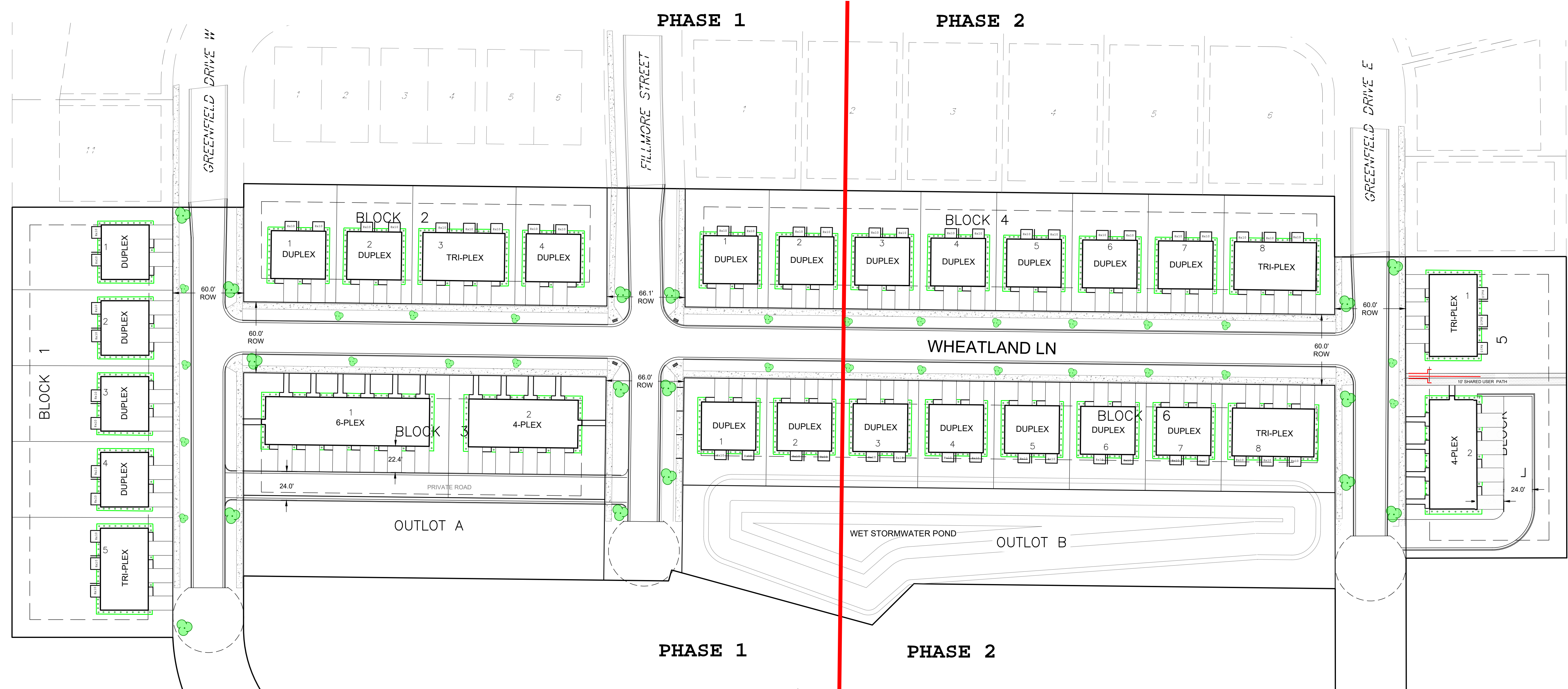
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John A. Schulte V
John A. Schulte V
License No. 44639 Date: 3/12/26

PRELIMINARY PLAT
HARVEST HILLS SECOND ADDITION
OUTLOT A HARVEST HILLS
GRADING PLAN

SHEET
5
OF
5

HARVEST HILLS SECOND ADDITION OUTLOT A HARVEST HILLS NORTHFIELD, MN

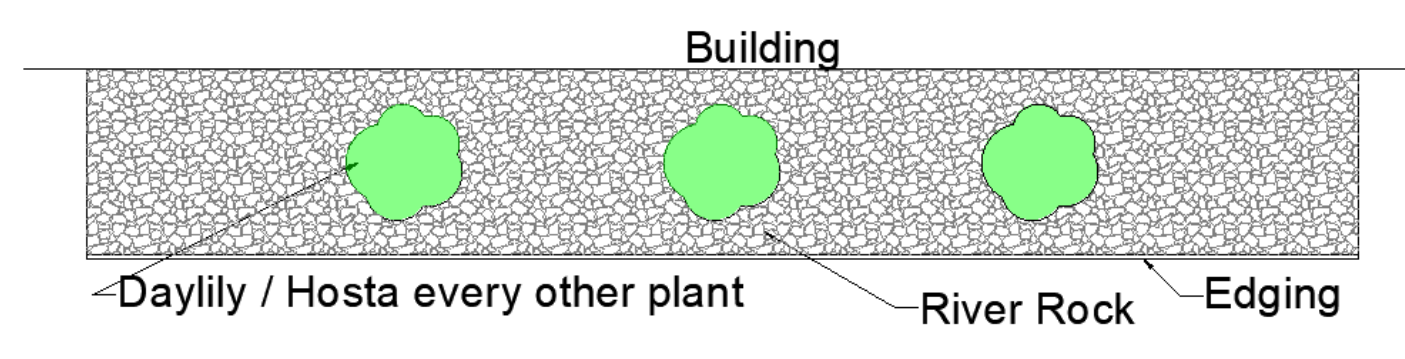


- = Linden (Native Species) Phase 1 Qty: 11 / Phase 2 Qty: 5
- = Crabapple (Native Species) Phase 1 Qty: 12 / Phase 2 Qty: 14

Prepared by: Nick Kraft - Schrom Construction, Inc.

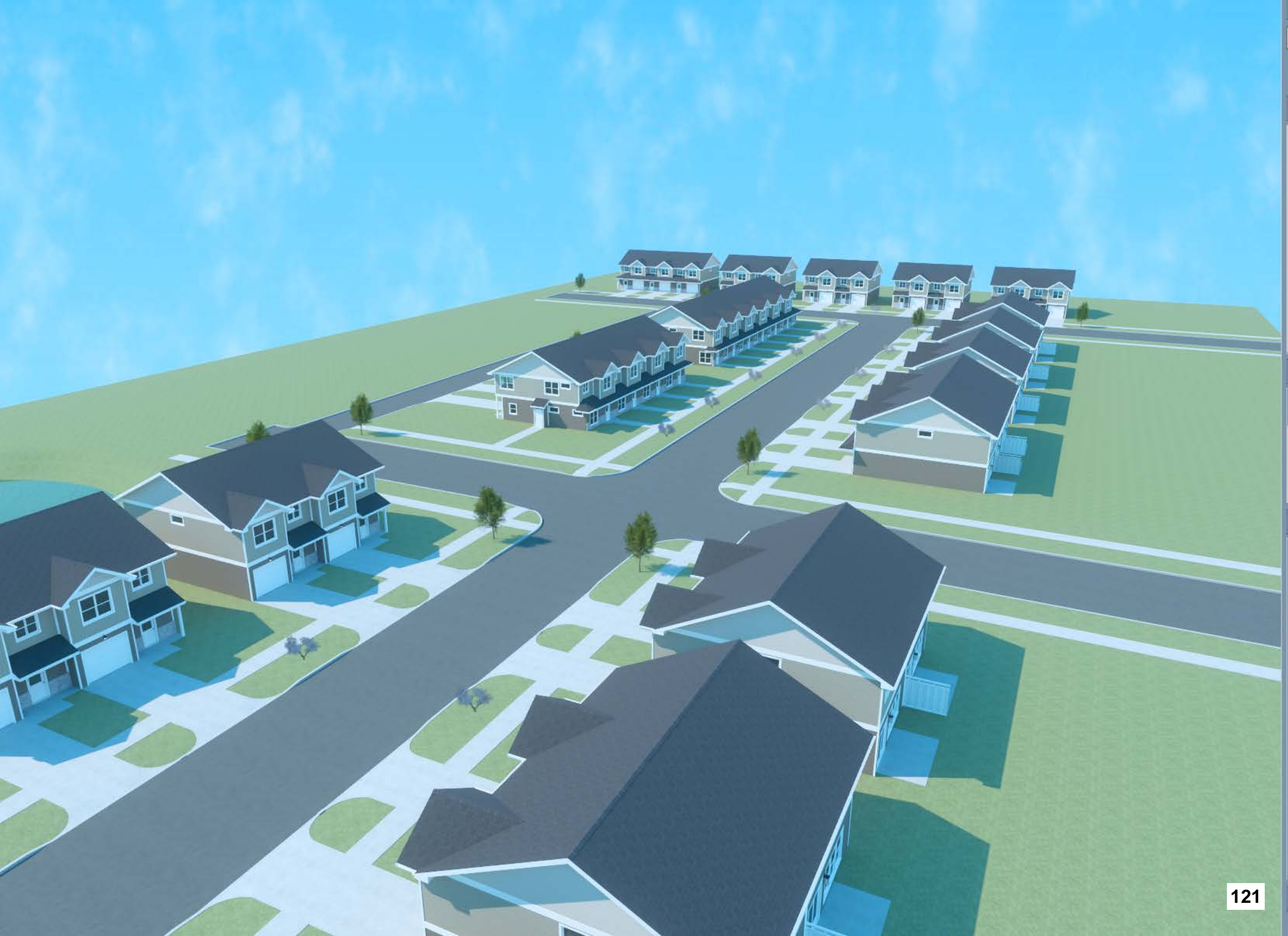
HORIZ. SCALE FEET

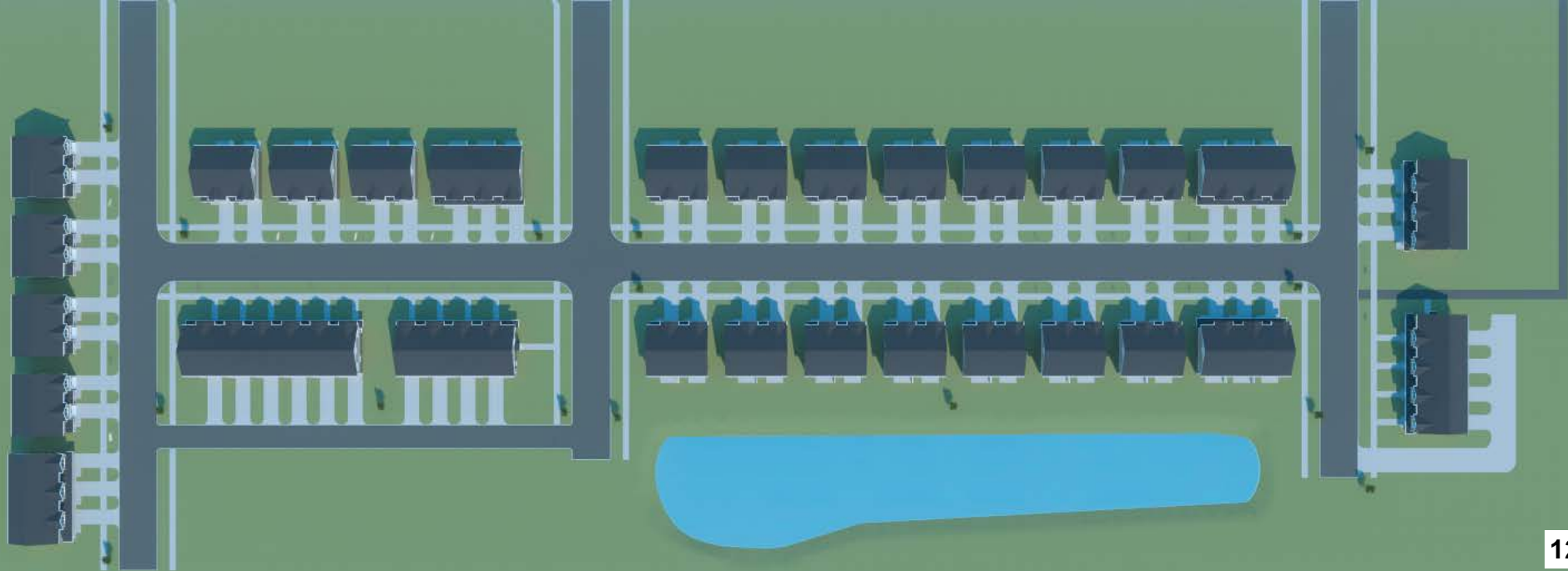
DRAWINGS ON 11x17 SHEETS ARE HALF SCALE



- Tree size at time of planting will be 1-1/2" to 2" in diameter depending on availability











HARVEST HILLS DEVELOPMENT



WHY SCHROM

Schrom Construction brings a proven track record of building thoughtfully designed, professionally managed communities that enhance both resident experience and neighborhood value. With active involvement in the community like Maple Brook Townhomes and projects spanning 11 additional communities, we understand what it takes to deliver consistent quality at scale. Our team is committed to being a respectful and engaged partner, prioritizing craftsmanship, innovation, and integrity while incorporating sustainable, energy conscious building practices. We create spaces that meet a range of lifestyle needs and contribute positively to the communities we serve.

SUSTAINABILITY AND ENERGY PERFORMANCE

- Reference standards we are aligning this project with:
 - City of Northfield Sustainability Policy
 - Energy Star Single-Family New Homes National Program Requirements
 - 2026 Enterprise Green Communities Criteria
- Third party certification for HERS Rating, Carbon Index, ENERGY STAR, and Indoor Air Plus
- High-efficiency HVAC systems, optimized building envelope, and enhanced ventilation strategies to maximize performance and comfort
- Low-emitting materials selected to support healthier indoor environments
- Improved indoor air quality designed to enhance long-term resident health and well-being
- Supports Northfield’s goal of being a fully carbon-free community by 2040

CONSTRUCTION AND PRODUCTS

- 3 bedrooms, 2.5 bathrooms
- Approximately 1,530 square feet of living space
- In-unit laundry for added convenience
- 38 thoughtfully designed units

- EXTERIOR
 - Durable James Hardie cement board siding, selected for long-term performance and low maintenance
 - IKO Dynasty Class 3 impact-resistant shingles, engineered for enhanced wind durability

HARVEST HILLS DEVELOPMENT



- **INTERIOR FINISHES**
 - 2-hour fire-rated separation wall, constructed in compliance with Minnesota IRC residential code standards, exceeding the typical multi-family 1-hour requirement
 - Stainless steel appliances for a clean, modern finish and reliable performance
 - Plywood cabinetry featuring dovetail construction with soft-close hinges and drawers for durability and refined functionality
 - Quartz countertops offering long-lasting strength and timeless appeal
 - Onyx bathroom vanity tops for a polished, high-end finish
 - Premium flooring throughout with a 20-mil wear layer, exceeding most commercial-grade standards for enhanced durability

WATER HARVESTING STRATEGY

- Stormwater reuse system designed to lower pH levels, and improve overall water quality
- Supports long-term site performance while maintaining curb appeal with healthier, greener landscaping through efficient water management

COMMUNITY IMPACT

- Supports workforce housing and provides quality homes for working families
- Encourages long-term residency within the City of Northfield by serving as a bridge between renting and homeownership, helping residents build stability and establish community roots
- Promotes continued investment and engagement within Northfield, strengthening community connection and long-term commitment, while supporting the future housing market as these residents become the next generation of local homeowners and buyers in the community
- Aligned with the City of Northfield Comprehensive Plan and long-term growth goals
- Supports local families and contributes to school-aged population growth in the community, with regional data indicating an average of approximately 2 children per townhome in similar Northfield-area developments
- Promotes pedestrian connectivity throughout the site to support walkability and accessibility, with future connection opportunities to the Junior High School



Legislation Text

File #: PC M2026-001, **Version:** 1

Planning Commission Meeting Date: April 16, 2026

To: Members of the Planning Commission

From: Scott Wopata, Community Development Director
Emery John, Program Associate

Consider a motion affirming the proposed TIF Plan for Harvest Hills conforms to general plans for development of the City and is consistent with the Northfield 2045 Comprehensive Plan

Action Requested:

The Planning Commission is asked to approve a motion **PC M2026-XX** affirming the proposed TIF Plan for Harvest Hills conforms to general plans for development of the City and is consistent with the Northfield 2045 Comprehensive Plan

Summary Report:

The Harvest Hills Tax Increment Financing District (TIF Plan) is being created to facilitate a new mixed-income townhome rental housing development in the City of Northfield. The development is expected to consist of approximately 71-units, 20% of which will be designated for occupancy by persons at or below 50% of Area Median Income.

The project will occur in two phases on approximately 10.3 acres of undeveloped vacant land identified as Parcel ID# 22.12.4.26.022. The first phase is anticipated to begin in 2026 with grading, foundation and site and infrastructure improvements necessary to construct 38-townhome units. A second phase for the remaining units is planned after completion and occupancy of phase 1.

One of the requirements of the creation of a TIF district is ensuring that the proposed development conforms to general plans for development of the City and is consistent with the Northfield 20245 Comprehensive Plan.

The applicant has completed a Business Subsidy Application for financial assistance with the project. Staff have reviewed the request and completed initial due diligence with the Ehlers Public Financial Advisors. The prepared TIF Plan is attached.

Any financial assistance for this project from the City also triggers the Sustainable Building Policy.

City Plans & Policies Relevance:

The scope of this motion is limited to an affirmation that “the proposed project conforms to the general plans for development of the City.” The details laid out in the preliminary plat submission are included as a separate

agenda item for planning commission review.

The Land Development Code for N2B is described below:

Purpose.

- (1) The N2 district should generally apply to those areas intended for residential neighborhoods designated as "Pipeline" and "Managed Growth" on the conservation and development map of the comprehensive plan, and those areas designated as "Neighborhood General 1" on the framework map of the comprehensive plan and Neighborhood General 2 on the Zoning Map.
- (2) The Neighborhood General 2 (N2) district is applied to residential neighborhoods of the city that may include larger vacant areas within the current city limits and areas that will be within city limits through future annexations. The N2 district will create a pedestrian-friendly environment, such as found in the R1 district, with strong neighborhood qualities, such as a grid-like street pattern, consistent block size, compact development, a range of housing types and architectural styles, street connectivity, sidewalks, and homes located in close relationship to the street. In addition, the N2 district will include greenways and natural areas, and options for neighborhood-serving commercial. This development pattern is the preferred future pattern for the city, as expressed in the comprehensive plan.

The project indeed conforms to the N2-B zoning general plans for development of the City.

Additionally, this development meets the Northfield 2045 plan in many ways including, but not limited to:

The planned development is in a mixed-use residential zone on the Future Land Use map Figure 4 (56)

The TIF plan triggers the City's Sustainable Building Policy, which aligns to Chapter 3: Access: Strategy 6: Design for resiliency and sustainability; Action 2: "Encourage the use of energy-efficient mechanical systems and building products and/or the use of building designs and materials that reduce lifecycle carbon and reliance on non-local energy sources in rehabilitation and new construction to decrease building operation costs and impacts on the environment" (77)

The added bike access to the middle school and school buildings aligns with Chapter 3: Access: Strategy 5: Design for safe access, by connecting school district trails to neighborhood streets.

Chapter 4: Sustainable Economic Future Strategy 8: Build more housing (104)

Additionally, this project is aligned with the adopted Strategic Plan of the City of Northfield Strategy #2: Increase Housing Availability, target to add 50 multi-family homes annually through 12/2028.

Alternative Options:

Planning Commission could alter the motion or decline to approve the motion.

Financial Impacts:

While the TIF plan itself has financial impacts, the scope of this motion is limited to an affirmation that "the proposed project conforms to the general plans for development of the City," which does not have a financial impact. The administrative cost of the TIF analysis has been paid by the developer.

Tentative Timelines:

April 16 - Planning Commission motion and review

May 5 - City Council action on Harvest Hills preliminary plat

May 19 - City Council public hearing on establishment of TIF district; consideration of resolution adopting TIF plans and approving TIF district

End of June - Projected construction date

Draft for Planning Commission

Adoption Date: May 19, 2026

City of Northfield Rice County, Minnesota

MODIFICATION TO THE DEVELOPMENT PROGRAM

Master Development District

&

Tax Increment Financing (TIF) Plan

Establishment of Harvest Hills
Tax Increment Financing District
(a housing district)



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BUILDING COMMUNITIES. IT'S WHAT WE DO.

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Modification to the Development Program for Master Development District

FOREWORD

The following text represents a Modification to the Development Program for Master Development District, previously established as a municipal development district of the City in accordance with Minnesota Statutes, Sections 469.124 - 469.134. This modification represents a continuation of the goals and objectives set forth in the Development Program for Master Development District. Generally, the substantive changes include the establishment of the Harvest Hills Tax Increment Financing District.

For further information, a review of the Development Program for Master Development District, is recommended. It is available from the Community Development Director at the City of Northfield. Other relevant information is contained in the tax increment financing plans for the tax increment financing districts located within the Master Development District.

Tax Increment Financing Plan for the Harvest Hills Tax Increment Financing District

FOREWORD

The City of Northfield (the "City"), staff and consultants have prepared the following information to expedite the establishment of the Harvest Hills Tax Increment Financing District (the "District"), a housing tax increment financing district, located in the Master Development District.

STATUTORY AUTHORITY

Within the City, there exist areas where public involvement is necessary to cause development or redevelopment to occur. To this end, the City has certain statutory powers pursuant to *Minnesota Statutes ("M.S."), Sections 469.124 - 469.133*, inclusive, as amended (the "Municipal Development Act"), and *M.S., Sections 469.174 to 469.1794*, inclusive, as amended (the "TIF Act"), to assist in financing public costs related to this project.

This section contains the Tax Increment Financing Plan (the "TIF Plan") for the District. Other relevant information is contained in the Modification to the Development Program for Master Development District (the "Development Program").

STATEMENT OF OBJECTIVES

The District currently consists of one (1) parcel of land and adjacent roads and internal rights-of-way. The District is being created to help facilitate a new townhome mixed-income multifamily rental housing development in the City consisting of approximately 71 units. The City anticipates entering into an agreement with Schrom Construction, or an affiliate, as the developer. The initial phase of 38-units is anticipated to begin in 2026, with plans for a second phase of development to follow. This TIF Plan is expected to achieve many of the objectives outlined in the Development Program.

The activities contemplated in the Development Program and the TIF Plan do not preclude the undertaking of other qualified development or redevelopment activities. These activities are anticipated to occur over the life of Master Development District and the District.

DEVELOPMENT PROGRAM OVERVIEW

Pursuant to the Development Program and authorizing state statutes, the City

is authorized to undertake the following activities in the District:

1. Property to be Acquired - Selected property located within the District may be acquired by the City and is further described in this TIF Plan.
2. Relocation - Relocation services, to the extent required by law, are available pursuant to *M.S., Chapter 117* and other relevant state and federal laws.
3. Upon approval of a developer's plan relating to the project and completion of the necessary legal requirements, the City may sell to a developer selected properties that it may acquire within the District or may lease land or facilities to a developer.
4. The City may perform or provide for some or all necessary acquisition, construction, relocation, demolition, and required utilities and public street work within the District as described in this TIF Plan.

DESCRIPTION OF PROPERTY IN THE DISTRICT AND PROPERTY TO BE ACQUIRED

The District encompasses all property and adjacent roads rights-of-way and abutting roadways identified by the parcels listed below:

Parcel number	Address	Owner
22.12.4.26.022	NA	Crg Properties

Please also see the map in Appendix B for further information on the location of the District.

The City does not currently intend to acquire any property within the District but reserves the right to acquire and convey (for full value or a discount) such property, or appropriate interests therein including interior and adjacent street rights of way, within the Master Development District as the City may deem to be necessary or desirable to assist in the implementation of the Development Program and TIF Plan. The City may acquire property by gift, dedication, condemnation or direct purchase from willing sellers in order to achieve the objectives of this TIF Plan. Such acquisitions will be undertaken only when there is assurance of funding to finance the acquisition and related costs.

Any properties identified for acquisition will be acquired by the City only in

order to accomplish one or more of the following: storm sewer improvements; provide land for needed public streets, utilities and facilities; and/or carry out land acquisition, site improvements, clearance and/or development to accomplish the uses and objectives set forth in this TIF Plan. The Developer has site control of and intends to acquire the property in the District in connection with the construction of the Development.

DISTRICT CLASSIFICATION

The City, in determining the need to create a tax increment financing district in accordance with the TIF Act finds that the District, to be established, is a housing district pursuant to *M.S., Section 469.174, Subd. 11* and *M.S., Section 469.1761*.

- The District consists of one (1) parcel
- The development will consist of approximately 71-units of multi-family rental housing
- At least 20% of the units will be occupied by persons with incomes less than 50% of area median income
- No more than 20% of the square footage of the building that is receiving assistance from tax increment consists of commercial, retail or other non-residential uses.

Pursuant to *M.S., Section 469.176, Subd. 7*, the District does not contain any parcel or part of a parcel that qualified under the provisions of *M.S., Sections 273.111, 273.112, or 273.114* or *Chapter 473H* for taxes payable in any of the five calendar years before the filing of the request for certification of the District.

DURATION & FIRST YEAR OF DISTRICT'S TAX INCREMENT

Pursuant to *M.S., Section 469.175, Subd. 1*, and *Section 469.176, Subd. 1*, the duration and first year of tax increment of the District must be indicated within the TIF Plan. Pursuant to *M.S., Section 469.176, Subd. 1b.*, the maximum duration of the District will be 25 years after receipt of the first increment by the City (a total of 26 years of tax increment). The City elects to receive the first tax increment in 2028, which is no later than four years following the year of approval of the District.

Thus, it is estimated that the District, including any modifications of the TIF Plan for subsequent phases or other changes, would terminate after 2053, or when the TIF Plan is satisfied. The City reserves the right to decertify the District prior to the legally required date.

ORIGINAL TAX CAPACITY, TAX RATE & ESTIMATED CAPTURED NET TAX CAPACITY VALUE/INCREMENT & NOTIFICATION OF PRIOR PLANNED IMPROVEMENTS

Pursuant to *M.S., Section 469.174, Subd. 7 and M.S., Section 469.177, Subd. 1*, the Original Net Tax Capacity (ONTC) as certified for the District will be based on the market values placed on the property by the assessor in 2025 for taxes payable 2026.

Pursuant to *M.S., Section 469.177, Subds. 1 and 2*, the County Auditor shall certify in each year (beginning in the payment year 2028) the amount by which the original value has increased or decreased as a result of:

- 1. Change in tax exempt status of property;
- 2. Reduction or enlargement of the geographic boundaries of the District;
- 3. Change due to adjustments, negotiated or court-ordered abatements;
- 4. Change in the use of the property and classification;
- 5. Change in state law governing class rates; or
- 6. Change in previously issued building permits.

In any year in which the current Net Tax Capacity (NTC) value of the District declines below the ONTC, no value will be captured and no tax increment will be payable to the City.

The original local tax rate for the District will be the local tax rate for taxes payable 2026, assuming the request for certification is made before June 30, 2026. The ONTC and the Original Local Tax Rate for the District appear in the table below.

Pursuant to *M.S., Section 469.174 Subd. 4 and M.S., Section 469.177, Subd. 1, 2, and 4*, the estimated Captured Net Tax Capacity (CTC) of the District, within the Master Development District, upon completion of the project within the District, will annually approximate tax increment revenues as shown in the table below. The City requests 100% of the available increase in tax capacity be used for repayment of the obligations of the City and current expenditures, beginning in the tax year payable 2028. The Project Tax Capacity (PTC) listed is an estimate of values when the project within the District is completed.

Project Tax Capacity (PTC)		
Estimated Development Tax Capacity upon completion	334,781	
Less: Original Net Tax Capacity (ONTC)	<u>3,085</u>	
Estimate of Captured Tax Capacity (CTC)	331,696	
x Original Local Tax Rate	<u>146.2270%</u>	Pay 2026
Estimated Annual Tax Increment	\$485,029	
Percent Retained by the City	100%	

Note: Project Tax Capacity includes a 1% inflation factor for the duration of the District. The tax capacity included in this chart is the estimated tax capacity of the District in year 26. The tax capacity of the District upon the initial completion of both phases of the development is estimated to be \$266,250.

Pursuant to *M.S., Section 469.177, Subd. 4*, the City shall, after a due and diligent search, accompany its request for certification to the County Auditor or its notice of the District enlargement pursuant to *M.S., Section 469.175, Subd. 4*, with a listing of all properties within the District or area of enlargement for which building permits have been issued during the eighteen (18) months immediately preceding approval of the TIF Plan by the municipality pursuant to *M.S., Section 469.175, Subd. 3*. The County Auditor shall increase the original net tax capacity of the District by the net tax capacity of improvements for which a building permit was issued.

The City is reviewing the area to be included in the District to determine if any building permits have been issued during the 18 months immediately preceding approval of the TIF Plan by the City.

SOURCES OF REVENUE/BONDS TO BE ISSUED

The total estimated tax increment revenues for the District are shown in the table below:

SOURCES	
Tax Increment	\$ 10,549,828
Interest	<u>527,491</u>
TOTAL	\$ 11,077,319

The costs outlined in the Uses of Funds will be financed primarily through the annual collection of tax increments. The City reserves the right to issue bonds (as defined in the TIF Act) or incur other indebtedness as a result of the TIF Plan. As presently proposed, the projects within the District will be financed by one or more pay-as-you-go TIF notes and/or interfund loans. Any refunding amounts will be deemed a budgeted cost without a formal

modification to this TIF Plan. This provision does not obligate the City to incur debt. The City will issue bonds or incur other debt only upon the determination that such action is in the best interest of the City.

The City may issue bonds secured in whole or in part with tax increments from the District in a maximum principal amount of \$11,077,319. Such bonds may be in the form of pay-as-you-go notes, revenue bonds or notes, general obligation bonds, or interfund loans. This estimate of total bonded indebtedness is a cumulative statement of authority under this TIF Plan as of the date of approval.

USES OF FUNDS

Currently under consideration for the District is a proposal to help finance site improvement and construction costs necessary to develop approximately 75-units of new mixed-income multifamily rental housing. The City has determined that it will be necessary to provide assistance to the project for certain District costs, as described herein.

The City has studied the feasibility of the development or redevelopment of property in and around the District. To facilitate the establishment and development of the District, this TIF Plan authorizes the use of tax increment financing to pay for the cost of certain eligible expenses. The estimate of public costs and uses of funds associated with the District is outlined in the following table.

USES	
Affordable Housing	5,969,828
Administrative Costs (up to 10%)	527,491
PROJECT COSTS TOTAL	\$ 6,497,319
Interest	4,580,000
PROJECT AND INTEREST COSTS TOTAL	\$ 11,077,319

The total District project cost, including financing costs (interest) listed in the table above does not exceed the total projected tax increments for the District as shown in the Sources of Revenue section.

Estimated costs associated with the District are subject to change among categories without a modification to the TIF Plan. The cost of all activities to be considered for tax increment financing will not exceed, without formal modification, the budget above pursuant to the applicable statutory requirements. The City may expend funds for qualified housing activities outside of the District boundaries.

ESTIMATED IMPACT ON OTHER TAXING JURISDICTIONS

The estimated impact on other taxing jurisdictions assumes that the redevelopment contemplated by the TIF Plan would occur without the creation of the District. However, the City has determined that such development or redevelopment would not occur "but for" tax increment financing and that, therefore, the fiscal impact on other taxing jurisdictions is \$0. The estimated fiscal impact of the District would be as follows if the "but for" test was not met:

Estimated Impact on Tax Base			
Entity	2025/Pay 2026 Total NTC	CTC upon completion	Percent of CTC to Entity Total
Rice County	110,995,109	331,696	0.2988%
City of Northfield	25,504,181	331,696	1.3006%
I.S.D. No. 659 (Northfield Schools)	48,649,660	331,696	0.6818%

Estimated Impact on Taxes				
Entity	Pay 2026 Extension Rate	Percent of Total	CTC	Potential Taxes
Rice County	38.2550%	26.16%	331,696	\$ 126,890
City of Northfield	73.3340%	50.15%	331,696	243,246
I.S.D. No. 659 (Northfield Schools)	31.2930%	21.40%	331,696	103,798
Other	3.3450%	2.29%	331,696	11,095
	146.2270%	100.00%		\$ 485,029

The estimates listed above display the captured tax capacity when all construction and the District is completed. The tax rate used for calculations is the Pay 2026 rate. The total net capacity for the entities listed above are based on Pay 2026 figures. The District will be certified under the Pay 2026 rates.

Pursuant to *M.S., Section 469.175 Subd. 2(b)*:

- (1) Estimate of total tax increment. It is estimated that the total amount of tax increment that will be generated over the life of the District is \$10,549,828;
- (2) Probable impact of the District on city provided services and ability to issue debt. An impact of the District on police protection is

expected. The property is currently undeveloped land and would be expected to generate few, minor public safety concerns such as trespassing or nuisance activity. With any addition of new residents or businesses, police calls for service will be increased. New developments can improve conditions through increased lighting, regular occupancy and natural surveillance, but also add an increase in traffic and additional overall demands to the public service call load. Based on comparable developments, the City estimates approximately 75-120 additional calls for service annually for various medical, disturbances, welfare checks and general complaints. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or facilities. IT expects modest increases in personnel time and other operating expenses related to fuel, vehicle wear, and equipment usage. These impacts are expected to be manageable within the current operating budget.

The probable impact of the District on fire protection is not expected to be significant. Typically new buildings generate few calls, if any, and are of superior construction with sprinkler systems and updated fire protection measures. The City estimates approximately 4-5 calls per year, no different from other residential subdivisions within the City. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or facilities, and the development is expected to meet or exceed code requirements for hydrants, water main sizing and roadways.

The impact of the District on public infrastructure is expected to be minimal. The development is not expected to significantly impact any external traffic movements in the area. The current infrastructure for sanitary sewer, storm sewer and water will be able to handle the additional volume generated from the proposed development. Based on the development plans, there are an estimated \$172,000 in new costs associated with street maintenance, sweeping, plowing, lighting and sidewalks. The development in the District is expected to contribute an estimated \$255,232 in sanitary sewer (SAC) and water (WAC) connection fees.

The probable impact of the issuance of any general obligation tax increment bonds payable from tax increment revenues from the District on the City's ability to issue debt for general fund purposes is expected to be minimal. It is not anticipated that there will be any general obligation debt issued in relation to this project, therefore there will be no impact on the City's ability to issue future debt or on the City's debt limit.

- (3) Estimated amount of tax increment attributable to school district levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is \$2,257,694;
- (4) Estimated amount of tax increment attributable to county levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same, is \$2,759,980;
- (5) Additional information requested by the county or school district. The City is not aware of any standard questions in a county or school district written policy regarding tax increment districts and impact on county or school district services. The county or school district must request additional information pursuant to *M.S., Section 469.175 Subd. 2(b)* within 15 days after receipt of the tax increment financing plan.

No requests for additional information from the county or school district regarding the proposed development for the District have been received.

COUNTY ROAD COSTS

Pursuant to *M.S., Section 469.175, Subd. 1a*, the County Board may require the City to pay for all or part of the cost of county road improvements out of increment revenues if the proposed development to be assisted by tax increment will, in the judgment of the County, substantially increase the use of county roads requiring construction of road improvements or other road costs and if the road improvements are not scheduled within the next five years under a capital improvement plan or another county plan.

If the County elects to use increments to improve county roads, it must notify the City within 45 days of receipt of this TIF Plan. In the opinion of the City and consultants, the proposed development outlined in this TIF Plan will have little or no impact upon county roads, therefore the TIF Plan was not forwarded to the county 45 days prior to the public hearing. The City is aware that the County could claim that tax increment should be used for county roads, even after the public hearing.

ADMINISTRATIVE EXPENSES

In accordance with *M.S., Section 469.174, Subd. 14*, administrative expenses means all documented tax increment expenditures of the City, including but not limited to:

- (1) amounts paid for services provided by bond counsel, fiscal consultants, and economic development consultants;
- (2) allocated expenses and staff time of the authority or municipality for administering a project, including but not limited to preparing the tax increment financing plan, negotiating and preparing agreements, accounting for segregated funds of the district, preparing and submitting required reporting for the district, and reviewing and monitoring compliance with the TIF Act;
- (3) amounts paid to publish annual disclosures and provide notices under section *M.S. Section 469.175*;
- (4) amounts to provide for the usual and customary maintenance and operation of properties purchased with tax increments, including necessary reserves for repairs and the cost of any insurance;
- (5) amounts allocated or paid to prepare a development action response plan for a soils condition district or hazardous substance subdistrict; and
- (6) amounts used to pay bonds, interfund loans, or other financial obligations to the extent those obligations were used to finance costs described in clauses (1) to (5).

Administrative expenses and administrative costs do not include:

- (1) amounts paid for the purchase of land or buildings;
- (2) amounts paid to contractors or others providing materials and services directly connected with the physical development of the real property in the project, including architectural and engineering services and materials and services for demolition, soil correction, and the construction or installation of public improvements;
- (3) relocation benefits paid to or services provided for persons residing or businesses located in the project;

- (4) amounts paid for property taxes or payments in lieu of taxes; and
- (5) amounts used to pay principal or interest on, fund a reserve for, or sell at a discount bonds issued pursuant to *M.S. Section 469.178* or other financial obligations to the extent those obligations were used to finance costs described in clauses (1) to (4).

This definition does not apply to County administrative expenses or administrative costs referenced under *M.S. Section 469.176, Subd. 4h*:

Tax increments may be used to pay for the County's actual administrative expenses. The County may require payment of those expenses by February 15 of the year after the year in which the expenses are incurred. The amount of these payments is not required to be set forth in the tax increment financing plan for the project. To obtain payment for actual administrative costs, the County Auditor must submit to the authority a record of costs incurred by the county auditor related to administration of the authority's tax increment financing districts.

The County Treasurer shall deduct an amount (currently 0.36 percent) of any increment distributed to the City, and the County Treasurer shall pay the amount deducted to the State Treasurer for deposit in the State General Fund to be appropriated to the State Auditor for the cost of financial reporting of tax increment financing information and the cost of examining and auditing authorities' use of tax increment financing. This amount may be adjusted annually by the Commissioner of Revenue.

ANNUAL DISCLOSURE REQUIREMENTS

The City must undertake financial reporting for all tax increment financing districts to the Office of the State Auditor (OSA), County Board and County Auditor on or before August 1 of each year. An annual statement shall be published in a newspaper of general circulation in the City on or before August 15.

If the City fails to make a disclosure or submit a report, the OSA will direct the County Auditor to withhold the distribution of tax increment from the TIF District.

SUPPORTING DOCUMENTATION

Pursuant to *M.S., Section 469.175, Subd. 1 (a), clause 7* this TIF Plan must contain identification and description of studies and analyses used to make

the determination set forth in *M.S., Section 469.175, Subd. 3, clause (b)(2)* and the findings are required in the resolution approving the District.

In making said determination, reliance has been placed upon (1) written representation made by the Developer to such effects, (2) review of the Developer's proforma; and (3) City staff awareness of the feasibility of developing the project site within the District, which is further outlined in the City Council resolution approving the establishment of the District and Appendix D.

DISTRICT ADMINISTRATION

Administration of the District will be handled by the Community Development Director.

Appendix A: Project Description

The Harvest Hills Tax Increment Financing District is being created to facilitate a new mixed-income townhome rental housing development in the City of Northfield. The development is expected to consist of approximately 71-units, 20% of which will be designated for occupancy by persons at or below 50% of Area Median Income.

The project will occur in two phases on approximately 10.3 acres of undeveloped vacant land identified as Parcel ID# 22.12.4.26.022. The first phase is anticipated to begin in 2026 with grading, foundation and site and infrastructure improvements necessary to construct 38-townhome units. A second phase for the remaining units is planned after completion and occupancy of phase 1.

Appendix B: Map of Master Development District and the TIF District

Harvest Hills TIF District

4/7/2026

0 1,500 3,000
Feet

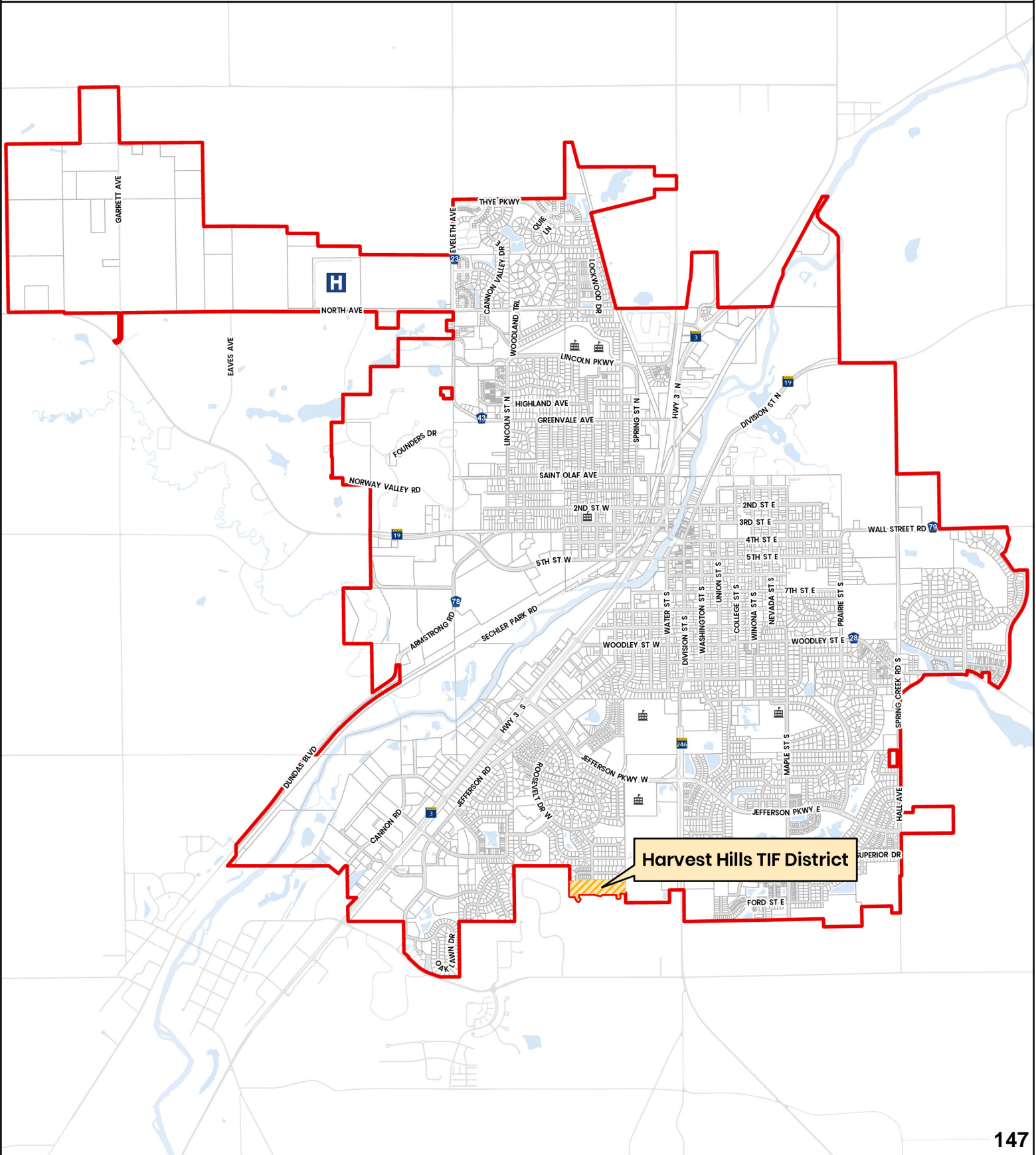


PID 22.12.4.26.022



Master Development Area

The boundaries of the Master Development Area are coterminous with the corporate boundaries of the City of Northfield.



Appendix C: Estimated Cash Flow for the District

Harvest Hills Housing (1.00% Assumed Tax Value Appreciation)

City of Northfield, MN

Approximately 75-unit Mixed-Income Rental Townhome Development



ASSUMPTIONS AND RATES

DistrictType:	Housing	
District Name/Number:	TBD	
County District #:	TBD	
First Year Construction or Inflation on Value	2026	
Existing District - Specify No. Years Remaining		
Inflation Rate - Every Year:	1.00%	
Interest Rate:	5.85%	
Present Value Date:	1-Aug-27	
First Period Ending	1-Feb-28	
Tax Year District was Certified:	Pay 2026	
Cashflow Assumes First Tax Increment For Development:	2028	
Years of Tax Increment	26	
Assumes Last Year of Tax Increment	2053	
Fiscal Disparities Election [Outside (A), Inside (B), or NA]	NA	
Incremental or Total Fiscal Disparities		
Fiscal Disparities Contribution Ratio		
Fiscal Disparities Metro-Wide Tax Rate		
Maximum/Frozen Local Tax Rate:	146.227%	Pay 2026
Current Local Tax Rate: (Use lesser of Current or Max.)	146.227%	Pay 2026
State-wide Tax Rate (Comm./Ind. only used for total taxes)	28.3130%	Pay 2026
Market Value Tax Rate (Used for total taxes)	0.30535%	Pay 2026

Tax Rates			
Exempt Class Rate (Exempt)			0.00%
Commercial Industrial Preferred Class Rate (C/I Pref.)			
First	\$150,000		1.50%
Over	\$150,000		2.00%
Commercial Industrial Class Rate (C/I)			2.00%
Rental Housing Class Rate (Rental)			1.25%
Affordable Rental Housing Class Rate (Aff. Rental)			
First	\$100,000		0.25%
Over	\$100,000		0.25%
Non-Homestead Residential (Non-H Res. 1 Unit)			
First	\$500,000		1.00%
Over	\$500,000		1.25%
Homestead Residential Class Rate (Hmstd. Res.)			
First	\$500,000		1.00%
Over	\$500,000		1.25%
Agricultural Non-Homestead			1.00%

BASE VALUE INFORMATION (Original Tax Capacity)

Map ID	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/ Phase
1	22.12.4.26.022	Crg Properties	NA	246,800	0	246,800	100%	246,800	Pay 2026	Rental	3,085	Rental	3,085	1
				246,800	0	246,800		246,800			3,085		3,085	

Note:

1. Base values are for pay 2026 based on review of County website on 3.26.2026.
2. Located in SD #659.

Harvest Hills Housing (1.00% Assumed Tax Value Appreciation)

City of Northfield, MN
Approximately 75-unit Mixed-Income Rental Townhome Development



PROJECT INFORMATION (Project Tax Capacity)													
Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Project Tax Capacity/Unit	Percentage Completed 2026	Percentage Completed 2027	Percentage Completed 2028	Percentage Completed 2029	First Year Full Taxes Payable
1	Townhouses	284,000	284,000	30	8,520,000	Rental	106,500	3,550	50%	100%	100%	100%	2029
1	Townhouses	284,000	284,000	8	2,272,000	Rental	28,400	3,550	50%	100%	100%	100%	2029
2	Townhouses	284,000	284,000	30	8,520,000	Rental	106,500	3,550	0%	0%	50%	100%	2031
2	Townhouses	284,000	284,000	7	1,988,000	Rental	24,850	3,550	0%	0%	50%	100%	2031
TOTAL				75	21,300,000		266,250						

Note:

1. Market values are based upon preliminary estimates provided by the County Assessor's office.

TAX CALCULATIONS									
New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
Townhouses	106,500	0	106,500	155,732	0	0	26,016	181,748	6,058.25
Townhouses	28,400	0	28,400	41,528	0	0	6,938	48,466	6,058.25
Townhouses	106,500	0	106,500	155,732	0	0	26,016	181,748	6,058.25
Townhouses	24,850	0	24,850	36,337	0	0	6,070	42,408	6,058.25
TOTAL	266,250	0	266,250	389,329	0	0	65,040	454,369	

Note:

1. Taxes and tax increment will vary significantly from year to year depending upon values, rates, state law, fiscal disparities and other factors which cannot be predicted.

WHAT IS EXCLUDED FROM TIF?	
Total Property Taxes	454,369
less State-wide Taxes	0
less Fiscal Disp. Adj.	0
less Market Value Taxes	(65,040)
less Base Value Taxes	(4,511)
Annual Gross TIF	384,818



Harvest Hills Housing (1.00% Assumed Tax Value Appreciation)

City of Northfield, MN

Approximately 75-unit Mixed-Income Rental Townhome Development

ESTIMATED TAX INCREMENT CASH FLOW														
% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities Incremental	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	Less: State Auditor 0.36%	Less: City Retention 5.0%	Semi-Annual Net Tax Increment	Semi-Annual Present Value	PERIOD ENDING Yrs.	Tax Year	Payment Date
														02/01/28
100%	67,450	(3,085)	-	64,365	146.227%	94,119	47,060	(169)	(2,345)	44,546	42,050	0.5	2028	08/01/28
							47,060	(169)	(2,345)	44,546	82,904	1	2028	02/01/29
100%	134,900	(3,085)	-	131,815	146.227%	192,749	96,375	(347)	(4,801)	91,226	164,194	1.5	2029	08/01/29
							96,375	(347)	(4,801)	91,226	243,174	2	2029	02/01/30
100%	201,924	(3,085)	-	198,839	146.227%	290,756	145,378	(523)	(7,243)	137,612	358,927	2.5	2030	08/01/30
							145,378	(523)	(7,243)	137,612	471,390	3	2030	02/01/31
100%	268,961	(3,085)	-	265,876	146.227%	388,783	194,392	(700)	(9,685)	184,007	617,496	3.5	2031	08/01/31
							194,392	(700)	(9,685)	184,007	759,450	4	2031	02/01/32
100%	271,651	(3,085)	-	268,566	146.227%	392,716	196,358	(707)	(9,783)	185,869	898,764	4.5	2032	08/01/32
							196,358	(707)	(9,783)	185,869	1,034,120	5	2032	02/01/33
100%	274,368	(3,085)	-	271,283	146.227%	396,688	198,344	(714)	(9,882)	187,749	1,166,959	5.5	2033	08/01/33
							198,344	(714)	(9,882)	187,749	1,296,023	6	2033	02/01/34
100%	277,111	(3,085)	-	274,026	146.227%	400,700	200,350	(721)	(9,981)	189,648	1,422,688	6.5	2034	08/01/34
							200,350	(721)	(9,981)	189,648	1,545,753	7	2034	02/01/35
100%	279,882	(3,085)	-	276,797	146.227%	404,753	202,376	(729)	(10,082)	191,565	1,666,529	7.5	2035	08/01/35
							202,376	(729)	(10,082)	191,565	1,783,874	8	2035	02/01/36
100%	282,681	(3,085)	-	279,596	146.227%	408,845	204,423	(736)	(10,184)	193,502	1,899,036	8.5	2036	08/01/36
							204,423	(736)	(10,184)	193,502	2,010,926	9	2036	02/01/37
100%	285,508	(3,085)	-	282,423	146.227%	412,979	206,489	(743)	(10,287)	195,459	2,120,734	9.5	2037	08/01/37
							206,489	(743)	(10,287)	195,459	2,227,423	10	2037	02/01/38
100%	288,363	(3,085)	-	285,278	146.227%	417,154	208,577	(751)	(10,391)	197,435	2,332,127	10.5	2038	08/01/38
							208,577	(751)	(10,391)	197,435	2,433,856	11	2038	02/01/39
100%	291,247	(3,085)	-	288,162	146.227%	421,370	210,685	(758)	(10,496)	199,430	2,533,692	11.5	2039	08/01/39
							210,685	(758)	(10,496)	199,430	2,630,692	12	2039	02/01/40
100%	294,159	(3,085)	-	291,074	146.227%	425,629	212,815	(766)	(10,602)	201,446	2,725,887	12.5	2040	08/01/40
							212,815	(766)	(10,602)	201,446	2,818,377	13	2040	02/01/41
100%	297,101	(3,085)	-	294,016	146.227%	429,931	214,965	(774)	(10,710)	203,482	2,909,147	13.5	2041	08/01/41
							214,965	(774)	(10,710)	203,482	2,997,337	14	2041	02/01/42
100%	300,072	(3,085)	-	296,987	146.227%	434,275	217,137	(782)	(10,818)	205,538	3,083,887	14.5	2042	08/01/42
							217,137	(782)	(10,818)	205,538	3,167,977	15	2042	02/01/43
100%	303,073	(3,085)	-	299,988	146.227%	438,663	219,331	(790)	(10,927)	207,615	3,250,503	15.5	2043	08/01/43
							219,331	(790)	(10,927)	207,615	3,330,683	16	2043	02/01/44
100%	306,103	(3,085)	-	303,018	146.227%	443,095	221,547	(798)	(11,037)	209,712	3,409,372	16.5	2044	08/01/44
							221,547	(798)	(11,037)	209,712	3,485,825	17	2044	02/01/45
100%	309,164	(3,085)	-	306,079	146.227%	447,571	223,785	(806)	(11,149)	211,831	3,560,855	17.5	2045	08/01/45
							223,785	(806)	(11,149)	211,831	3,633,754	18	2045	02/01/46
100%	312,256	(3,085)	-	309,171	146.227%	452,091	226,046	(814)	(11,262)	213,970	3,705,295	18.5	2046	08/01/46
							226,046	(814)	(11,262)	213,970	3,774,804	19	2046	02/01/47
100%	315,378	(3,085)	-	312,293	146.227%	456,657	228,329	(822)	(11,375)	216,131	3,843,020	19.5	2047	08/01/47
							228,329	(822)	(11,375)	216,131	3,909,297	20	2047	02/01/48
100%	318,532	(3,085)	-	315,447	146.227%	461,269	230,635	(830)	(11,490)	218,314	3,974,340	20.5	2048	08/01/48
							230,635	(830)	(11,490)	218,314	4,037,535	21	2048	02/01/49
100%	321,718	(3,085)	-	318,633	146.227%	465,927	232,963	(839)	(11,606)	220,519	4,099,555	21.5	2049	08/01/49
							232,963	(839)	(11,606)	220,519	4,159,811	22	2049	02/01/50
100%	324,935	(3,085)	-	321,850	146.227%	470,631	235,316	(847)	(11,723)	222,745	4,218,947	22.5	2050	08/01/50
							235,316	(847)	(11,723)	222,745	4,276,402	23	2050	02/01/51
100%	328,184	(3,085)	-	325,099	146.227%	475,383	237,691	(856)	(11,842)	224,994	4,332,787	23.5	2051	08/01/51
							237,691	(856)	(11,842)	224,994	4,387,571	24	2051	02/01/52
100%	331,466	(3,085)	-	328,381	146.227%	480,182	240,091	(864)	(11,961)	227,265	4,441,334	24.5	2052	08/01/52
							240,091	(864)	(11,961)	227,265	4,493,570	25	2052	02/01/53
100%	334,781	(3,085)	-	331,696	146.227%	485,029	242,514	(873)	(12,082)	229,559	4,544,834	25.5	2053	08/01/53
							242,514	(873)	(12,082)	229,559	4,594,640	26	2053	02/01/54
Total							10,587,944	(38,117)	(527,491)	10,022,336				
Present Value From: 08/01/2027							4,853,938	(17,474)	(241,823)	4,594,640				

Appendix D: Findings Including But/For Qualifications

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan for Harvest Hills Tax Increment Financing District, as required pursuant to *Minnesota Statutes, (M.S.) Section 469.175, Subdivision 3* are as follows:

1. *Finding that Harvest Hills Tax Increment Financing District is a housing district as defined in M.S., Section 469.174, Subd. 11.*

Harvest Hills Tax Increment Financing District consists of a project or portions of a project intended for occupancy, in part, by persons or families of low and moderate income as defined in Chapter 462A, Title II of the National Housing Act of 1934, the National Housing Act of 1959, the United States Housing Act of 1937, as amended, Title V of the Housing Act of 1949, as amended, and other similar present or future federal, state, or municipal legislation, or the regulation promulgated under any of those acts. The Developer has represented that at least 20% of the units in the Development will be reserved for rental to persons whose annual income does not exceed 50% of applicable area median income and that no more than 20% of the square footage of buildings that receive assistance from tax increments will consist of commercial, retail or other nonresidential uses.

2. *Finding that the proposed development, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future.*

The proposed Development will result in the construction of low and moderate income housing units which would not otherwise be constructed in the reasonably foreseeable future. The rents for affordable housing projects do not provide a sufficient return on investment to stimulate new development. The Developer has represented that it could not proceed with the Development without tax increment assistance. The Developer has provided the City with its estimated Development proforma outlining project sources and uses as well as projected rent, vacancy, and financing assumptions. City staff and the City's advisors reviewed the information and have determined the Development is not feasible without the proposed assistance due to anticipated rent levels and market returns not supporting the Development costs. Based on the review, the City does not expect that a development of this type would occur in the reasonably foreseeable future but for the use of tax increment assistance.

3. *Finding that the TIF Plan for Harvest Hills Tax Increment Financing District conforms to the general plan for the development or redevelopment of the municipality as a whole.*

The City consulted with its Planning Commission who reviewed the TIF Plan on April 16, 2026 and found that the TIF Plan conforms to the general development plan of the City. The City Council finds that the proposed project complies with the intended use of the property within the City's Comprehensive Plan and therefore the TIF Plan conforms to the general development plan of the City.

4. *Finding that the TIF Plan for Harvest Hills Tax Increment Financing District will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of Master Development District by private enterprise.*

Through the implementation of the TIF Plan, the Development proposed to occur within the TIF District is the construction by private enterprise of low and moderate income multi-family housing. The Development will also increase the taxable market valuation of the City. The available multi-family housing in the City will increase by approximately 71 rental units with the completion of the Development and this will help fulfill the need for such housing in the City.



Legislation Text

File #: PC M2026-002, **Version:** 1

Planning Commission Meeting Date: April 16, 2026

To: Members of the Planning Commission

From: Mathias Hughey, Associate City Planner

Consider a Motion Requesting City Council Commit to Addressing Concerns About Traffic Safety Raised in Recent Public Hearings.

Action Requested:

The Planning Commission is asked to consider and approve the draft motion requesting City Council commit to addressing resident concerns about traffic safety raised in recent public hearings.

Summary Report:

At the March 19, 2026 public hearing for a conditional use permit for Carleton College to make certain transportation facility improvements on campus a significant number of residents expressed concerns that vehicle traffic in the neighborhood presented a safety concern for residents, especially residents walking or biking, and school children waiting for the bus. Residents also described that pedestrian circulation trends had changed significantly since the Weitz Center opened, adding potentially thousands of daily pedestrian trips between older parts of campus and the Weitz Center, specifically along College, Union, and Winona Streets.

Commissioners suggested including a condition directing the City and Carleton College to address traffic safety on these streets. While related to the project in many ways, it is outside the scope of the CUP and therefore not appropriate to impose conditions on an applicant to address these concerns.

However, the safe function of city streets for all users has been underscored by numerous City plans and policies, and resident feedback indicating this area is of special concern should be thoroughly considered.

Attached is a partial draft of a resolution originally intended to be included as a condition to the CUP.

Staff suggest that a motion from the Planning Commission raising the concern with City Council will be appropriate, and a special emphasis will be provided to council on the concern from residents. The decision to direct City Staff and City funds to study or implement changes to the streets in the area rests with City Council.

Staff have developed the following draft motion which may be adopted or amended as the Commission sees fit to communicate to Council the unique traffic safety concerns of the area:

Recommend to City Council that the City formally review, in coordination with Carleton College, traffic patterns, including but not limited to conflicts between motorized and non-motorized traffic, street design, and management of on-street parking in the neighborhood adjacent to Carleton College, and implement, where appropriate and practicable measures to improve and protect the safety of all residents.

Staff Recommendation:

Staff support the adoption of the draft motion.

Staff would also suggest that consideration be given to concerns about traffic safety raised by the neighborhood adjacent to St. Olaf College in response to the Conditional Use Permit issued for a parking lot expansion in 2025, specifically related to the increase in on-street parking and additional traffic in that neighborhood.

Staff anticipate, based on multiple conversations with residents, that traffic safety will be a primary concern for residents in the vicinity of the Harvest Hills Second Additional Preliminary Plat. Concerns are likely to specifically relate to traffic associated with the Middle School, and parent pick-up and drop-off on the west side of the school from Carter Drive.

The Planning Commission may decide to modify the motion to more broadly address these traffic safety concerns, identify each of these areas as needing special consideration, or adopt separate motions for each area to raise the concerns with City Council.

City Plans & Policies Relevance:

Numerous city plans and policies reference or explicitly establish safety of all road users as a goal.

Alternative Options:

The Planning Commission could draft formal resolution(s) to address the concerns raised by residents but should consider the limited availability of staff time to assist with crafting formal resolutions.

Financial Impacts:

Infrastructure projects range in cost, and crashes incur significant costs directly and indirectly to the City.

The cost of adopting a motion is marginal.

Tentative Timelines:

NA

Condition for Conditional Use Permit, and Whereas clauses to support

Whereas, since the opening of Carleton's Weitz Center for Creativity in 2011, the travel patterns between the various parts of the Carleton Campus have changed substantially, including significantly increased numbers of people walking, biking, and rolling in the area bounded by Watson Hall and Cheney House on the east, First Street on the north; Fourth Street on the south, and Union Street on the west;

Whereas, vehicle traffic in that same area has also increased substantially, including from service vehicles related to work at Carleton;

Whereas, this increase in all kinds of travel has created a variety of conflicts between users that are unsafe, including being unsafe in the same way that conflicts on College St. are unsafe;

Whereas, the proposed project would add large vehicle traffic to these existing conditions,

Whereas, the Comprehensive Plan and the LDC both set safety as fundamental goals...

[Under Now Therefore:]

The Planning Commission

Recommends to the City Council that

- the City create and implement a formal process to a) identify and b) mitigate current conflicts between motorized and non-motorized traffic in the area between Cheney House, and First, Fourth, and Union Streets, and conflicts created or exacerbated by the new bus patterns;
- That that process be tri-chaired by the City, the College, and a representative of the affected neighborhood;
- That the recommendations and implementation plan be presented to the Council not less than six months from City Council action on the CUP;

Sets as a condition of the CUP approval that Carleton College agree to participate in that process.



Legislation Text

File #: 26-195, Version: 1

PC Meeting Date: April 16, 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.

Zoning Code Update & Redesign

- Houseal Lavigne is working to summarize all the data collected during the kick-off in March and compiling initial recommendations on changes to the land development code.
- The Zoning Code Update website is attached please fill out the questionnaire!

Planning Applications & Related Updates

- Park & Trail Dedication Fees: Staff continue to work on this item as time allows.
- See the hyperlink in the attachments for the City's Development Map.
- Redevelopment Update: The Archer, located at 212 Division Street South, previously received or was in the process of several approvals for a mixed use residential and commercial building. However, Rebound Partners announced last November that the redevelopment plan in downtown Northfield was not financially viable at that time. Staff are working with Rebound on the development of the site. The developers went before the Heritage Preservation Commission (HPC) to meet and introduce the project moving forward again. The HPC formed a subcommittee to assist review of the new building against the Downtown Heritage Preservation Design Guidelines for Northfield.
- The Cedar Meadows development has completed their financing, finalized their financial security documents, have signed all documents and have taken the development agreement and final plat to be recorded with Dakota County. The grading permit is approved and the development team will begin site work to clear trees and grade the site in the coming weeks.
- 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 (NAPC) has webinars related to historic preservation. The city is a member and can share webinar links if there is interest.
- The NAPC is hosting their bi-annual forum in Minneapolis! Forum 2026 will be over July 22-26. The city is a member and can look into adding commissioners who may wish to attend who are interested. Please let Mikayla or Mathias know.

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timeline:

N/A



Upcoming Agenda Items

City Council

Tuesday, April 14, 2026

TMP 26-266 2026 Absentee/Early Voting, Primary Election and General Election Update

Drafter: Peterson

Notes: Work Session #1 (20 min.)

TMP 26-292 Review Updated 2027-2028 Budget Calendar, Points of Emphasis and Budget Updates including Progress on 5-Year Financial Planning.

Drafter: Martig

Notes: Work Session #2 (30 min.)

Tuesday, April 21, 2026

TMP 26-304 Consider Approving Disbursements totaling \$

Drafter: Grant

Notes: consent

TMP 26-332 Consider a motion approving the lower-potency hemp edible retailer application for Kwik Trip Inc. dba Kwik Trip #385, 500 Laurel Court.

Drafter: Peterson

Notes: Consent

TMP 26-245 Preliminary Design Update - Phase II of the Northfield Skateboard Park Project.

Drafter: Bennett

Notes: Regular #2 (20 min.)

TMP 25-899 Consider Approval of Mayoral Board/Commission Youth Appointments.

Drafter: Hoffman

Notes: consent

TMP 25-900 Consider Approval of Mayoral Board and Commission Appointments.

Drafter: Hoffman

Notes: consent

TMP 26-096 Consider Project Partnership Agreement with Army Corps of Engineers for Northwest Water Tower Grant.

Drafter: Wagner

Notes: consent

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 26-185 Consider Approval of Grant Contract Agreement with the State of Minnesota for Local Housing Trust Fund Grant (2025) in the Amount of \$150,000.

Drafter: Hanson

Notes: consent

TMP 26-268 Consideration of a Conditional Use Permit for Carleton College to Make Transportation Facility Improvements within the Perimeter Transition Area North of 1st St. E.

Drafter: Hughey

Notes: Regular #3 (15 min.)

TMP 26-261 Consider Resolution Approving Local Housing Trust Fund Policy Adoption

Drafter: hanson

Notes: consent

TMP 26-337 Approve application for premises permit for the Defeat of Jesse James Days Committee, Inc. at Taco Terco.

Drafter: Peterson

Notes: Consent

TMP 26-324 Consider Resolution Establishing an Ad Hoc City Investment Policy and Cash Management Advisory Committee.

Drafter: Martig

Notes: consent

TMP 26-315 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

- 26-116** Consider Approval of MOU with Three Rivers Community Action/Hiawathaland Transit related to Transit Services in Northfield.
Drafter: Bennett
Notes: Consent; moved from 3/3 until after April 15 NTAC mtg
- TMP 25-951** City Administrator's Update.
Drafter: Martig
Notes: update
- TMP 26-264** Presentation of Percent for the Arts Annual Report (2025).
Drafter: Draper
Notes: Presentation #2 (10 min.)
- TMP 26-274** Mayor's Youth Council What I Love About Northfield Poster Contest Winner Presentation.
Drafter: Hoffman
Notes: Presentation #1 (10 min.)
- TMP 25-746** Consider Approval of April 7, 2026 City Council Meeting Minutes.
Drafter: Peterson
Notes: consent
- TMP 25-747** Consider Approval of April 14, 2026 City Council Work Session Minutes.
Drafter: Peterson
Notes: consent

Tuesday, May 5, 2026

- 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: Regular #__ (20 min.)
- TMP 26-179** Consider Approval of Sale of Property at 1600 Riverview Ln by Northfield Hospital + Clinics.
Drafter: Bennett
Notes: #1 Immediately Following Public Hearing #1 (5 min.)
- TMP 26-242** Consideration of a Resolution for the approval of the cannabis retail registration application for Black Bear Wellness MN LLC to operate a cannabis retailer business with an adult-use cannabis retailer

endorsement at 680 Professional Drive.

Drafter: Peterson

Notes: consent

TMP 26-302

Resolution for Harvest Hills 2nd Addition Preliminary Plat.

Drafter: Schmidt

Notes: Regular #__ (30 min.)

TMP 26-003

First Reading of Ordinance to Amend Chapter 34: Land Development Code: Article 5. Subdivision of Land. 5.26 Parks, Trails and Open Space Dedication Related to Park & Trail Dedication Fees.

Drafter: Schmidt

Notes: Regular #__ (20 min.)

TMP 25-931

Consideration of Second Reading of Ordinance No. ____ Amending Section 2-26 of City Code Relating to 2027 and 2028 Mayor and City Council Compensation.

Drafter: Peterson

Notes: consent

TMP 26-177

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

Drafter: Bennett

Notes: Public Hearing #1 (5 min.)

TMP 26-136

City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-952

City Administrator's Update.

Drafter: Martig

Notes: update

TMP 26-326

Presentation of Northfield Hospital and Clinics 2024 Audit.

Drafter: Angelstad

Notes: Presentation #__ (10 min.)

TMP 25-748

Consider Approval of April 21, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

Tuesday, May 12, 2026

TMP 26-221 Review Northfield Community Resource Center Financial Review and Related Leases.

Drafter: Martig

Notes: Work Session # 2 (30 min.)

TMP 26-259 Discuss Winter Parking Rules and Overnight 2 a.m. to 6 a.m November 15 to March 15 Winter On-Street Parking Ban.

Drafter: Bennett

Notes: Work Session #1 (__ min.)

TMP 26-329 Review of updated Economic Development Authority (EDA) Enabling Resolution.

Drafter: Martig

Notes: Work Session #3 (20 min.)

Tuesday, May 19, 2026

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

Drafter: Bennett

Notes: Regular #__ (15 min.)

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

Drafter: Schmidt

TMP 26-283 Consider Resolution Receiving Charter Amendment to Section 4.1 of the City Charter and Calling for a Public Hearing on Charter Amendment Proposed to be Adopted by Ordinance.

Drafter: Martig

Notes: Regular #__ (10 min.); contingent on Charter vote and submission to Council

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

Drafter: Schmidt

Notes: Consent

TMP 25-603 First Reading of Ordinance No. XXXX - Consideration of Establishing a Special Service District

Drafter: John

Notes: Regular #__ (__min.)

TMP 25-896 City Administrator Biannual Update Summary of Grants Report per the City Council Grants Policy.

Drafter: Martig

Notes: consent

TMP 25-953 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-983 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 26-190 2026 First Quarter Financial & Investment Updates

Drafter: Angelstad

Notes: consent

TMP 26-317 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 25-749 Consider Approval of May 4, 2026 City Council Closed Meeting Minutes.

Drafter: Peterson

Notes: consent

TMP 25-750 Consider Approval of May 5, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

TMP 25-751 Consider Approval of May 12, 2026 City Council Work Session Minutes.

Drafter: Peterson

Notes: consent

Tuesday, June 2, 2026

TMP 25-764 Consider Resolution Adopting the Street Reconstruction and Overlay Plan (SROP) and Issuance of Street Reconstruction and Overlay Bonds.

Drafter: Simonson

Notes: #1 Immediately following Public Hearing #2 (10 min.)

TMP 26-249 Consider Resolution Providing for the Issuance and Sale of General Obligation Street Reconstruction and Equipment Bonds, Series 2026A in the Proposed Aggregate Principal Amount of \$4,440,000.

Drafter: Bennett

Notes: Regular #__ (__ min.)

TMP 26-318 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 26-138 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 26-152 Discuss Safe Streets and Roads for All (SS4A) Planning RFP- Scope of Services.

Drafter: Bennett

Notes: Regular #__ (__ min.)

TMP 25-954 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-752 Consider Approval of May 19, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

Tuesday, June 9, 2026

TMP 26-290 Discussion on Organized Curbside Compost.

Drafter: Bennett

Notes: Work Session #1 (__ min.)

Tuesday, June 16, 2026

TMP 26-282 Public Hearing Related to Charter Commission Proposed Ordinance Amending Section 4.1 of the Northfield City Charter.

Drafter: Martig

Notes: Public Hearing #1 (15 min.)

TMP 26-280 Consider Ordinance Amending Section 4.1 of the Northfield City Charter (First Reading).

Drafter: Martig

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

TMP 26-319 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 25-955 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 26-151 Consider Approval of Safe Streets and Roads for All (SS4A) Planning Grant with FHWA.

Drafter: Bennett

Notes: Consent

TMP 26-139 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-753 Consider Approval of June 2, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

TMP 25-754 Consider Approval of June 9, 2026 City Council Work Session Minutes.

Drafter: Peterson

Notes: consent