

City of Northfield

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



Meeting Agenda

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

Attachments: [02-19-2026 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.

BOARD MEMBER AND COMMISSIONER REPORTS

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. [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. [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](#)

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](#)

ADJOURNMENT



Legislation Text

File #: 26-157, Version: 1

Planning Commission Meeting Date: March 19, 2026

To: Members of the Planning Commission

From: Kari Bonde, Administrative Associate

February 19, 2026 Meeting Minutes

Action Requested:

Please review the February 19, 2026 PC meeting minutes and approve or approve with amendments.

Summary Report:

N/A

City Plans & Policies Relevance:

N/A

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

N/A



City of Northfield

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801 Washington Street
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Meeting Minutes - Draft Planning Commission

Thursday, February 19, 2026

6:00 PM

Council Chambers

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

Chair Kuhlmann called the meeting to order at 6:44pm.

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

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

APPROVAL OF AGENDA

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

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

APPROVAL OF MINUTES

1. [26-082](#) January 15, 2026 PC Meeting Minutes

Attachments: [01-15-2026 PC Meeting Minutes](#)

A motion was made by Commissioner Schroeer, seconded by Commissioner Buckheit, to approve the January 15, 2026 Meeting Minutes. The motion carried by the following vote:

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

OPEN PUBLIC COMMENT

None.

BOARD MEMBER AND COMMISSIONER REPORTS

Council Member Holmes gave an update from City Council. Council passed a resolution to MN DOT for passing safety solutions for Hwy 3 crossing, Zoning Map Amendment passed for 304 2nd St. W., Council looked at sustainability policy at the last meeting.

REGULAR AGENDA

- 2. [26-083](#) Discussion on Proposed Text Amendments to 5.2.6 Parks, Trails, and Open Space Dedication in Chapter 34 - Land Development Code.

Attachments: [1 - Hyperlink to Northfield Park Plan \(2008\)](#)

City Planner Mikayla Schmidt and Associate City Planner Mathias Hughey are asking Planning Commissioners for their feedback on the additional information given on proposed text amendments to 5.2.6 Parks, Trails, and Open Space Dedication in Chapter 34 - Land Development Code. Hughey gave additional information on past CIP's, past and current costs of parks.

*Topics discussed:
 Trails as parks
 Be more strategic on what a park means
 Affordability of parks
 Parks within a 5 minute walk
 Park access fee*

STAFF UPDATES

City Planner Mikayla Schmidt gave an update on Cedar Meadows, Zoning Map Amendment passed at Council and Zoning Code update.

ADJOURNMENT

A motion was made by Commissioner Schroeer, seconded by Commissioner Buckheit, to adjourn the meeting at 8:17pm. The motion carried by the following vote:

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



Legislation Text

File #: 26-158, Version: 1

PC Meeting Date: March 19, 2026

To: Members of the Planning Commission

From: Mathias Hughey, Associate City Planner

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.

Action Requested:

The Planning Commission is asked to conduct a public hearing to gather input on the conditional use permit (CUP) for Carleton College to close the privately-owned portion of College Street north of 1st St. W. to vehicle traffic, relocate parking spaces and the bus stop from that area to the lot northwest of the intersection of 1st St. E. and Nevada St. which will involve an expansion of an existing parking lot within the Perimeter Transition Area.

Summary Report:

Carleton College has applied for a CUP to close the privately-owned portion of College Street north of 1st St. W. to vehicle traffic, relocate parking spaces and the bus stop from that area to the lot at the northwest corner of the intersection of 1st St. E. and Nevada St. which will involve an expansion of an existing parking lot. Consideration of a recommendation to the City Council will follow the public hearing.

Public hearing notices were mailed to property owners within 350 feet of the property on March 6, 2026. A copy of the public hearing mailing and location map are attached. The public hearing notice was published in the Northfield News on March 4, 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 certain Boards/Commissions to solicit the public's comments on various projects or issues as authorized for the board or commission by their enabling authority provided in charter, state law, city code or City Council enabling resolution.

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

the client must be identified for the record.

3. Speakers will be allowed to speak a maximum of two (2) minutes per item (not including interpreter's time, if applicable).

4. Speakers who have material to be handed out to the Board/Commission Members will pass the material to the Staff Liaison. The Staff Liaison will then pass the information to the appropriate people. A minimum of twelve (12) copies are needed.

5. Persons cannot gift their two (2) minute speaking time to other members of the public.

6. Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

E. Questions or Clarifications from Board/Commission - After the public input of the public hearing is completed, the Board/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 Board/Commission provide for opportunities for further questions or clarifications from the Board/Commission.

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

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

Staff will give 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.

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

March 4, 2026: Public hearing notice published in the Northfield News
March 6, 2026: Public hearing notice mailed
March 19, 2026: Public hearing & recommendation from the Planning Commission
April 7, 2026: City Council decision



**PUBLIC HEARING NOTICE
OF THE
NORTHFELD PLANNING COMMISSION**

TO: Property Owners Within 350 feet

APPLICANT: Carleton College

PURPOSE: The Planning Commission will receive public comment on an application for a Conditional Use Permit (CUP) in the Perimeter Transition Area (PTA) of the CD-S: College Development District for Carleton College. The project includes the proposed reconfiguration of the private portion of College St. (north of 1st St. E.), and relocation of parking and bus stops from College St. to the lot at the northwest corner of Nevada St. and 1st St. E.

LOCATION OF PROPERTY: College St. north of 1st St. E, and the parking lot and lawn area northwest of the intersection of Nevada St. and 1st St. E., Northfield, MN 55057

MEETING: On or after 6:00 p.m., Thursday, March 19, 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 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 the day of the meeting:
 - E-mail: mathias.hughey@northfieldmn.gov
 - Phone: 507-645-3041
- Sending a letter containing your input to:

- Mathias Hughey, City of Northfield, 801 Washington St. S., Northfield, MN 55057

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.

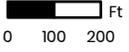
ANY QUESTIONS: More information can be obtained by contacting Mathias Hughey, by e-mail at mathias.hughey@northfieldmn.gov or by phone at 507-645-3041.

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

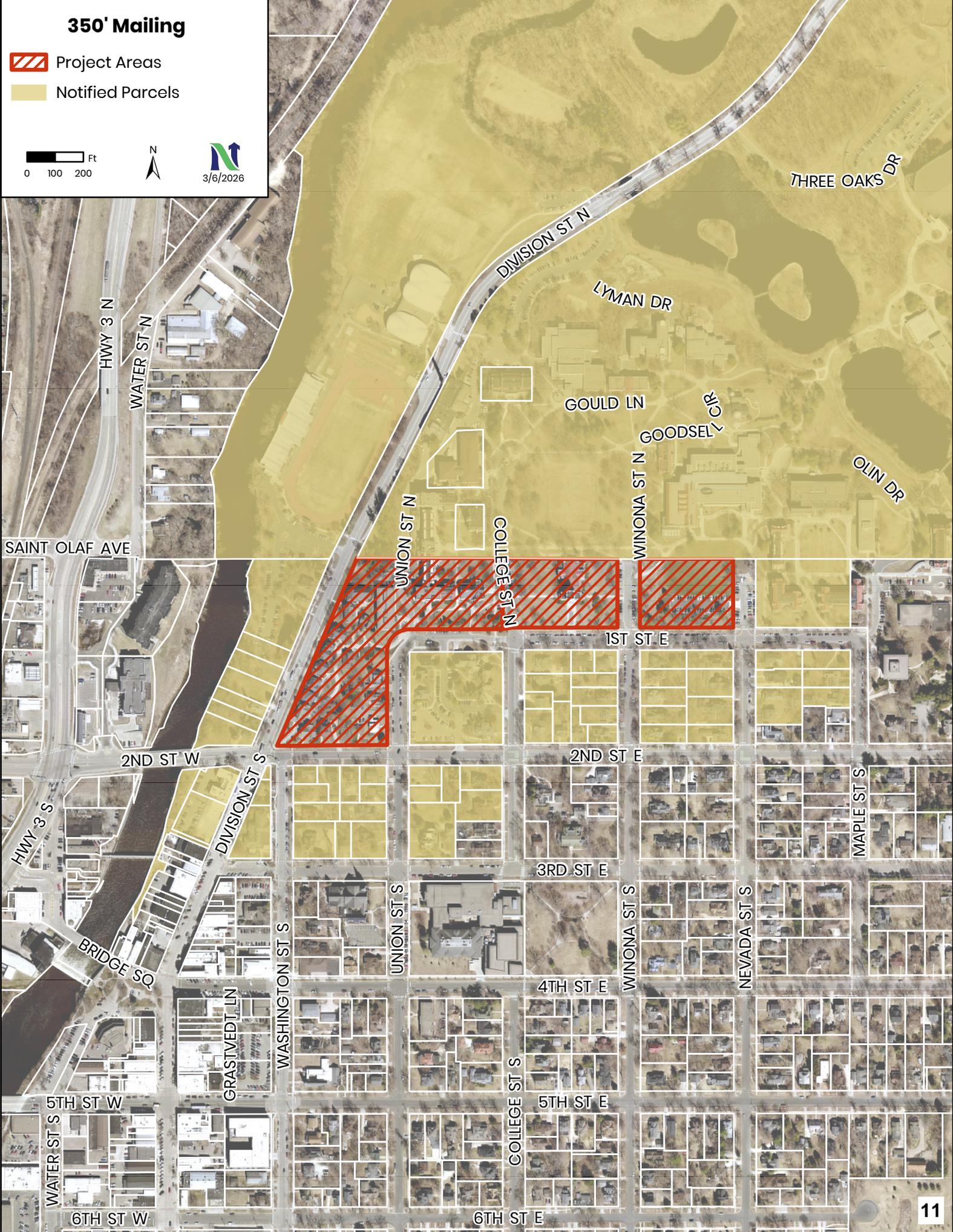
350' Mailing

 Project Areas

 Notified Parcels




3/6/2026





Legislation Text

File #: PC Res. 2026-002, **Version:** 1

Planning Commission Meeting Date: March 19, 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 a 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 volume of pedestrian and bicycle traffic on College St. makes it difficult to safely and efficiently provide transit services and vehicle access via that route. The proposed new location for the bus stop puts 76% of the student 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.

The existing parking lot includes an established landscape buffer along the perimeter facing the R1: Low Density Residential district to the south. It will include a reconfiguration as additional access and circulation is added.

The college intends that the regular bus routes that service the college, the Blue Route and Express Route, will use the new bus stop location. It is also intended to serve coach bus pickup and drop off for special events, or at semester breaks, when these buses provide students with access to the MSP airport. Coach buses for other campus events may use the bus stop as well.

In response to community concerns about the originally proposed new route for the Blue Route from Hiawathaland Transit, Carleton College and Hiawathaland have proposed an alternative new route that reduces the change to the minimum necessary. In proposing modified routes, Hiawathaland considers reducing trips along or across routes with high volumes of pedestrian traffic, the right-of-way space available to accommodate their vehicles, safety of loading and unloading passengers, and other street conditions that could interfere with safety, service, or accessibility.

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, additional documentation.

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.

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.

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 and recommendation by Planning Commission

April 7, 2026: Review and decision by City Council

CITY OF NORTHFIELD, MN
PLANNING COMMISSION RESOLUTION 2026-002

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.

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.

PASSED by the Planning Commission of the City of Northfield on this 19th day of March 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. This area meets the definition of the Perimeter Transition Area (PTA), wherein 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 location improves accessibility on and off campus, increasing utility and thereby likely increasing ridership.

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.
 - The proposed relocation of the bus stop and parking facilities improves safety along College Street, which sees substantial pedestrian traffic. The streets throughout the area are designed for people of all users, modes, ages and abilities.

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.
 - Improved accessibility and utility of transit will increase ridership and reduce vehicle miles traveled, thereby reducing greenhouse gas emissions and reliance on non-local energy sources.
- Outcome: The city plans land uses and new development to reduce vehicle miles traveled and non-local inputs, including energy sources.
 - This project is likely to reduce vehicle miles traveled.

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 relocation of the bus stop and reduction in parking will increase the use of more sustainable modes of transportation by students and residents, reducing vehicle miles traveled and the negative externalities associated with motor vehicles including negative impacts to natural resources, the climate, and city services.

The proposed use meets 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 and reduces demand for parking by facilitating improved campus and neighborhood access to transit. The area is characterized by the transition from low-density residential to college campus, abundant landscaping, and

neighborhood style streets, and pedestrian-scale structures are typical. These features will not be altered by the project. The existing parking lot includes a large, landscaped buffer, which mitigates the impact of the lot on nearby residents, and the traffic impacts will not require reconfiguration of any streets.

- 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. Screening, lighting, and other potential impacts are addressed via the Land Development Code which regulates impacts and mitigation in transitions between different zones. Additionally, the desire to relocate the vehicle traffic from College St. to the proposed lot stems, in part, from a need to mitigate conflicts between high volumes of pedestrian traffic and the vehicles currently using College St. thereby reducing overall hazards in 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 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. 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.
- 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 will likely decrease vehicle miles traveled by the students and the community by improving access to local and regional transit services, improve pedestrian safety along College Street, and reducing on-campus parking. The impact of the additional traffic is minimal, with updated bus routes impacting the minimum necessary blocks, and additional traffic on those blocks limited to a reasonable volume.
- 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 relocated parking and bus stop is 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.
- 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 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.

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 is within the Perimeter Transition Area because it is adjacent to a residential district, and special consideration is due to this proximity.

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.

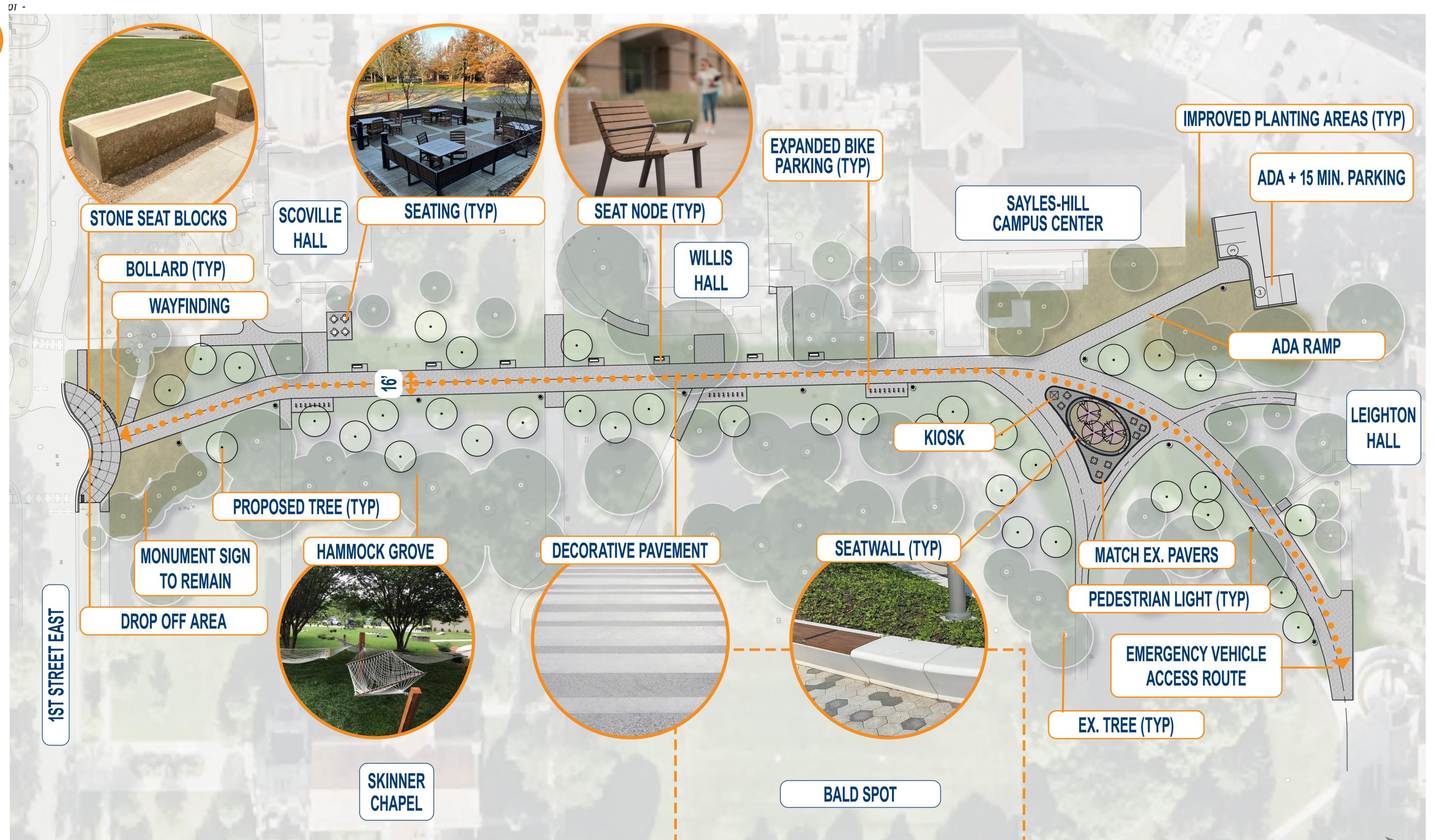
m) Impacts such as noise, hours of activity, and outdoor lighting have been addressed to mitigate negative impacts on nearby uses.

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.

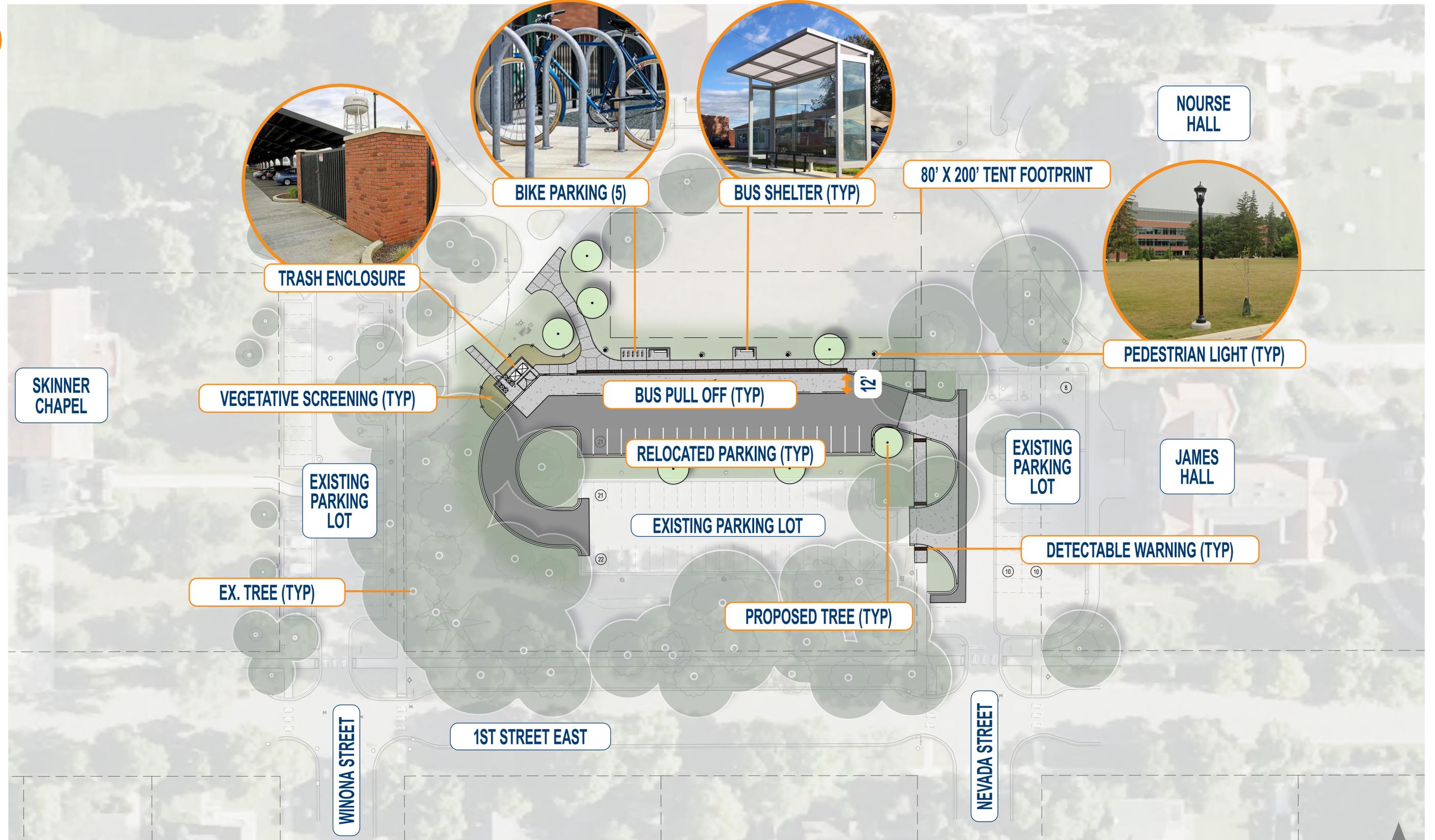
n) Parking is adequately provided for the proposed conditional use.

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 will 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 parking by 5-10 spaces. Parking is therefore adequate.

COLLEGE STREET CONCEPT C



CARLETON BUS STOP

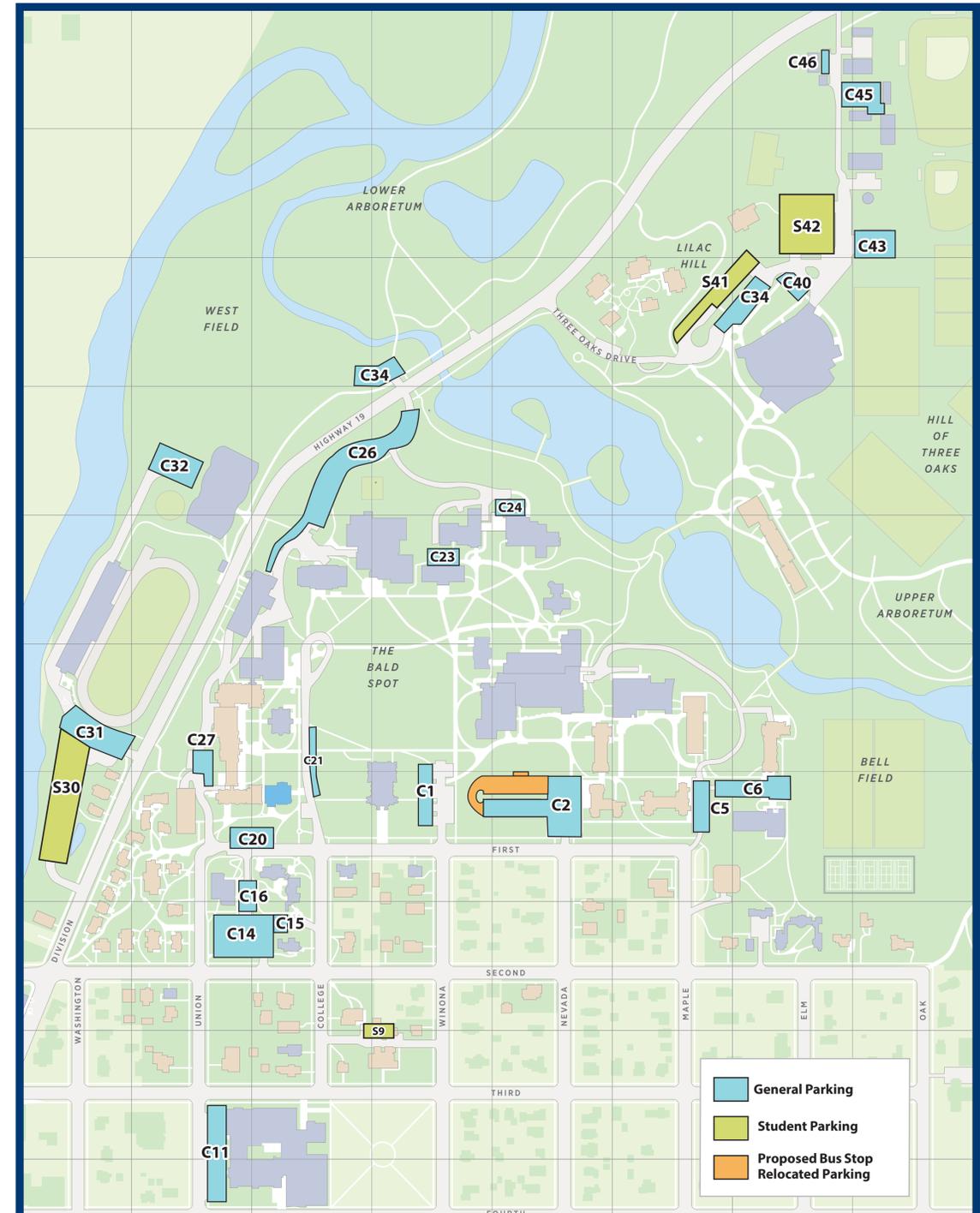


Parking Impact

2021 Walker Parking Study Concluded



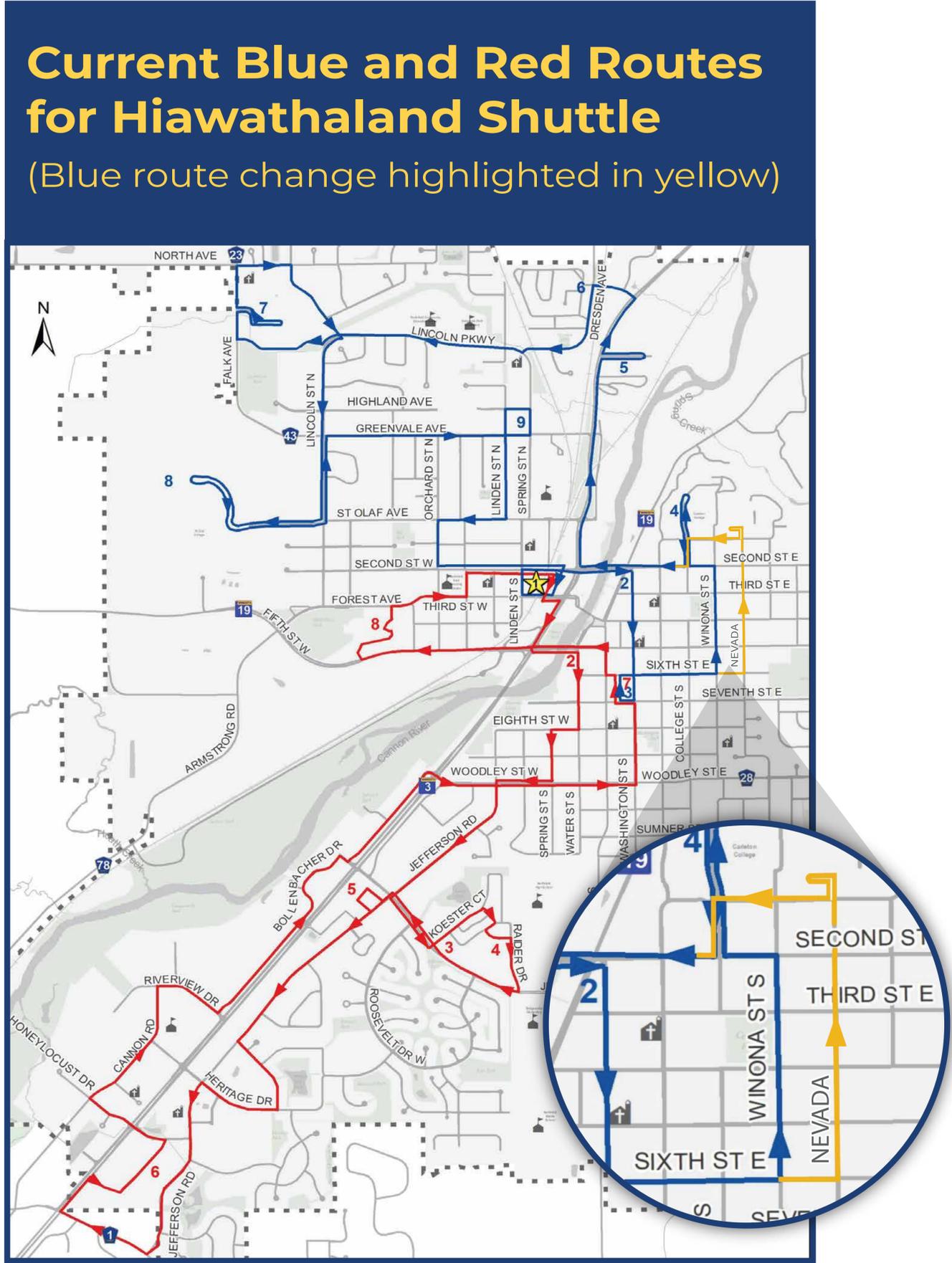
- 2025 paving project added 26 parking spaces
- Closing College Street will reduce campus parking 5-10 spaces
- Repurposing reserved parking spaces to general parking in nearby lots will offset losses
- ADA parking availability will meet or exceed code requirements
- Admissions parking not impacted



Campus Off-Street Parking Inventory

Current Bus and Shuttle Routes

- **Hiawathaland Shuttle Blue Route**
runs hourly, 6 am – 6 pm
Monday-Saturday
- **Hiawathaland Shuttle Express Route**
runs every 45 minutes, 3 pm – 9:45 pm
Monday-Saturday
- **Northfield Lines Campus Go minivan**
by appointment runs 8:30 am – 5 pm
Monday-Friday
- **Northfield Lines Break Bus**
runs at the start and end of each term
approximately 14 days/year
- **Northfield Lines Metro Express Shuttle**
scheduled based *on demand*
Monday-Sunday



POTENTIAL TRANSIT LOCATIONS



RESIDENCE HALL PROXIMITY

5 MINUTE WALKING RANGE FROM MAIN RESIDENCE HALLS



INDICATES POTENTIAL TRANSIT LOCATIONS

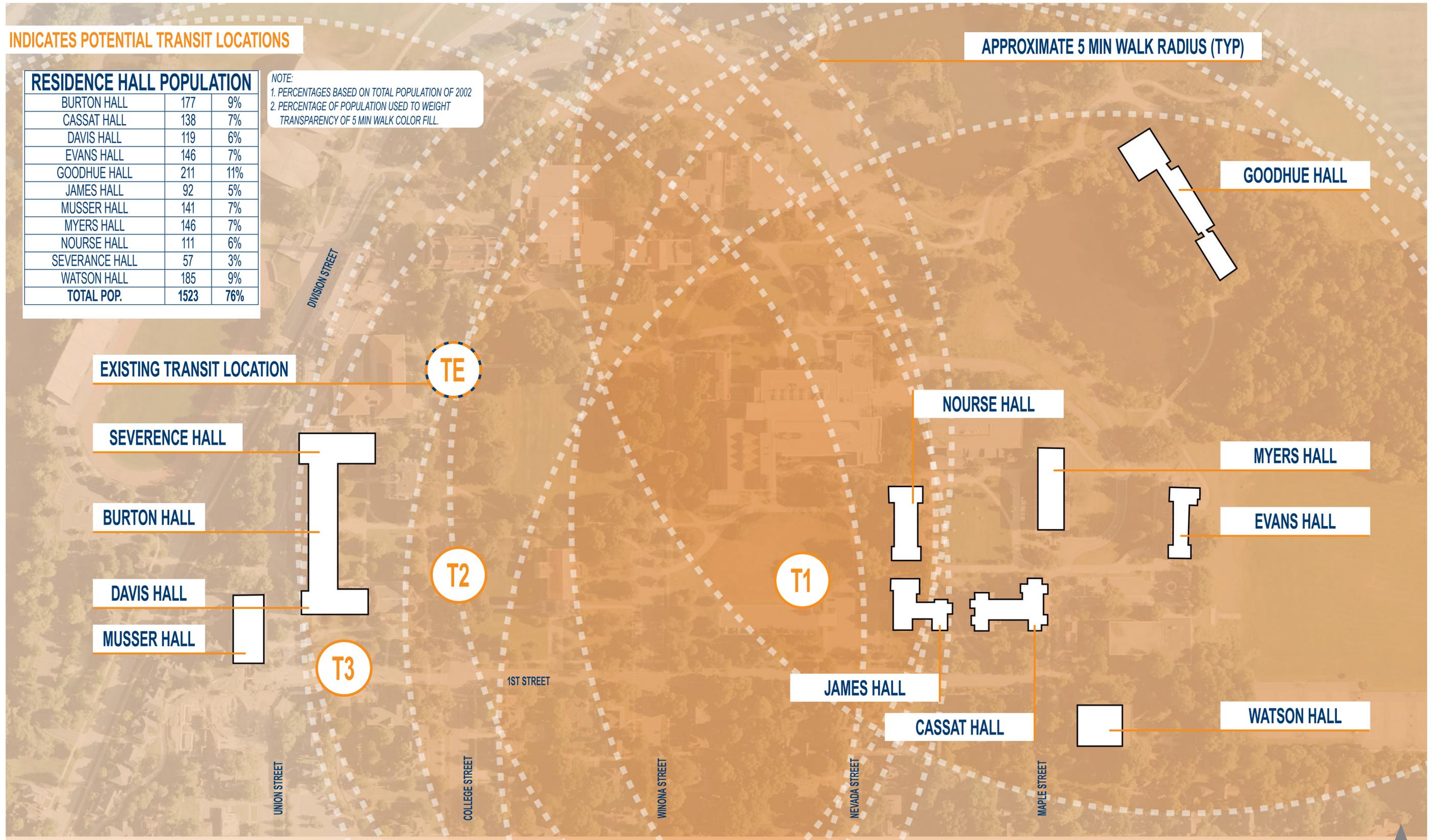
RESIDENCE HALL POPULATION

BURTON HALL	177	9%
CASSAT HALL	138	7%
DAVIS HALL	119	6%
EVANS HALL	146	7%
GOODHUE HALL	211	11%
JAMES HALL	92	5%
MUSSER HALL	141	7%
MYERS HALL	146	7%
NOURSE HALL	111	6%
SEVERANCE HALL	57	3%
WATSON HALL	185	9%
TOTAL POP.	1523	76%

NOTE:

1. PERCENTAGES BASED ON TOTAL POPULATION OF 2002
2. PERCENTAGE OF POPULATION USED TO WEIGHT TRANSPARENCY OF 5 MIN WALK COLOR FILL.

APPROXIMATE 5 MIN WALK RADIUS (TYP)





Project Name: Carleton College Street Reconstruction + Bus Stop

ISG Project Number: 25-33479

Date: February 24, 2026

Time: 6:00 -7:00 PM

Location: Carleton Multi-Cultural Center

MEETING ATTENDEES

See attached sign in sheet

MEETING COMMENTS

Methodology

The room was set up with an open house format with (4) presentation boards to describe the project. Guests were encouraged to ask questions and provide feedback via sticky note.

MEETING LOGISTICS

1. We received no notice. Please confirm your neighborhood list (me too)
2. I was informed about the meeting via email from the public-not the college. Why wasn't notice sent?
3. Seems we should have heard about this change before now.
4. Your email list is very incomplete.
5. Would have been nice to been consulted-outreach on this very underwhelming.
6. Seems we should have heard about this change before now.

BUS STOP LOCATION + TRAFFIC CONCERNS + USERS

7. This brings the college traffic around from the college and into this neighborhood.
 8. I know you said no room by AGH-but it seems there could be. Current grassy space and parking lots can be used.
 9. Other spots considered? Seems like there are plenty of other options.
 10. Could a transit hub come in off of division by the old steam building?
 11. It seems like this should be kept to campus.
 12. Move the hub to the Rec Side of Campus. Move it away from the public.
 13. No meaningful consideration of the Rec Center Site
 14. (in response to the above comment) Rec is not a feasible alternative (try again)
 15. Minimize Carleton traffic in neighborhood.
 16. You are just moving traffic burden to your neighbors and community.
 17. Your neighbors already put up with a lot of college traffic-delivery trucks & construction, etc. How about minimizing still more?
 18. We absorb so much traffic from your community faculty and this is how you I used?
 19. Move traffic further away from residential, not closer to.
 20. This is a lot of traffic for the neighborhood, Nevada street in particular to absorb.
 21. Please consider original place & making union a one way-safer for kids.
-

22. I think you have moved your traffic into the neighborhood-over children need to be a safe as your students. +1
23. Isn't there a spot here that could keep this traffic on campus? +1 +1
24. Hiawatha buses are small & professionally driver-not a problem to redirect (once/hour frequency)
25. 2nd street can not handle more traffic.
26. Insufficient data presented on number of busses and users.
27. Can the college provide actual numbers of the busses entering the community.
28. I was told "for community transit too" I asked "what is community ridership from Carleton Stop? Answer-Don't know and that isn't important.
29. The meeting team could not answer the question of how long busses currently use the road.
30. Why not talk to the Hiawatha lines b/f planning a huge project "based on their routes"

SAFETY CONCERNS

31. I think this increases safety & improves campus.
32. This makes the Families in the neighborhood less safe. The argument that is for student safety transfers burden to community. +1
33. (In response to the above comment) How?
34. Have there been student safety issues w/traffic on campus? Does it make sense to shift traffic to neighborhoods w/families & students.
35. What problem does this solve? It isn't clear to me. Are college students getting hurt by transport on campus?
36. Has the team considered public/kid safety over students?
37. This neighborhood has tons of kids. Is this the best answer for a transit hub?
38. Liability cost will be high with the first community kid hurt.
39. Who will maintain these roads that aren't meant for 20 ton coaches.
40. Is this decorative [concrete] or striped for safety? (term Q)

MAINTENANCE

41. Who is paying for road upkeep.
42. Heavier Traffic on Nevada w/degrade pavement more rapidly-will Carleton cover this now. It is city assessment/residents.

LIGHTING

43. The lighting you are showing is what you have put in across the street from me. It is excessively bright. I need black out shades. You have our historic observatory on campus that should be protected.
44. The proposed lights will add to the light pollution.

AMENITIES

45. Bike parking should be covered! For transit users who bike.
46. Concern over size of shelter esp. for term end bus waits.

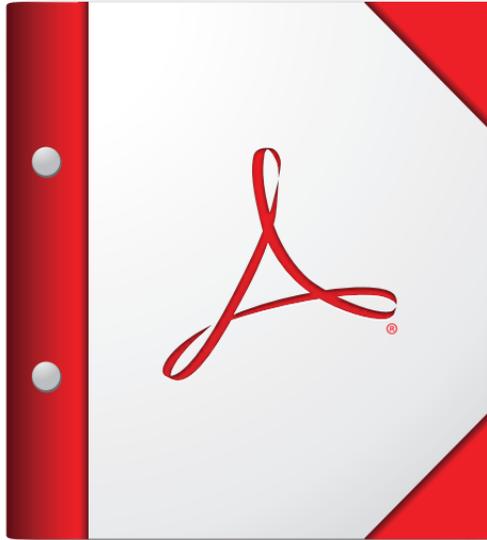
OTHER

47. I expected more from a liberal arts college to look at a project from more than 1 [point of view]
48. This project was approached with tunnel vision & no forethought of implications.
49. This will be very industrial view of campus from the neighborhood.
50. The music and drama site was said less than a year ago that it will be reserved exclusively for an academic building.
- 51.



ATTACHMENTS

- Sign In Sheet



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Acrobat X or Adobe Reader X, or later.**

[Get Adobe Reader Now!](#)



Legislation Text

File #: 26-159, Version: 1

PC Meeting Date: March 19, 2026

To: Members of the Planning Commission

From: Mikayla Schmidt, City Planner

Staff Updates.

Action Requested:

Staff provide updates to the Planning Commission.

Summary Report:

City Council & Board/Commission Updates

- The upcoming agenda items list is attached for reference.
- A reminder that board/commission terms now run through the month of April.
 - o Will Schroeer is terming off and will not be eligible for reappointment.
 - o Bill Kuhlmann's term is ending and is eligible for reappointment.
- The meeting schedule for the year is attached.

Zoning Code Update & Redesign

- Houseal Lavigne (HL) and city staff kicked off the zoning code update and redesign last week! March 10th included a tour of the city for HL by staff and the Zoning Technical Advisory Committee (ZTAC) and Zoning Policy Advisory Committee (ZPAC) meetings. March 11th included a city staff kick-off meeting, meeting with focus groups and the open house. Next steps include HL summarizing all the data collected and working on preliminary recommendations.
- Zoning Code Update website is attached! The questionnaire is live on the website as well and will be up for at least two weeks! Please share!

Planning Applications & Related Updates

- Park & Trail Dedication Fees: Over the last several months, staff have been reviewing the 15-year-old park and trail dedication fees policy, in order to update and "right size" to reflect development in Northfield in 2026. On a transactional level, the formula for 1) land dedication and 2) cash-in-lieu were reviewed. On a systemic level, the 3) park standards and 4) what the city can afford were reviewed. Upon further review, the 1) land dedication formula seems to be operating well - when land is dedicated, the city is receiving enough to properly create parks in the community. This will focus our review on 2) the cash-in-lieu formula. Given the co-occurring zoning code update, staff plan to incorporate a review of 3) the standards and 4) affordability in partnership with Houseal Lavigne. Staff are comparing the tradeoffs of various 2) cash-in-lieu options and will present these options in a future planning commission meeting.
- See the hyperlink in the attachments for the City's Development Map.
- Redevelopment Update: The Archer, located at 212 Division Street South, previously received

conditional approval 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 is in ongoing discussions with Rebound on the development. More information will be shared when available.

- The Cedar Meadows development has completed their financing and is finalizing their financial security documents. The city and the development team have signed 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 once the development agreement and plat are recorded with Dakota County.
- 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 7, 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 #3 (15 min.)
- 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 26-245** Preliminary Design Update - Phase II of the Northfield Skateboard Park Project.
Drafter: Bennett
Notes: Regular
- TMP 26-253** Consider Approving Disbursements totaling \$
Drafter: Grant
Notes: consent
- TMP 26-256** Approve miscellaneous/concessions license for Northfield Youth Baseball Association at Sechler Park.
Drafter: Peterson
Notes: Consent
- TMP 26-223** Consider Resolution Approving Plans and Specifications and Authorizing Advertisement for Bid for TH 3 Streetlight Replacement Project Phase II.
Drafter: Tussing
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 26-170** Consider Accepting Bids and Awarding Contract - 2026 Park Improvements Project (PARK2025-E18).
Drafter: Tussing
Notes: Consent
- TMP 26-261** Consider Resolution Approving Local Housing Trust Fund Policy Adoption
Drafter: hanson
Notes: consent
- TMP 26-110** Consider Resolution Proclaiming April 25, 2026 as Earth Day in Northfield.
Drafter: Karim
Notes: consent?
- TMP 26-128** Consider Resolution Approving the Transfer of Funds from the Housing and Redevelopment Authority to the Housing Trust Fund Related to Meet Matching Requirements of the State of Minnesota Local Housing Trust Fund Grant.
Drafter: Hanson
Notes: consent
- TMP 25-942** Consider Resolution to Accept Public Improvements - Kraewood Development.
Drafter: Simonson
Notes: consent
- TMP 25-846** Consider Resolution approving Contract with the State of Minnesota for the Reconstruction of the Mill Towns State Trail in Sechler Park.
Drafter: Bennett
Notes: Regular #2 (20 min.)
- TMP 26-260** Consideration of Ordinance 1092 regarding the transferring the collection of Lodging Tax to the State Department of Revenue, to be Remitted to the City and CVB
Drafter: John
Notes: second reading from march 17th

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

Drafter: Bennett

Notes: Consent

TMP 26-134 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-745 Consider Approval of March 17, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

Tuesday, April 14, 2026

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

Drafter: ben.martig@ci.northfield.mn.us

TMP 26-266 2026 Absentee Balloting, Primary Election and General Election Update

Drafter: Peterson

Notes: Work Session #3 (10 minutes)

TMP 26-222 Review and Discussion of 5-Year Financial Plan Working Draft Document.

Drafter: Martig

Notes: Regular #__ (__min)

Tuesday, April 21, 2026

TMP 25-359 Consider Approval of Mayoral Board and Commission Appointments.

Drafter: Hoffman

Notes: consent

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

Drafter: Hoffman

Notes: consent

TMP 26-135 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-951 City Administrator's Update.

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 26-264 Presentation of Percent for the Arts Annual Report (2025).

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 26-179 Consider Approval of Sale of Property at 1600 Riverview Ln by Northfield Hospital + Clinics.

Drafter: Bennett

Notes: #1 Immediately Following Public Hearing #2 (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.

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.

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 25-952 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 26-136 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 26-177 Public Hearing on Sale of Property in at 1600 Riverview Ln (Northfield Hospital + Clinics)

Notes: Public Hearing #2 (5 min.)

TMP 25-748 Consider Approval of April 21, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

Tuesday, May 12, 2026

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: david.bennett@ci.northfield.mn.us

Tuesday, May 19, 2026

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

Drafter: Schmidt

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 25-983 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 25-953 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 26-137 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 26-190 2026 First Quarter Financial & Investment Updates

Drafter: Angelstad

Notes: consent

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.

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

Drafter: Bennett

Notes: Regular

TMP 26-138 City Administrator's Update.

Drafter: Martig

Notes: update

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 16, 2026

TMP 25-955 City Administrator's Update.

Drafter: Martig

Notes: update

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