

City of Northfield

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



Meeting Agenda

Thursday, May 21, 2026

6:00 PM

Council Chambers

Planning Commission

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

APPROVAL OF AGENDA

1. [BC 26-004](#) Introductions and Election of Planning Commission Officers of Chair and Vice-Chair.

APPROVAL OF MINUTES

2. [26-276](#) April 16, 2026 PC Meeting Minutes

Attachments: [1 - 04-16-2026 PC Meeting Minutes](#)

PRESENTATIONS

3. [26-277](#) Archer Project Updates Presentation.

Attachments: [1 - Archer Project Updates Presentation](#)

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

STAFF UPDATES

4. [26-278](#) Annual Board and Commission Onboarding and Refresher.

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

5. [26-279](#) 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](#)
- [5 - Hyperlink Ohio Planning Chapter Webcast Series](#)

ADJOURNMENT



Legislation Text

File #: BC 26-004, **Version:** 1

Planning Commission Meeting Date: May 21, 2026

To: Planning Commission

From: Mikayla Schmidt, City Planner

Introductions and Election of Planning Commission Officers of Chair and Vice-Chair.

Action Requested:

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

Summary Report:

The Planning Commission will nominate and vote in a chair and vice-chair.

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

Sec. 2-286. Officers.

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

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

1. Presiding Chair announces that “we will take nominations for the position of Chair from members of the floor.”
 - a. Any member may then call out, for example “I nominate (fill in name),” without needing to be recognized by the chair. No seconds are necessary. The Presiding Chair then announces, “(Fill in name) is nominated.”
 - b. When it appears that everyone who wishes to make a nomination, the Presiding Chair says, “Are

there any further nominations? [Pause.] If not, [pause] nominations are closed.”

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

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

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

Alternative Options:

None recommended.

Financial Impacts:

N/A

Tentative Timelines:

N/A



Legislation Text

File #: 26-276, Version: 1

Planning Commission Meeting Date: May 21, 2026

To: Members of the Planning Commission

From: Administrative Associate, Kari Bonde

April 16, 2026 PC Meeting Minutes

Action Requested:

Please review the April 16, 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

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

Meeting Minutes - Draft Planning Commission

Thursday, April 16, 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 6:04pm.

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, City Administrator Ben Martig.

APPROVAL OF AGENDA

A motion was made by Commissioner Holleran, seconded by Commissioner Nowak, 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. [26-193](#) 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](#)

Chair Kuhlmann abstained from minutes.

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

Yes: 6 - Commissioner Buckheit, Commissioner Nowak, Commissioner Holleran, Commissioner Schmidt, Commissioner Schroeer, and Commissioner Lauer

Abstained: 1 - Commissioner Kuhlmann

OPEN PUBLIC COMMENT

Amy Gernon - not in support of the CUP, does not believe it meets the Land Code, requested 2021 parking study but knows a lot has changed since 2021.

Richard Noer - not in support, there is another option for a bus stop where westbound 1st St. meets Union St., would like neighbors and Carleton College to reach an agreement where a CUP could be passed.

Steve Edwards - wants it to be on the record that traffic will not be increased, reference the traffic memorandum.

Margit Zsolnay - not in support, wants bus schedules to be analyzed and wants to know if the traffic impact has been counted on Nevada St. and 2nd St. b/c it was not in the traffic memo.

Melissa Hager - not in support, lack of communication from Carleton College, moving the location will effect them.

Paul Hager - not in support, is looking for more specific traffic information, is the CUP still accurate?

Pat Stanglin - not in support, did an informal traffic count and noted this will have a negative impact on homeowners.

Andy Flory - thanked Planning Commission for their work on the CUP project, process is flawed, add baseline traffic study in the neighborhood.

Constauza Ocampo-Raeder - doesn't think Carleton is upholding their own values, lots of noise from vehicles.

William North - not in support, does this CUP satisfy the comp plan?, concerned about how this will impact the neighborhood.

Susannah Shmurak - served on EQC, the CUP does not support Northfields stated goal to reduce emissions, buses are traveling further on the new route.

Alice Thomas - the CUP helps student but not the neighborhood.

PUBLIC HEARINGS

2. [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](#)

Chair Kuhlmann opened the public hearing at 6:34pm.

Associate City Planner Mathias Hughey gave a PowerPoint presentation reviewing the timeline & process, criteria and noted staff recommends approval.

A motion was made by Commissioner Holleran, seconded by Commissioner Schmidt, to close the Public Hearing. The motion carried by the following vote:

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

3. [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](#)

A motion was made by Commissioner Schroeer, seconded by Commissioner Buckheit, to approve PC Resolution 2026-004 - Consideration of a Conditional Use Permit for Black Bear Wellness MN to operate a Cannabis Retail Establishment at 680 Professional Dr. The motion carried by the following vote:

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

4. [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](#)

City Planner Mikayla Schmidt gave a PowerPoint presentation on Harvest Hills Second Addition. Schmidt reviewed the timeline & process and reviewed what concerns the city has heard (traffic, new street costs, stormwater and runoff, water pressure, location of pedestrian connections). Community Development Director Scott Wopata also addressed community concerns.

Abby Lewis - does business development with Schrom Construction. Gave a brief overview of the company and the project.

Patty Tabery - why was it platted for 25 homes and now its more, concerned about traffic and property value.

Bob Tabery - was 25 single family homes and now its more, traffic issues, water pressure and stormwater issues, property value will decline.

Al Fettig - would like a better plot map, drainage problems and storm sewer issues.

Greg Neymeyer - having a 6-plex next to his house will decrease privacy, doesn't seem right to do heavy density.

Beth Dahle - not in favor, would like a traffic study in the neighborhood, only one access points serving this area, wants a fire/emergency services stating this is still a safe neighborhood with only one access.

Blake Kane - main concern is the additional traffic, would like the proposed development to be home ownership, not rentals.

Carol Marshall - president of Harvest Hills Townhome Association since 2009, has traffic concerns.

Brent Rauk - traffic concerns with only one way in/out, water run-off concerns.

Matt Cashin - thought the land was for 24 homes, build further south for apartments.

Stacy Beckwith - traffic concerns, stormwater run-off, traffic study during school hours

Cindy Green - water run-off concerns, single family homes make more sense, concerned about property values.

Teresa Elsbernd - looking at buying a home in Northfield, not in support of this development.

Melinda Amundson - just bought a home in Northfield, has concerns regarding: sound, light pollution, traffic, water run-off.

Bob Yanda - questions for builder- wondering if it is tuck under garages/slab on grade homes.

A motion was made by Commissioner Schmidt, seconded by Commissioner Schroeer, to close the Public Hearing. The motion carried by the following vote:

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

5. [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](#)
[7 - SUPPLEMENTAL - 04-15-26 Supplemental Memo No. 2](#)
[8 - SUPPLEMENTAL - Final Harvest Hills 2nd Add. Public Comment 2026 04 16](#)

A motion was made by Commissioner Nowak, seconded by Commissioner Schmidt, to approve the PC Resolution 2026-005 Consideration of the Preliminary Plat for Harvest Hills Second Addition. The motion carried by the following vote:

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

Meeting went into recess at 7:58pm. Meeting reconvened at 8:05pm.

BOARD MEMBER AND COMMISSIONER REPORTS

Commsioner Buckheit - recognized Vice Chair Schroeer for his 9 years of service on the Planning Commission.

Vice Chair Schroeer - shared his gratitude for serving the last 9 years and has really appreciated everyone he has worked with!

REGULAR AGENDA

- 6. [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](#)
[6 - SUPPLEMENTAL - Additional Public Comments - Carleton](#)
[7- SUPPLEMENTAL - 04-15-26 Supplemental Memo No. 2](#)
[8 - SUPPLEMENTAL - Additional Public Comments - Carleton](#)
[9 - POST MTG - Carleton CUP PP 4-16-2026](#)
[10 - POST MTG - Opposition to Carleton's Transit Hub CUP - Handout](#)

Associate City Planner Mathias Hughey gave a Powerpoint presentation reviewing the project criteria, neighborhood concerns, misconceptions/misinformation and noting staff is recommending approval of the CUP.

*A motion was made by Commissioner Holleran, seconded by Commissioner Buckheit to extend the meeting until 9:15. Motion carried by the following vote:
 Yes: 7 - Commissioner Buckheit, Commissioner Nowak, Commissioner Holleran, Commissioner Schmidt,
 Vice Chair Schroeer, Chair Kuhlmann, and Commissioner Lauer*

*A motion was made by Commissioner Holleran, seconded by Commissioner Schmidt, a motion to deny Resolution 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. Motion failed by the following vote:
 Yes: Commissioner Holleran and Commissioner Schmidt
 No: Commissioner Buckheit, Commissioner Nowak, Vice Chair Schroeer, Chair Kuhlmann, and Commissioner Lauer*

*A motion was made by Commissioner Schroeer, seconded by Commissioner Holleran extend the meeting until all business is concluded. Motion carried by the following vote:
 Yes: 7 - Commissioner Buckheit, Commissioner Nowak, Commissioner Holleran, Commissioner Schmidt,
 Vice Chair Schroeer, Chair Kuhlmann, and Commissioner Lauer*

A motion was made by Commissioner Novak, seconded by Commissioner Lauer to approve 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.

An amendment made by Vice Chair Schroeer to remove the following sentences from the Findings: "The impact is likely to be minimal but should generally be positive, based on industry best practices." "Also, generally, improving the accessibility and utility of transit is expected to increase ridership and reduce care trips, but these impacts are also not expected to be significant." Commissioner Novak and Commissioner Lauer accepted the friendly amendment. Motion carried by the following vote:

- Yes:** 5 - Commissioner Buckheit, Commissioner Nowak, Commissioner Schroeer, Commissioner Kuhlmann, and Commissioner Lauer
- No:** 2 - Commissioner Holleran, and Commissioner Schmidt

A motion was made by Commissioner Nowak, seconded by Commissioner Buckheit to amend the agenda to put agenda #8 before agenda #7. Motion carried by the following vote:

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

- 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](#)

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

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

- 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 - SUPPLEMENTAL - TIF Plan Harvest Hills PC](#)

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

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

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](#)

City Planner Schmidt gave updates from the Planning department and thanked Commissioner Schroeer for his years of service to the Planning Commission!

ADJOURNMENT

A motion was made by Commissioner Buckheit, seconded by Commissioner Holleran, to adjourn the meeting at 9:43pm. 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 #: 26-277, Version: 1

Planning Commission Meeting Date: May 21, 2026

To: Members of the Planning Commission

From: Mikayla Schmidt, City Planner

Archer Project Updates Presentation.

Action Requested:

No action is requested. Staff will update the Planning Commission on the Archer Project redevelopment process and applications.

Summary Report:

Rebound Real Estate continues to move forward with the Archer project. The Archer House was severely damaged from a fire at the end of 2020. An initial project was proposed but ended up not moving forward.

Now, the development team has come forward with a new project scope and building design proposal. The applications as part of this project include a site plan review, certificate of appropriateness (COA), variance to height, a conditional use permit for parking, a Tax Increment Financing (TIF) agreement and a development agreement.

The first approval needed is the COA, which then provides support for the exterior design of the building, so the Zoning Board of Appeals (ZBA) can consider the height variance, and the Planning Commission (PC) can consider the conditional use permit for parking.

City Plans & Policies Relevance:

Northfield 2045, the city's comprehensive plan, supports the redevelopment of the site as it supports the economy and the environment by building on an infill site. An existing TIF district is available so a TIF agreement can be executed which then triggers additional sustainable building requirements. This redevelopment supports equity by adding ADA accessible public restrooms in the building. There will also be opportunities to improve the riverside of the parcel.

Alternative Options:

NA

Financial Impacts:

NA

Tentative Timelines:

June 3, 2026: HPC reviews the COA

June 18, 2026: ZBA reviews the height variance, and PC reviews a CUP for parking

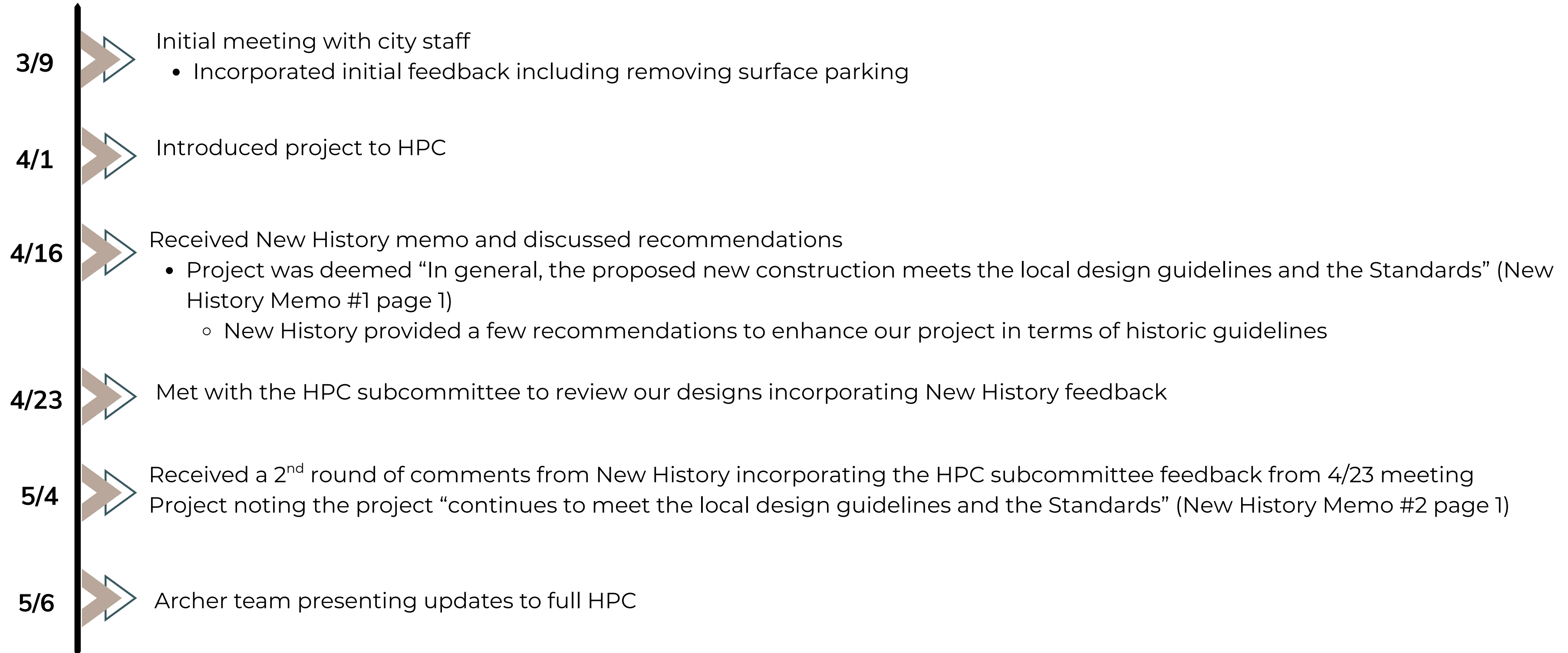
July 7, 2026: City Council makes decision on the CUP

Archer Project Updates

EAST - CONCEPT RENDERING



Timeline to Date:



3/9/26 Version (Division side)



3/9/26 Version (Riverside)



4/16/26 Version



Added existing gate to River from Division

4/16/26 Additional View from Library



4/16/26 Version



Beautified the entry off the River and added signage to help pathfinding to public restrooms

Surface parking removed and added patio here per city feedback activating Riverfront

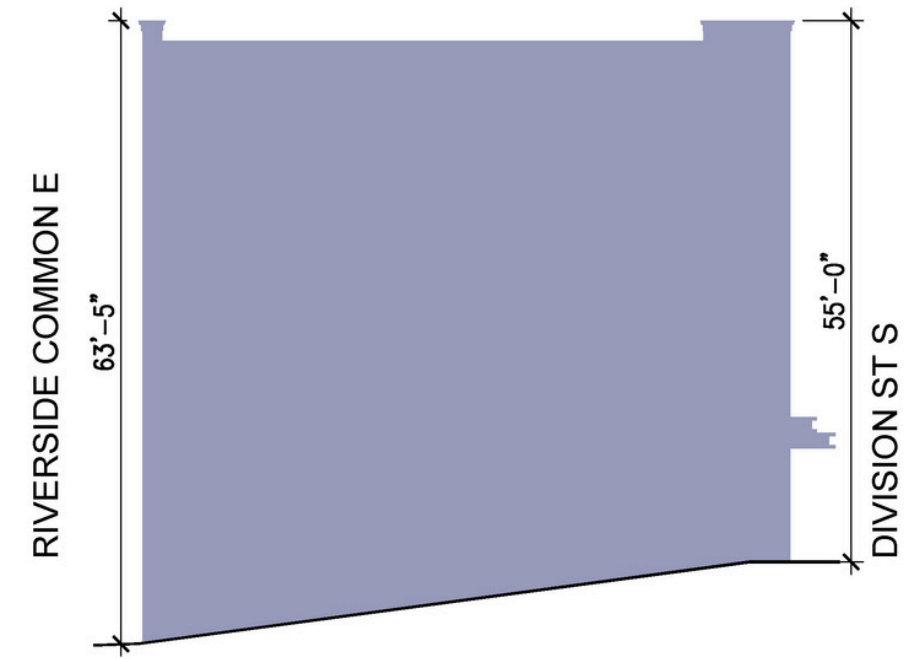
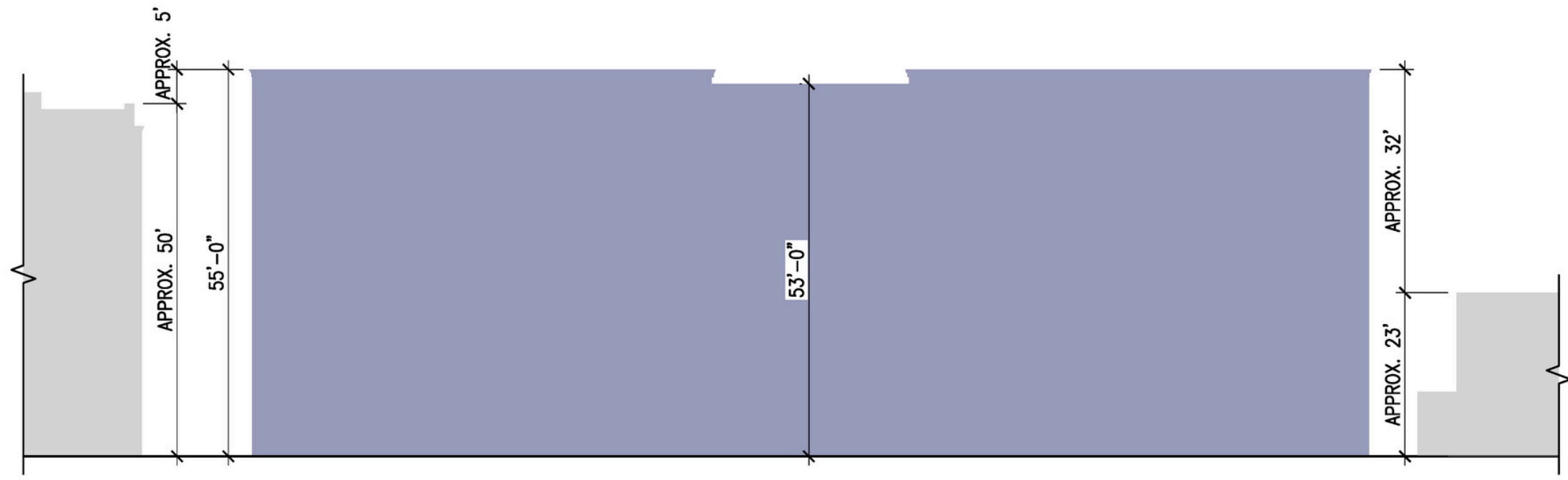
4/16/26 Version (Close-up on Patio)



4/16/26 (Additional Riverview)



AVERAGE BUILDING
HEIGHT: 59 FEET

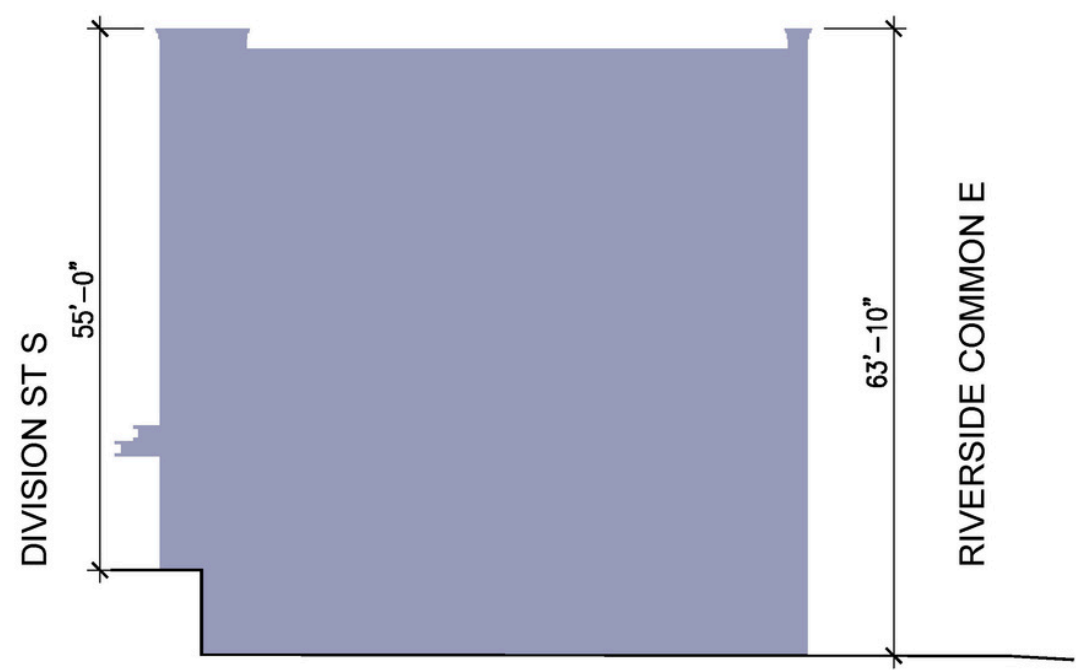


1 EAST ELEVATION
A1 DIVISION STREET

SCALE: 1" = 20'-0"

2 SOUTH ELEVATION
A1

SCALE: 1" = 20'-0"



3 NORTH
A1

SCALE: 1" = 20'-0"



4 WEST ELEVATION
A1 RIVERSIDE COMMON E

SCALE: 1" = 20'-0"



Northfield Hotel

Northfield, MN

March 14, 2026

4/16/26 (Height in Context)



4/16/26 (New History Memo #1)



4/23/26 Version

EAST - CONCEPT RENDERING



4/23/26 Version (NH Memo #1 Feedback)

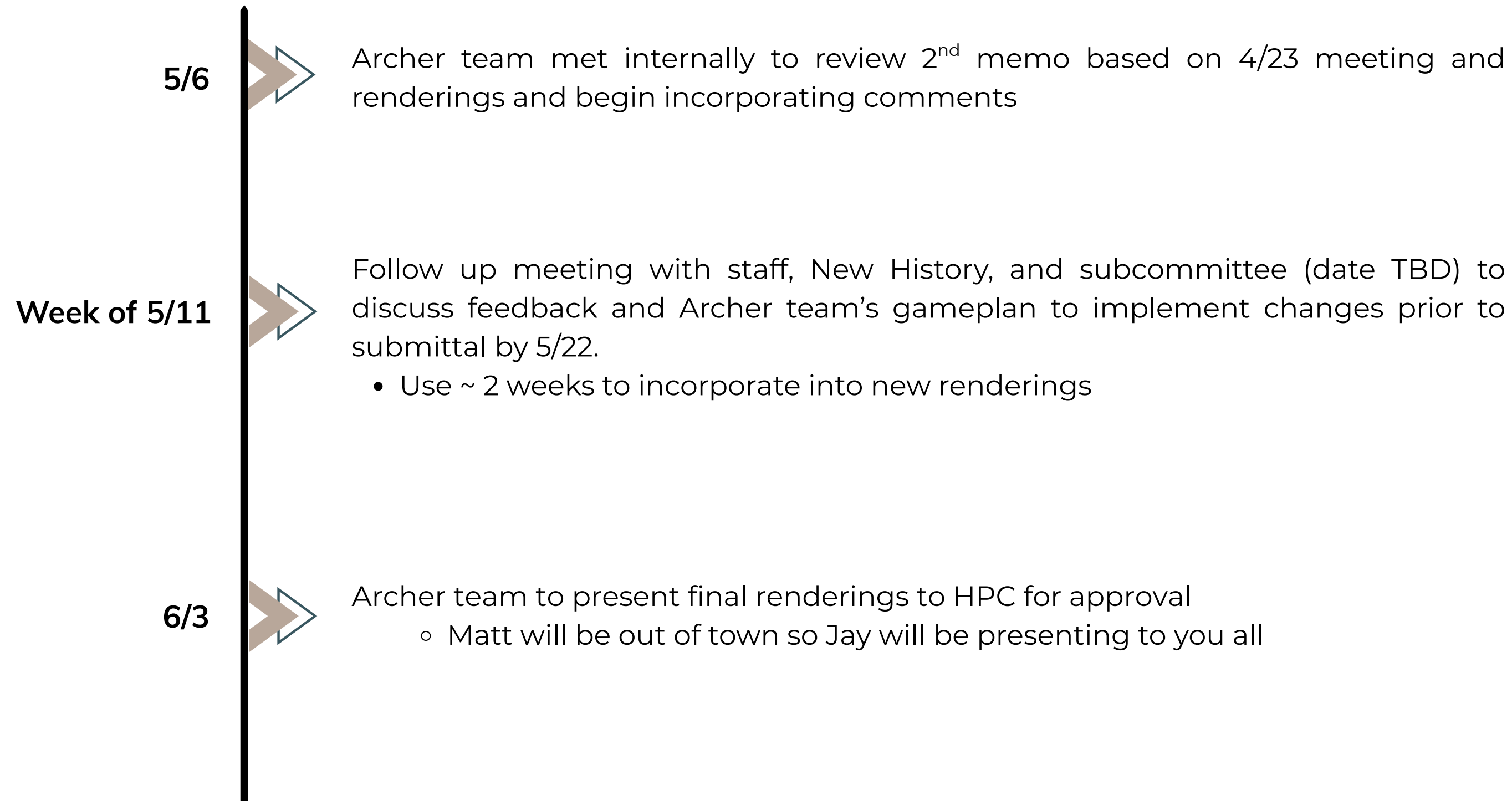


4/23/26 Version

EAST - CONCEPT RENDERING



Timeline for Next Steps:



5/13/26 Version (In Context)



5/13/26 Version



Variance and CUP

- We are applying for a variance for the height of the building to roughly 55'
- We are applying for a CUP for the 19 parking spaces planned in the basement garage entering off the backside of the building
 - We will maintain the right of way for the neighboring businesses

Questions or Comments?

Thank you!

HOTEL SIGNAGE





Legislation Text

File #: 26-278, Version: 1

Planning Commission Meeting Date: May 21, 2026

To: Planning Commission

From: Ben Martig, City Administrator
Mikayla Schmidt, City Planner

Annual Board and Commission Onboarding and Refresher.

Action Requested:

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

Summary Report:

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

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

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

Contact Information Verification

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

Required Forms

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

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

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

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

- Environmental Quality Commission
- Human Rights Commission
- Library Board

Reference/Training Material

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

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

Guiding Documents

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

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

needed.

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

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

N/A

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

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

What are the goals of the Youth on Boards program?

Primary outcome:

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

Secondary outcomes for youth:

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

Outcomes for adults:

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



What is the role of the adult advisor?

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

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

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

Important reminders

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

Key takeaways on working with teens*

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



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



Legislation Text

File #: 26-279, Version: 1

PC Meeting Date: May 21, 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 (HL) has summarized and posted all the feedback given from the kick-off/open house in March, the focus group meetings, the Zoning Technical Advisory Committee and the Zoning Policy Advisory Committee on the website (link in attachments).
- HL continues to work on draft recommendations to the land development code.

Planning Applications & Related Updates

- Park & Trail Dedication Fees: Staff continue to work on this item as time allows. The Public Works department is assisting with the review of the cash-in-lieu aspect of this code section as well.
- See the hyperlink in the attachments for the City's Development Map.
- Archer site: The redevelopment process continues for the site. Rebound, the developer, has met with the Heritage Preservation Commission (HPC) twice now, as well as with the HPC subcommittee, staff and New History. A variance and conditional use permit will be coming forward to the Zoning Board of Appeals and Planning Commission in June.
- Cedar Meadows: the development has been recorded with Dakota County and site grading has begun.
- Ames Mill Dam: Staff continue to work with Post Consumer Brands on transferring ownership of the dam. The dam is part of our Downtown Historic District. 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 Ohio Planning chapter has webcast series available for free. The On-Demand Webcasts could be a current and good place to start as there is a webcast on technology, sustainability, equity, law and ethics.

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timeline:

N/A



City of Northfield

Upcoming Agenda Items

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

City Council

Tuesday, June 2, 2026

- TMP 26-381** Consideration of Summary Publication 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 26-431** Consider Resolution Authorizing Application to the Regional Parks and Trail Commission for Designation of "Cannon River Regional Parks" as a Greater MN Regional Park.
Drafter: Martig
Notes: consent
- TMP 26-467** Consider Approving Disbursements totaling \$
Drafter: Grant
Notes: consent
- TMP 26-473** Consideration of Joint Powers Agreement Between Dakota County and the City of Northfield for the Conduct of the Post-Election Review
Drafter: Peterson
Notes: Consent
- TMP 26-475** Consideration of a Stormwater Maintenance Agreement with Carleton College.
Drafter: Simonson
Notes: Consent
- TMP 26-476** Consideration of a Stormwater Maintenance Agreement with St. Olaf College.
Drafter: Simonson
Notes: Consent
- TMP 26-407** Consider Resolution Accepting Public Improvements and Approving Final Payment for the 2024 College Street and Water Street Areas Reconstruction Project (STR2024-A77).

Drafter: Simonson

Notes: Consent

TMP 26-408

Consider Resolution Accepting Public Improvements and Approving Final Payment for the Jefferson Parkway West Mill and Overlay and Mill Towns State Trail Improvements Project (STRT2024-A78).

Drafter: Simonson

Notes: Consent

TMP 26-428

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

Drafter: Martig

Notes: Regular #__ (15 min.)

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 #1 (10 min.); contingent on Charter vote and submission to Council

TMP 26-380

Consideration of Second Reading of Ordinance No. ____ Amending Section 2-66 of City Code Relating to 2027 and 2028 Mayor and City Council Compensation.

Drafter: Peterson

Notes: consent

TMP 26-329

Consider Economic Development Authority (EDA) Enabling Resolution.

Drafter: Martig

Notes: consent

TMP 26-318

Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 26-190

2026 First Quarter Financial & Investment Updates

Drafter: Angelstad

Notes: Presentation #2 (10 min)

- 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 26-138** City Administrator's Update.
Drafter: Martig
Notes: update
- TMP 26-462** 2025 Annual Police Report brief
Drafter: Schroepfer
Notes: Presentation #1 (20 min.)
- TMP 25-752** Consider Approval of May 19, 2026 City Council Meeting Minutes.
Drafter: Peterson
Notes: consent

Tuesday, June 9, 2026

- TMP 26-385** Presentation of the City of Northfield Annual Comprehensive Financial Report for the Year Ended December 31, 2025.
- TMP 26-386** Review and Discussion of 5-year Capital Improvement Plan (CIP).
- TMP 26-387** Review and Discussion of 5-year Capital Equipment Plan (CEP).

Tuesday, June 16, 2026

- TMP 26-388** Consideration of Acceptance of the City of Northfield Annual Comprehensive Financial Report for the Year Ended December 31, 2025.
- 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 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

Notes: consent

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 26-249 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 25-846 Consider Resolution approving Contract with the State of Minnesota for the Reconstruction of the Mill Towns State Trail in Sechler Park.

Drafter: Bennett

Notes: consent

TMP 26-430 Consider Resolution Naming Cannon River Regional Park.

Drafter: Martig

Notes: consent

TMP 26-457 Consider Resolution Accepting Bids and Awarding Contract for Northwest Area Water Tower Site.

Drafter: Wagner

Notes: Consent

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 26-003 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 26-005 Second Reading of Ordinance to Amend the Text Related to Park & Trail Dedication Fees.

Drafter: Schmidt

Notes: Consent

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

Drafter: Bennett

Notes: Consent

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 26-139 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 26-429 Presentation and Review of Cannon River Regional Park Designation.

Drafter: Martig

Notes: Regular #2 (30 min.)

TMP 25-894 Presentation from the Convention and Visitors Bureau.

Drafter: Martig

Notes: Presentation #__ (10 min.); confirmed 5/4

TMP 25-889 Northfield Historical Society Annual Presentation.

Drafter: Martig

Notes: Presentation #__ (10 min.); confirmed 05/01/26

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

Tuesday, July 7, 2026

TMP 26-284 Consider Summary Publication of Ordinance No. XXXX Amending Section 4.1 of the Northfield City Charter.

Drafter: Peterson

Notes: Regular #__ (__min.)

TMP 26-348 Consider Motion Approving Safe Streets 4 All (SS4A) Grant Agreement.

Drafter: Simonson

Notes: Regular #__ (20 mins.)

TMP 26-331 Consider Approval of Updated Economic Development Authority (EDA) Enabling Resolution.

Drafter: Martig

Notes: consent

TMP 26-465 Consideration of Approval of Professional Services Contract with Engineering Firm for the Wastewater Treatment Plant Pretreatment, Primary and Generator Project.

TMP 26-472 Consideration of a Conditional Use Permit for Off-Street Parking at 212 Division St. S.

TMP 26-281 Consider Ordinance Amending Section 4.1 of the Northfield City Charter (Second Reading).

Drafter: Martig

Notes: Regular #__ (5 min.)

TMP 25-986 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 26-140 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-755 Consider Approval of June 16, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

Tuesday, July 14, 2026

TMP 26-290 Discussion on Organized Curbside Compost.

Drafter: Bennett

Notes: Work Session #1 (__ min.)

TMP 25-886 Review Fee Schedule Changes effective January 1, 2027.

Drafter: Peterson

Notes: #__ (20 min.)

TMP 26-389 2027-2028 Budget Worksession.

Tuesday, July 21, 2026

TMP 26-413 Consider Approval of Agreement with MnDOT for Railroad Crossing Signal Improvement at Third Street, Second Street, and St. Olaf Avenue.

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

TMP 25-887 Consider Approval of Temporary Liquor Licenses for the Defeat of Jesse James Days Committee.

Drafter: Peterson

Notes: consent

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 26-477 Consider Resolution Providing for the Issuance and Sale of \$_____ General Obligation Street Reconstruction and Equipment Bonds, Series 2026A.

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 26-141 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-893

Age Friendly Northfield (AFN) Mid-Year Presentation.

Drafter: Martig

Notes: Presentation #__ (10 min.); confirmed 5/4/26

TMP 25-768

Consider Approval of July 7, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

TMP 25-769

Consider Approval of July 14, 2026 City Council Work Session Minutes.

Drafter: Peterson

Notes: consent