

City of Northfield

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



Meeting Agenda

Thursday, June 18, 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. [26-321](#) May 21, 2026 PC Meeting Minutes

Attachments: [05-21-2026 PC Meeting Minutes](#)

OPEN PUBLIC COMMENT

Persons may take one opportunity to address the Board/Commission for two (2) minutes (not including interpreter's time) on any topic, even if on the agenda, with the condition that they may not speak on the same item later in the meeting. No notification of the Chair is required. However, speakers are asked to complete a sign up card. Persons wanting a response to a question must submit the question in writing to the recording secretary. Questions must include name and information on how to contact. You may use the back side of the comment cards available in the meeting room. Persons cannot gift their 2 minute speaking time to other members of the public.

PUBLIC HEARINGS

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

2. [26-322](#) Public Hearing for Consideration of a Conditional Use Permit for Rebound Real Estate to Construct Off-Street Parking at 212 Division St. S.

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

3. [PC Res. 2026-006](#) Consideration of a Conditional Use Permit for Off-Street Parking at 212 Division St. S.

Attachments: [1 - PC Resolution](#)
[2 - Architectural Renderings 06-03-2026](#)
[3 - Floor Plans 06-03-2026](#)
[4 - PC Resolution 2023-010](#)

BOARD MEMBER AND COMMISSIONER REPORTS

STAFF UPDATES

ADJOURNMENT



Legislation Text

File #: 26-321, Version: 1

Planning Commission Meeting Date: June 18, 2026

To: Members of the Planning Commission

From: Administrative Associate, Kari Bonde

May 21, 2026 PC Meeting Minutes

Action Requested:

Please review the May 21, 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, May 21, 2026

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA

CALL TO ORDER AND ROLL CALL

Present 6 - Commissioner Nowak, Vice Chair Holleran, Commissioner Schmidt, Chair Kuhlmann, Commissioner Lauer, and Commissioner Menard

Absent 1 - Commissioner Buckheit

APPROVAL OF AGENDA

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

Yes: 6 - Commissioner Nowak, Vice Chair Holleran, Commissioner Schmidt, Chair Kuhlmann, Commissioner Lauer, and Commissioner Menard

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

Commissioners and staff gave introductions of themselves.

Commissioner Schmidt nominates Commissioner Kuhlmann for Chair. Chair Kuhlmann accepted.

Commissioner Schmidt nominates Commissioner Holleran as Vice-Chair. Commissioner Holleran accepted.

APPROVAL OF MINUTES

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

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

A motion was made by Commissioner Schmidt, seconded by Commissioner Holleran, to approve the April 16, 2026 PC Meeting Minutes. The motion carried by the following vote:

Yes: 6 - Commissioner Nowak, Vice Chair Holleran, Commissioner Schmidt, Chair Kuhlmann, Commissioner Lauer, and Commissioner Menard

PRESENTATIONS

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

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

City Planner Mikayla Schmidt gave a presentation on the Archer project. Schmidt reviewed the timeline and showed draft renderings. Schmidt and Community Development

Director Scott Wopata answered questions and gave additional information.

OPEN PUBLIC COMMENT

None.

BOARD MEMBER AND COMMISSIONER REPORTS

Councilor Holmes gave updates on City Council.

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](#)

City Planner Mikayla Schmidt gave updates on: Houseal Lavigne, park and trail dedication fees and noted Cedar Meadows is moving dirt.

ADJOURNMENT

A motion was made by Commissioner Schmidt, seconded by Commissioner Holleran, to adjourn the meeting at 7:07pm. The motion carried by the following vote:

- Yes:**
- 6 - Commissioner Nowak, Vice Chair Holleran, Commissioner Schmidt, Chair Kuhlmann, Commissioner Lauer, and Commissioner Menard



Legislation Text

File #: 26-322, Version: 1

Planning Commission Meeting Date: June 18, 2026

To: Members of the Planning Commission

From: Mathias Hughey, Associate City Planner

Public Hearing for Consideration of a Conditional Use Permit for Rebound Real Estate to Construct Off-Street Parking at 212 Division St. S.

Action Requested:

The Planning Commission is asked to conduct a public hearing to gather input on the conditional use permit (CUP) for Rebound Real Estate to construct 19 off-street parking spaces inside the building as underground parking at 212 Division St. S.

Summary Report:

Rebound Real Estate has applied for a CUP to construct 19 off-street parking spaces inside the building as underground parking at 212 Division St. S.. Consideration of a recommendation to City Council is scheduled following the public hearing.

Public hearing notices were mailed to property owners within 350' of the property on May 29, 2026. A copy of the public hearing mailing and location map are attached. The public hearing notice was published in the Northfield News on Wednesday, June 3, 2026.

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

Public Hearing Procedure:

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

- A. The Chair will open the hearing by identifying the subject.
- B. Staff Presentation - staff will give a presentation on the subject.
- C. Applicant's Presentation - if needed.
- D. Public Input - The public will have the opportunity to speak for or against the issue. The public may ask questions, make comments, voice support, agree or disagree with the issue.
 - 1. The Chair will recognize a speaker and comments/conversation will be between the Chair and speaker; and between the Chair and Commissioners.

2. The speaker must give their name, address, and if representing a business, must give the name of the business or corporation. If an Attorney or consultant is representing a client, the client must be identified for the record.

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

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

F. Any material to be entered into the record shall be noted. Any written communication presented to the Planning Commission during a Planning Commission meeting shall be read into the record or summarized for the record or simply delivered to the Planning Commission, as the Planning Commission may determine. They shall then be recorded in the minutes by title and filed with the minutes.

G. Motion to Close Hearing - The Chair will state if there is an extension of time for public input into the hearing. If not, the City Council will make a motion, second, and vote on closing the public hearing.

Staff will be giving a presentation on the CUP. The relevant background materials and information for this item are included in the agenda item immediately following the public hearing to consider action on the application. There will not be a separate staff presentation for that agenda item and there will not be separate testimony for that for the applicant or public at that time.

City Plans & Policies Relevance:

NA

Alternative Options:

NA

Financial Impacts:

NA

Tentative Timelines:

June 3, 2026 - HPC COA Preliminary Approval with Conditions

June 18, 2026 - Zoning Board of Appeals Hearing and Decision on Height Variance

June 18, 2026 - Public Hearing and Planning Commission Recommendation on CUP for Off-Street Parking

June 27, 2026 - Initial 60-day review timeline for site plan - to be extended

July 1, 2026 - HPC review and acceptance of 30% construction drawings

July 7, 2026 - City Council Decision on CUP



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

TO: Property Owners Within 350 feet

APPLICANT: Rebound Real Estate

PURPOSE: The applicant is Rebound Real Estate. The Zoning Board of appeals will receive public comment on a variance request to exceed the maximum height within the Historic District by approximately 13 ft. The Planning Commission will receive public comment on a Conditional Use Permit to allow for off-street parking in the Historic District. The Zoning Board of Appeals meeting will meet first at 6:00 p.m. and the Planning Commission meeting will follow. The location of the property is PID 2231250025 / 212 Division St S. Northfield, MN 55057 - the site of the former Archer House.

LOCATION OF PROPERTY: 212 Division St S. Northfield, MN 55057 - the site of the former Archer House. (See attached map)

MEETING: On or after 6:00 p.m., Thursday, June 18, 2026 - The Zoning Board of Appeals meeting will meet first at 6:00 p.m. and the Planning Commission meeting will follow.

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:
 - o E-mail: mathias.hughey@northfieldmn.gov
 - o Phone: 507-645-3041
- Sending a letter containing your input to:
 - o Mathias Hughey, City of Northfield, 801 Washington St. S., Northfield, MN 55057

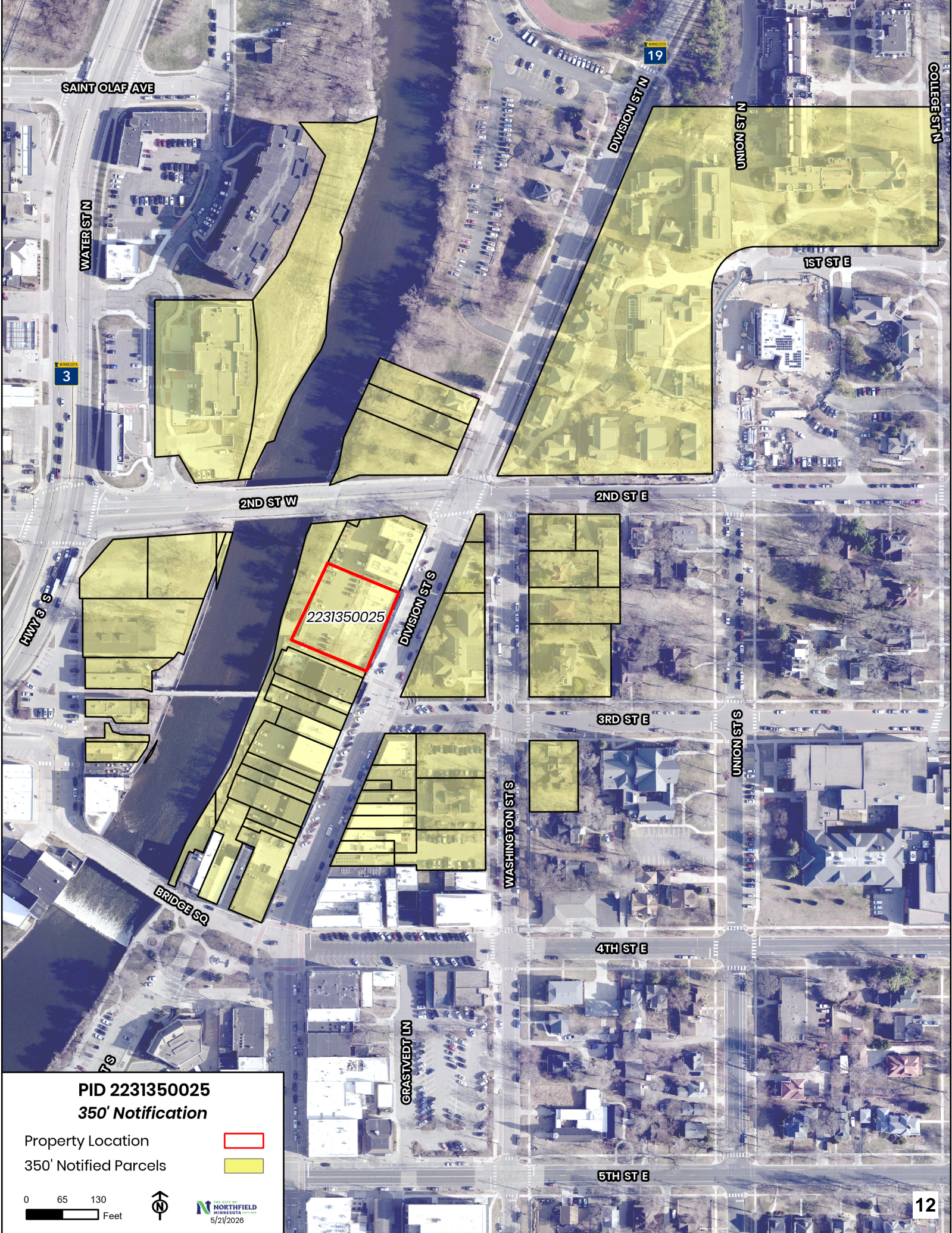
LIVESTREAM:

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.



PID 2231350025
350' Notification

Property Location 
350' Notified Parcels 

0 65 130
Feet



 THE CITY OF
NORTHFIELD
MINNESOTA
5/21/2026



Legislation Text

File #: PC Res. 2026-006, **Version:** 1

Planning Commission Meeting Date: June 18, 2026

To: Members of the Planning Commission

From: Mathias Hughey, Associate City Planner

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

Action Requested:

The Northfield Planning Commission (PC) is asked to make a recommendation to City Council on Rebound Real Estate’s application for a Conditional Use Permit (CUP) for off-street parking at 212 Division St. S.

Summary Report:

The applicant, Rebound Real Estate, has applied for a CUP for 212 Division St. S. The proposed project includes a 57-room hotel, mixed commercial space (retail and restaurant space) and 19 lower-level off-street parking stalls. The site development standards for the C1-B: Downtown zoning district denote in Table 3.2-5: Historic District Sub-District standards states, “Off-street parking is allowed only by Conditional Use Permit in this sub-district.”

Other relevant applications and/or approvals for this project include: a variance request to exceed the maximum height limit, site plan review which covers compliance with applicable regulations including the Land Development Code, fire code, building code, ADA requirements, engineering and utilities standards, etc. A Certificate of Appropriateness for new construction in the Historic district was issued with conditions at the June 3, 2026 Heritage Preservation Commission (HPC) meeting. The approval was unanimous with one member absent. The conditions imposed by the HPC include:

- Matte finishes (paint) on the roof-top screening
- Reducing the variegation of the primary brick in the material selections
- Including arched-topped windows on the rear façade to match the front
- Providing a greater tonal differentiation between the two cultured stone selections.
- Final review of 30% construction drawings to confirm consistency with renderings.

The proposed off-street parking will be located under the ground floor commercial spaces and accessed via an easement on the west side (facing the Cannon River), and contained entirely within the building footprint. The rear of the building is proposed to include a patio on the south end, and a deck on the north, which will serve separate commercial uses. Between these spaces will be separate entrances for the parking and the commercial spaces.

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 City Council impose such conditions as necessary to make the use compatible with other uses allowed in the same district zone or vicinity. Of the criteria, Criterion (a) is required and is met. Criteria (b) through (n) shall be considered and of those 13, 11 are met, and 2 are not applicable. A detailed analysis of the findings is included in the draft resolution.

The previous iteration of an infill project on this site was canceled in late 2025 due to financial infeasibility. That project received a CUP for construction of 34 off-street parking spaces, with several conditions recommended by the PC. Those conditions were related to the provision of EV ready parking spaces, adequate bicycle parking, and receipt of a COA from the HPC. The 2023 PC resolution is attached for reference. Those conditions are addressed by the changes to the parking code requirements of the City, which now require minimum bicycle parking provisions and standards, and the City's sustainable building policy, with the applicant pursuing a B3 certification.

Minimum bicycle parking for the site, based on LDC requirements, is 12 spaces, half of which must meet the standards of long-term bicycle parking. The previous conditions required 1 long-term space per long-term rental and 1 space per 3 short-term residential unit, plus 12 short-term spaces split between the east and west sides of the building. The proposed hotel use is anticipated to generate lower demand for bicycle storage and therefore staff is not recommended additional bike parking spaces or conditions other than the 12 required spaces per the land development code.

All vehicle parking spaces are currently proposed to be EV ready based on the B3 requirements.

Staff Recommendation:

Staff recommend the Planning Commission recommend approval of the CUP of 19 off-street enclosed parking spaces to City Council.

City Plans & Policies Relevance:

A detailed assessment is provided in the Findings attached to the resolution because one of the findings is consistency with City plans and policies.

Alternative Options:

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

Financial Impacts:

NA

Tentative Timelines:

June 3, 2026 - HPC COA Preliminary Approval

June 18, 2026 - Zoning Board of Appeals Hearing and Decision on Height Variance

June 18, 2026 - Public Hearing and Planning Commission Recommendation on CUP for Off-Street Parking

June 27, 2026 - Initial 60 day review timeline for site plan - to be extended

July 1, 2026 - HPC review and acceptance of 30% construction drawings

July 7, 2026 - City Council Decision on CUP

CITY OF NORTHFIELD, MN
PLANNING COMMISSION RESOLUTION 2026-006

RECOMMENDATION TO APPROVE A CONDITIONAL USE PERMIT TO THE CITY
COUNCIL FOR OFF-STREET PARKING IN THE H-O DISTRICT

WHEREAS, the applicant, Rebound Real Estate (the “applicant”), 527 Professional Dr. Suite 100, Northfield MN, 55057, seeks a Conditional Use Permit, pursuant to Northfield City Code, Ch. 34, the Land Development Code, Secs. 2.9.19, 3.2.4, and 8.5.9, to allow the construction of off-street parking at 212 Division St. S. (the “Conditional Use Permit”), which is zoned C1-B: Downtown; and

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

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

WHEREAS, the City of Northfield Planning Commission (the “Planning Commission”) conducted a public hearing on June 18, 2026, and received public testimony regarding the proposed Conditional Use Permit; and

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

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

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

1. The recitals hereto are incorporated herein by reference as findings.
2. The Planning Commission hereby recommends approval to the City Council of the requested Conditional Use Permit, pursuant to Northfield City Code, Ch. 34, Secs. 2.9.19, 3.2.4, and 8.5.9, to allow the construction of 19 off-street parking spaces, as proposed, at 212 Division St. S. 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 18th day of June 2026.

Chair

Member

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

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

That part of River Lots 10 and 11 and the Northeast 35.5 feet of River Lot 9, (the Southwesterly boundary of said Northeast 35.5 feet is measured at right angles to and parallel with the common boundary line between River Lots 9 and 10); and the Southwest 2.5 feet of River Lot 12 (the Northeasterly boundary of which is measured at right angles to and parallel with the common boundary line between River Lots 11 and 12), all in the ORIGINAL TOWN (NOW CITY) OF NORTHFIELD, Rice County, Minnesota, lying Southeasterly of the following described lines: Commencing at the Southeasterly corner of said Northeast 35.5 feet of River Lot 9; thence North 67 degrees 37 minutes 00 seconds West; along the Southwesterly line of said Northeast 35.5 feet of River Lot 9, a distance of 133.99 feet to the point of beginning of the lines to be described; thence North 20 degrees 27 minutes 36 seconds East a distance of 167.60 feet; thence North 21 degrees 06 minutes 05 seconds East a distance of 2.50 feet to a point on the Northeasterly line of said Southwest 2.5 feet of River Lot 12, distant 139.45 feet Northwesterly from the Northeasterly corner of said Southwest 2.5 feet and there terminating.⁴

EXHIBIT B

PLANNING COMMISSION FINDINGS

Conditional Use Permit Approval Procedure & Approval Criteria:

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

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

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

Yes, the proposed use of off-street parking is allowed as a conditional/permitted use in Table 2.7-1 within the C1-B: Downtown zoning district, and specifically as a conditional use within the H-O: Historic Overlay district.

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

The off-street parking is accessory to a mixed-use retail/restaurant and hotel establishment, and is an important element of providing an economically viable project at the site. As such, consideration should be given to the project in its entirety, and the reduction in surface parking made feasible through the provision of structured parking. The project therefore upholds the objectives of the City's Comprehensive Plan and LDC in the following categories:

Guiding Values –

The project is in accordance with the guiding values of the 2045 Comprehensive Plan. Specifically, it does not damage any of the values, while specifically advancing the values of economy, resilience, and connection. These values are advanced by making improved use of existing infrastructure, adherence to the sustainable building policy, mitigation of flood-risk by limiting uses in the most flood-prone area of the building, and providing enhanced public and private space adjacent to the river and riverwalk.

Future Land Use Map –

The Future Land Use Map guides the site as Mixed Use Commercial, which includes commercial, multi-family, office, and public institutional uses. Infill within the Historic District will be required to provide improved active transportation and connections to the river. The proposed project meets these specific objectives by improving the “alley” access on the south side of the site, removing the surface parking on the west side (river side) of the site for conversion to a public space, and creating two outdoor spaces to serve the associated commercial uses on the west side of the site.

Interventions Map –

The interventions Map identifies the area as “Enhance” which calls for smaller-scale interventions. Specifically, this project meets the objective of creating new active parks, passive open space, and denser tree canopy on the river side of the site where the surface parking will be removed and converted to a public park.

Implementation Strategies and Outcomes –

The project is aligned with multiple strategies and outcomes of the 2045 Comprehensive Plan, several of the most relevant are:

Connecting People to Places and Opportunities –

Strategy 1 – Plan for accessibility – Northfield’s capital investments and other funded projects are based on creating complete places, filling gaps, supplying missing assets, and ensuring equitable access to destinations.

Sustainable Economic Future –

Strategy 1 - Strengthen Northfield’s Downtown core – Downtown Northfield grows as the river-focused anchor of the city and key component of its sense of place.

Resilient Infrastructure –

Strategy 1 – Implement blue-green infrastructure planning and asset management – Northfield integrates blue-green infrastructure into land use planning, capital improvements, and infrastructure decisions.

The proposed use meets the following purposes of the LDC:

- 1.1.3 Encourage growth in infill locations as the desired location of development with expansion on the edge of the city a secondary priority.
- 1.1.6 Allow for places with a mixture of uses that are distinctive and contribute to the city’s overall vitality.
- 1.1.8 Provide for the expansion and diversification of the economic base to assure a strong economy.
- 1.1.9 Promote an ethic of sustainability in all activities to ensure that proposed development and redevelopment will, at a minimum, conserve energy and natural resources.

The proposed use meets the Downtown Preservation Design Guidelines as determined by the Heritage Preservation Commission, which issued a Certificate of Appropriateness for the project at its June 3, 2026 meeting.

- 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 is an infill development within the Historic Overlay District, and the project has received a Certificate of Appropriateness from the Heritage Preservation Commission signifying the proposal is consistent with the Downtown Preservation Design Guidelines. The new use is compatible with the essential character of the area. The proposed programming is consistent with the historic uses of the site.

- 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.
- 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;
As an infill project subject to site plan review, the adequate provision of public services is reviewed and verified by city staff with the relevant and appropriate expertise in their respective fields. As the proposed use is consistent with the historic use, and any necessary upgrades will be required as part of the site plan review process, it is reasonable to conclude that the use will be adequately served by essential public facilities and services.
- f) The benefits of the conditional use outweigh the potential negative effects of the surrounding community;
The benefits of the additional commercial activity in the Downtown district may be significant, but difficult to measure. The dedication of the west portion of the site for improved public space and enhancement of the riverwalk will also provide quality-of-life benefits for city residents. The reduction in surface parking provides environmental benefits, but involves trade-offs with increased demand for parking in the vicinity, though the increase in demand over the existing baseline is likely in line with the previous historic uses. On balance, the benefits likely outweigh the potential negative effects.
- g) The conditional use will not create excessive additional requirements at public cost for public facilities and services;
The conditional use is not anticipated to create additional public cost for public facilities or services.
- h) The conditional use will not involve uses, activities, processes, materials, equipment and conditions or operations that will be detrimental to any persons, property or the general welfare by reason of excessive traffic, noise, smoke, fumes, glare, or odors;
The off-street parking is not expected to generate excessive traffic, noise, smoke, fumes, glare, or odors.
- i) The conditional use will not result in the destruction, loss, or damage of natural, scenic, or historic features of major importance as may be established in the comprehensive plan or other city plans related to natural, scenic, or historic features;
The cannabis project is not expected to result in the destruction, loss, or damage of natural, scenic, or historic features of major importance as may be established in the comprehensive plan or other city plans related to natural, scenic, or historic features. The project utilizes a site formerly occupied by a historic structure that was irreparably damaged by fire several years ago.
- j) The traffic and parking generated by the use will not lower the Levels of Services as described in the comprehensive plan update of intersections within a quarter mile of the site.
The additional trips generated by this use are not significant enough to lower the Levels of Services in the area.

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

N/A

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

N/A

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

The development is not anticipated to have negative impacts caused by noise, hours of activity, or outdoor lighting.

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

The LDC requires no additional off-street parking in the C1-B: Downtown zoning district. There are multiple public off-street lots within the downtown area, and on-street parking spaces. The historic uses on the site of hotel and restaurant spaces were adequately served by a comparable amount of parking.



the hall

Bagels Inc.

THE ARCHER HOUSE

THE DOWNTOWN DINER



WEST - CONCEPT RENDERING



THE ARCHER HOUSE



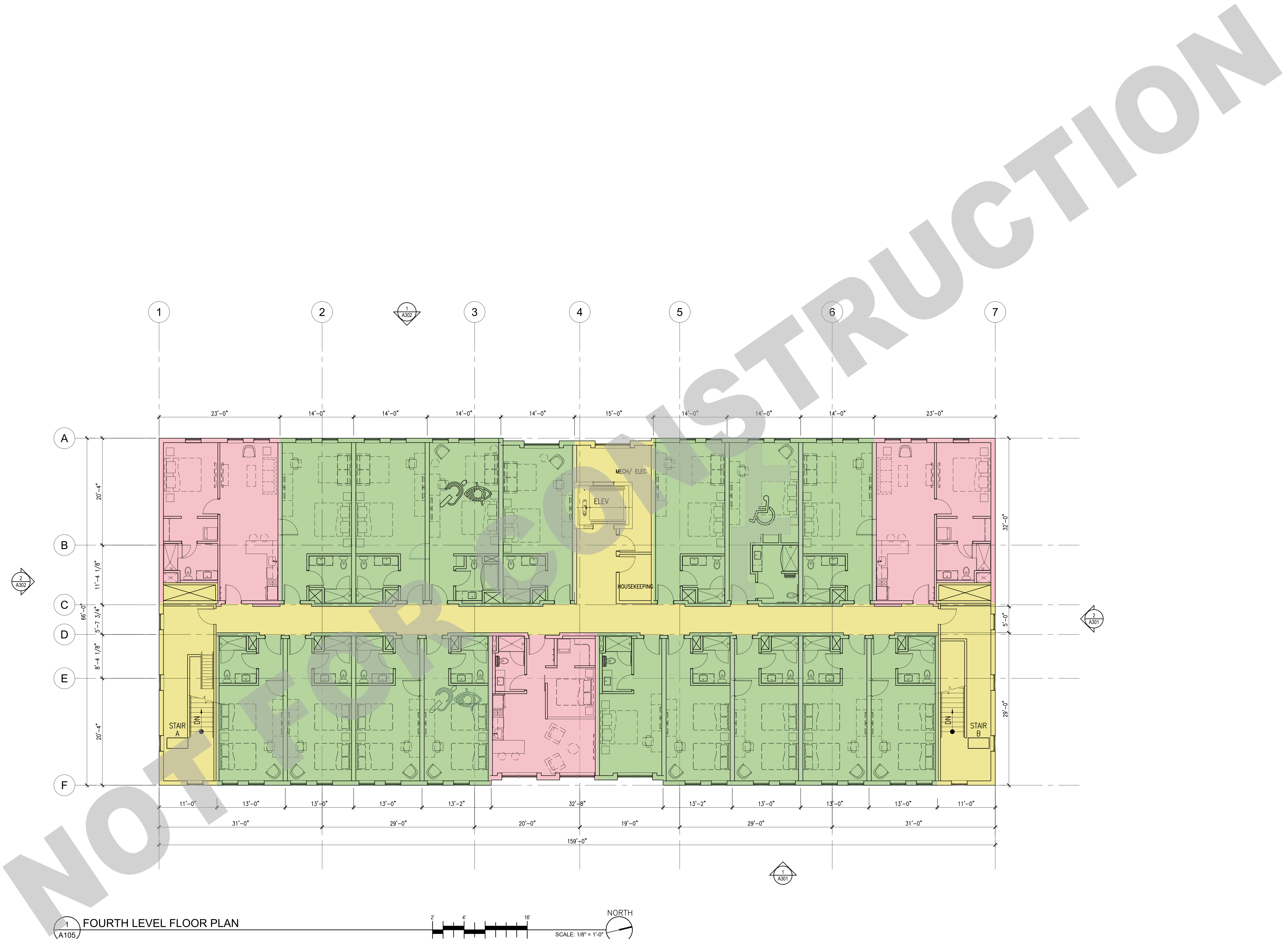




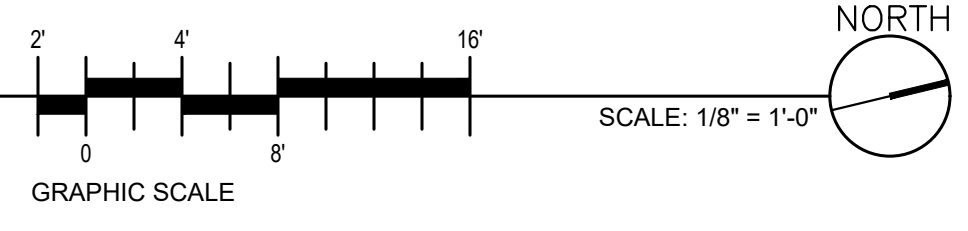
1886
JOHN SITZE.



M:\25053_Paper House - Northfield\Paper\25053_A105_Floor Plans.dwg | 11/15/2028 11:18 AM | DWG User: JEM | B1: Erik Peterson



1 A105 FOURTH LEVEL FLOOR PLAN



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DRAWN BY: JEM

PROPOSED NEW BUILDING FOR:
THE ARCHER HOUSE
212 DIVISION STREET S, NORTHFIELD, MINNESOTA

ISSUES / REVISIONS:

NO.	DESCRIPTION	DATE
1	SITE PLAN REVIEW	04.20.2028
2	HFC REVIEW	05.22.2028

CITY OF NORTHFIELD, MN
PLANNING COMMISSION RESOLUTION 2023-010
RECOMMENDATION APPROVING A CONDITIONAL USE PERMIT TO CITY COUNCIL
FOR OFF-STREET PARKING IN THE H-O DISTRICT

WHEREAS, the applicant, Manawa LLC (the “applicant”), seeks a Conditional Use Permit, pursuant to Northfield City Code, Ch. 34, Secs. 3.2.3 and 8.5.9, to allow off-street parking at 212 Division St S, which is zoned Downtown (C1-B); and

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

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

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

WHEREAS, the Planning Commission conducted a public hearing on October 19, 2023, and received public testimony regarding the proposed Conditional Use Permit; and,

WHEREAS, City policy Climate Action Plan sets a goal of being a 100% carbon-free community by 2040 and included Climate Action as a Strategic Priority in 2021. To achieve these goals, the City has set targets to (a) reduce vehicle miles traveled by seven percent by 2030 and 20 percent by 2040, and (b) increase electric passenger vehicle adoption to 28 percent by 2030 and 56 percent by 2040; and,

WHEREAS, the Association of Pedestrian and Bicycle Professionals (APBP) has identified secure, convenient, and accessible bicycle parking as a significant factor in promoting cycling as well as offering benefits for traffic congestion and businesses; and,

WHEREAS, the US Department of Energy has identified ensuring residential EV charging as a significant factor in EV adoption, and installing charging infrastructure at the time of construction as offering significant cost savings; and

WHEREAS, the Planning Commission adopts Findings of Fact that the application meets the standards in Northfield City Code, Chapter 34, the Land Development Code, for conditional use subject to the conditions; and

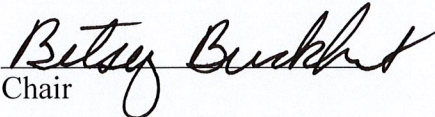
WHEREAS, the Planning Commission has reviewed and recommended approval of the Conditional Use Permit with conditions.


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

1. The Planning Commission hereby recommends approval of a Conditional Use Permit, pursuant to Northfield City Code, Ch. 34, Secs. 3.2.3 and 8.5.9, to allow off-street parking at 212 Division Street S. and adopts the findings from its October 19, 2023 meeting, which are attached hereto and incorporated herein by reference as Exhibit B, subject to the following conditions:
 - a. Pursuant to Minnesota Statutes, section 462.3595, following approval by the City Council hereof, and approval of the required certificate of appropriateness pursuant to Northfield City Code, Ch. 34, Secs. 2.5.3 (C) and 8.5.8, a certified copy of this Resolution shall be recorded with the county recorder or registrar of titles for Rice County and the applicant shall be responsible to pay the required filing fees.
 - b. Pursuant to Northfield City Code, Ch. 34, Secs. 2.5.3 (C) and 8.5.8, a certificate of appropriateness (“COA”) is prepared and submitted by the applicant, for the subject project for which this Conditional Use Permit was approved, meeting the requirements of, and approved pursuant to, the Land Development Code. In the event a COA is not approved and issued as required herein, this Conditional Use Permit shall be null and void.
 - c. The applicant shall be required to install electrical panel capacity and raceway with conduit to terminate in a junction box or 240-volt charging outlet (typical clothing dryer outlet) for each parking stall that abuts a wall and install Level Two Electric Vehicle Supply Equipment (EVSE) in at least two parking stalls to meet the requirements of Northfield’s Climate Action Plan and Sustainable Building policy.
 - d. The applicant shall provide secure, convenient, and accessible bicycle parking as follows:
 - i. Long term indoor bicycle storage for residents of 1 space per long-term rental unit and 1 space for every 3 short term rental units. The indoor bicycle storage must be easily accessible from the vehicle parking area and both the interior and exterior of the building. Indoor storage layout must meet Association of Pedestrian and Bicycle Professionals (APBP) Bicycle Parking Guidelines (2nd edition) recommended dimensions.
 - ii. Long term indoor bicycle storage should include ebike charging facilities and a bicycle pump.
 - iii. Short term outdoor bicycle parking for visitors and residents adjacent to building entrances on both the front (Division Street) and rear of the building of at least 6 spaces in each location. Outdoor bicycle parking will be identified with clear signage.

- iv. Indoor and outdoor bike parking must use LDC 3.6.7 bike rack designs which also meet the APBP Bicycle Parking Guidelines (2nd edition) recommended designs: inverted U or bollard/post and ring. Both indoor and outdoor bike parking areas and racks must be able to accommodate some larger bikes including trailers, cargo bikes, and e-bikes.

PASSED by the Planning Commission of the City of Northfield on this 19th day of October 2023.


Chair


Member

VOTE: Y BUCKHEIT Y HEISLER Y KUHLMANN
 Y MENARD Y NOWAK Y SCHROEER Y STAGER

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

That part of River Lots 10 and 11 and the Northeast 35.5 feet of River Lot 9, (the Southwesterly boundary of said Northeast 35.5 feet is measured at right angles to and parallel with the common boundary line between River Lots 9 and 10); and the Southwest 2.5 feet of River Lot 12 (the Northeasterly boundary of which is measured at right angles to and parallel with the common boundary line between River Lots 11 and 12), all in the ORIGINAL TOWN (NOW CITY) OF NORTHFIELD, Rice County, Minnesota, lying Southeasterly of the following described lines: Commencing at the Southeasterly corner of said Northeast 35.5 feet of River Lot 9; thence North 67 degrees 37 minutes 00 seconds West; along the Southwesterly line of said Northeast 35.5 feet of River Lot 9, a distance of 133.99 feet to the point of beginning of the lines to be described; thence North 20 degrees 27 minutes 36 seconds East a distance of 167.60 feet; thence North 21 degrees 06 minutes 05 seconds East a distance of 2.50 feet to a point on the Northeasterly line of said Southwest 2.5 feet of River Lot 12, distant 139.45 feet Northwesterly from the Northeasterly corner of said Southwest 2.5 feet and there terminating.⁴

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 based on these findings to City Council, and City Council makes the final decision.

In the approval of a conditional use permit, the Planning Commission may recommend that City Council impose such conditions as necessary to make the use compatible with other uses allowed in the same district zone or vicinity. 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.

The proposed use of “Parking Lot or Ramp” is a permitted or conditional use in Table 2.7-1 which is modified by Table 3.2-5: Historic District Sub-District standards on parking: “Off-street parking is allowed only by Conditional Use Permit in this sub-district.”

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

The proposed parking ramp with 34 stalls upholds the objectives of the City’s Comprehensive Plan and bicycle parking may meet objectives if the conditions above are met to ensure safety, convenience, and sufficient supply. Requiring vehicle charging infrastructure is required by the Sustainable Building Policy and strongly supported by the Climate Action Plan and Strategic Plan.

Chapter 4: Land Use Principles (LU)

LU 3 “The preference for accommodating future growth is in infill locations, then redevelopment/land intensification opportunities, and then on the edge of existing developed areas.”

- The project is an infill new construction building with a mix of uses and served by existing utilities.

LU 8 “8. A wider range of housing choices will be encouraged – in the community as well as in neighborhoods.”

- The new building will include a mix of long-term and short-term rental units that are a mix of bedrooms.

LU 12 “Opportunities will be created to walk and bike throughout the community.”

- The infill of this location makes it prime for residents and visitors to walk and bike to and from the property. The off-street parking is less than 1:1 ratio of the 42 rental units to the 34 parking stalls. The lower lever also includes a 10 ft. by 30 ft. room for bike storage which requires additional specification to ensure it is accessible and convenient and provides sufficient space.

Chapter 7: Transportation (TR)

TR Objective 1: Effectively manage the transportation needs of a vibrant, growing town and the surrounding area for residents, businesses and visitors.

- The off-street parking will allow approximately 80% of the residents of the building to park off-street, which supports the residents, businesses and visitors. Long term indoor bicycle storage supports residents' ability to choose to travel by bicycle and is strongly supported by the Comprehensive Plan and Climate Action Plan.

TR 1.2 – Ensure adequate access into the downtown area for vehicles, pedestrians, and bicycles to support public activities and events, private business uses and residences.

- The off-street parking creates access for residents of the building to access the lower-level parking garage, pedestrians will have access through the building at grade on Division St. S., through the building with access to the river by stairs or elevator, pedestrians will have access between The Archer and the Nutting Block building to the south by a pedestrian easement, and cyclists can access from the 2nd Street and the pedestrian easement between the buildings.

In addition, the Framework Map of the Northfield Comprehensive Plan delineates the parcels as Core. The Core is the zone of densest development and is located in the center of the original plat of Northfield. The area offers a mix of uses including residential units and employment and commercial areas. The area is highly walkable due to the compactness of development. Future Character: The essential character of the Core (mixed use, compact and highly walkable) should be reinforced with future development. Providing sufficient bicycle parking also supports compact development and a walkable character in the Core.

The proposal will need to meet the Site Development Standards for the C1-B: Downtown as defined in Article 3 of the LDC and the Use Specific Standards found in Article 2. Staff will complete a final review after the CUP process has been completed, and will incorporate any conditions added by City Council.

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 enclosed parking area will be constructed with the overall project and will be maintained as part of the ongoing operation of the building. Entry to the parking area uses the existing drive easement on the west side of the property (that cannot be removed) and minimizes the impact of vehicular traffic to the surrounding area. Providing high quality bicycle parking helps reduce vehicle use which will also limit traffic impact.

d) The conditional use will not be hazardous or reasonably disturbing to existing or future uses;

The existing site currently has surface parking along the riverfront. The project removes all surface parking and encloses it underneath the building in the lower-level. The off-street parking is not expected to be hazardous or disruptive to the existing or future uses. The indoor bicycle storage will be much more secure and protected from weather as recommended by the APBP Parking Guidelines than outdoor bicycle parking; bicycle parking will enable reduced vehicle use in the future.

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 existing project area is served by Division St. S. on its east side, and a driveway access easement in between the Riverwalk and the building to the west. Police and fire will have access from both Division St. S. and the driveway access easement. Drainage on site is proposed to include green infrastructure in the landscaped areas of the Riverwalk and pedestrian areas. The waste disposal will be handled through trash collectors on the garage level area and serviced by a waste removal provider. Water and sewer connections are available and adequate to serve the project and site. Based on this information, existing municipal utilities are adequate to meet the requirements of the proposed project. Public facilities details and final design is subject to technical review and will be part of the final site plan and project approval.

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

The benefits of the proposed development likely outweigh the potential negative effects. The proposed project offers approximately 80% of the residential units the ability to park on-site. This will reduce the need for parking on the street creating more availability for those driving to the commercial/retail spaces at the new building and surrounding downtown. By not providing a 1:1 match of parking, the development helps reduce vehicle miles traveled and encourages other modes of transportation. Providing indoor bicycle storage further encourages cycling as transportation and reducing vehicles miles as called for in the Comprehensive Plan and Climate Action Plan.

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;

This development is not expected to result in operations that would be detrimental to any persons, property or general welfare by reason of excessive traffic, noise, smoke, fumes, glare or odors. The previous surface parking lot consisted of 28 parking spaces. The enclosed parking area will have 34 spaces, which is an additional 6 spaces. The enclosed parking will be for use by residents and not for commercial uses. The majority of residents will be daytime workers with minimal activity in and out of the parking level during the nighttime hours.

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 conditional use 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. Since the proposed

parking will be enclosed it will be more compatible with the historic district by eliminating the view of cars, which will enhance the natural and scenic views of the river. The project will transform the previous surface parking into a pedestrian riverfront with landscaping, spaces for gathering and better access to the river. Removing surface parking behind the building will also enhance safety and access for people walking and biking.

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 previous surface parking lot consisted of 28 parking spaces. The enclosed parking area will have 34 spaces, which is an additional 6 spaces. Therefore, there are no anticipated changes to vehicular traffic. No change in Levels of Service at the nearby intersections are anticipated as a result of the project.

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

N/A

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

N/A

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

The development is not anticipated to have negative impacts caused by noise, hours of activity and outdoor lighting. Noise level and hours of activity will be similar to the previous use. Outdoor lighting will comply with the 2.5 average maximum foot-candle requirement, and a maximum 2.5 when adjacent to lots in the same district. The lighting placement and fixtures selected are intended to provide a safe night atmosphere without creating light pollution, and to use lighting as a design enhancement rather than a distraction. Landscape design and species selection is intended to soften and interrupt lightshed while balancing the need for safety and security especially near bicycle parking areas.

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

The proposed parking will adequately provide space for the 42 residential units. The enclosed parking area will have 34 spaces. The enclosed parking will be for use by residents and not for commercial uses. The proposed project offers approximately 80% of the residential units the ability to park on-site.

Providing long term indoor bike parking which meets the conditions stated will substantially advance Northfield Comprehensive Plan, LDC, and Climate Action Plan

policies for increasing biking while reducing vehicle miles traveled. Installing EV charging capacity at the time of construction is needed to meet the City's Sustainable Building Policy requirement to install renewable energy technologies with a payback of less than 15 years and enable the shift to electric vehicles prescribed in the Climate Action Plan.