

ITEM: Approving Disbursements and Licenses
SUBMITTED BY: Brian Grimm, Accounting Manager
TOPIC REVIEWED BY: Bill Bassett, Interim City Administrator
Department Managers

SUMMARY AND ACTION REQUESTED:

The City Council is being asked to approve disbursements for \$786,062.13. They are within the limitations of the approved budget and resources available.

Licenses for Plumbing are submitted as follows:

Salzor Plumbing, LLC
6549 147th St W.
Savage, MN 55378

Tobacco License renewals are submitted for approval per the attached license list.

MEET CITY COUNCIL GOAL(S):

- Protect the public health and safety.
- Be accountable for how we use our public resources.

PROPOSED MOTION FOR CONSIDERATION: _____ Motion _____ Second

The City Council of the City of Northfield hereby approves disbursements totaling \$786,062.13 (November 23 and November 30) and licenses as presented to the City Council.

ATTACHMENTS:

1. Disbursement Lists
2. License Lists

Date: December 5, 2005
CONSENT
Item 2
Resolution 2005-104

ITEM: Certify Delinquent Charges to Taxes Payable 2006

SUBMITTED BY: Brian Grimm, Accounting Manager

REVIEWED BY: Bill Bassett, Interim City Administrator

SUMMARY AND ACTION REQUESTED: The City Council is being asked to approve Certification of Delinquent Charges to Taxes Payable 2006.

BACKGROUND: Each year at this time, staff determines delinquent charges relating to water, sewer, storm drainage, garbage, weed mowing, and other charges. These charges are all attributable to taxable properties in Northfield, which have become delinquent over the past year. Staff sends out letters of delinquency in October stating that if these amounts are not paid to the Finance Office within 30 days, they will be certified to the county for collection. The attached lists show the amounts we have not received payment on and are certifying to the county

Approval is required by the City Council for the properties and amounts listed and attached to Resolution 2005-104. Staff, upon Council approval, transmits the information to both Dakota and Rice Counties for affected properties in each County. The Counties apply the delinquent charges to the corresponding properties, which in turn receive the charges on their tax statements distributed in 2006.

RECOMMENDATION: Approve certification of delinquent charges.

ATTACHMENTS:

Delinquent Charges Listings

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION #2005-104

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTHFIELD, MINNESOTA
CERTIFYING DELINQUENT CHARGES TO TAXES PAYABLE 2006

WHEREAS, pursuant to the proper notice duly given as required by law, the City Council has met, heard and passed upon all objections to the proposed delinquent special assessment charges for the improvements of sewer, water, storm sewer, curb, gutter and surfacing; delinquent charges in the water, sewer, storm drainage, and garbage funds; and delinquent weed mowing and other charges.

NOW THEREFORE BE IT RESOLVED, BY THE MAYOR AND CITY COUNCIL THAT:

1. Such proposed charges, a copy of which is attached hereto and made a part hereof, is hereby accepted against land named herein, and each tract of land therein included is hereby found to have benefited from such improvements and municipal services in the amounts of the charges levied against it.
2. The City Clerk shall forthwith transmit a certified duplicate of said charges to the Auditors of Dakota and Rice Counties to be extended on the property tax lists of said counties, and such charges shall be collected with the 2006 taxes.

PASSED by the City Council of the City of Northfield on this 5th day of December 2005.

ATTEST

Interim City Clerk

Mayor

VOTE: ___ BOND ___ NELSON ___ DAVIS ___ LANSING
 ___ MALECHA ___ POKORNEY ___ VOHS

ITEM: Approve Application for Exempt Gambling Permit for Cannon River Sportsmen's Club to conduct raffles at the American Legion on March 11, 2006

REQUESTED BY: Robert McGillivray, Cannon River Sportsmen's Club

SUBMITTED BY: Deborah Little, Assistant Administrator

SUMMARY AND ACTION REQUESTED: The City Council is being asked to approve an exempt gambling permit application for Cannon River Sportsmen's Club to conduct a raffle at the American Legion on March 11, 2006.

Pursuant to Gambling Control Board processing procedures, the City of Northfield must acknowledge and sign the application. Staff recommends approving the application. A copy of the resolution submitted for Council action will be sent to the Gambling Control Board.

CITY COUNCIL GOAL

- Protect the public health and safety.

ATTACHMENT

1. Resolution 2005-102

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION #2005-102

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTHFIELD, MINNESOTA APPROVING EXEMPT GAMBLING PERMIT APPLICATION FOR CANNON RIVER SPORTSMEN'S CLUB TO CONDUCT RAFFLES AT THE AMERICAN LEGION ON MARCH 11, 2006

WHEREAS, Cannon River Sportsmen's Club is applying to the Gambling Control Board for an Exempt Gambling Permit to conduct raffles at the American Legion Post 84, 1055 Highway #3 North, on March 11, 2006; and

WHEREAS, the City must consider approval or denial of such applications; and

WHEREAS, staff has reviewed the request for application for exempt permit and recommends approval.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

The City Council of the City of Northfield hereby approves the application for an Exempt Gambling Permit for Cannon River Sportsmen's Club to conduct raffles at American Legion Post 84, 1055 Highway #3 North, on March 11, 2006.

PASSED by the City Council of the City of Northfield on this 5th day of December 2005.

ATTEST

Interim City Clerk

Mayor

VOTE: ___ BOND ___ DAVIS ___ LANSING ___ MALECHA
 ___ NELSON ___ POKORNEY ___ VOHS

ITEM: Second Reading of Ordinance No. 830 for a Rezoning of Properties Along 2nd Street East From One- and Two Family Residential (R-2) to College Development Zone (CDZ)

REQUESTED BY: Carleton College, Northfield

SUBMITTED BY: Dan Olson, Senior Planner

REVIEWED BY: Planning Commission
Bill Bassett, Interim City Administrator
Brian P. O'Connell, Community Development Director
Maren Swanson, City Attorney

SUMMARY AND ACTION REQUESTED:

The City Council is being asked to give a second reading of Ordinance No. 830 for a rezoning from One- and Two-Family Residential (R-2) to College Development Zone (CDZ) for properties owned by Carleton College north of 2nd Street East and east of Maple Street. The following are the addresses proposed to be rezoned: 111 and 115 Maple Street and 715, 717, 719, 721, 805, 811, and 815 2nd Street East. At the November 21, 2005 City Council meeting, the Council approved an amendment to the City's Future Land Use map for three of these properties from "Low-Density Residential" to "College". The other properties were already guided under the "College" land use designation. The following is a summary of what the applicant is proposing for this rezoning application:

- The properties lie east of Maple Street, and north of 2nd Street East, just south of the current CDZ zoning district. The combined acreage of the properties to be rezoned is 2.7 acres, and is the location for seven existing buildings and one accessory garage building, all currently owned by Carleton College.
- Carleton College is proposing in the near future to submit a Minor Subdivision application to the City Council to combine these properties with parcels on the existing campus. The College may also in the future demolish three buildings on this block, Watson House (111 Maple Street), Faculty Club Annex (715 2nd Street East), and a detached garage located east of Chaney House, and replace these buildings with a residential building for student housing. A conditional use permit (CUP) would be required before this building could be constructed.

The Planning Commission recommended approval of the rezoning of the properties at 111 and 115 Maple Street and 715, 717, 719, 721, 805, 811, and 815 2nd Street East on October 25, 2005, from One- and two-family residential district (R-2) to College Development Zone (CDZ) with the following findings (the adoption of findings is required by City Code Section 34-805 (f) (5)). City Staff also recommends approval of the rezoning.

1. The rezoning of these properties is consistent with the Comprehensive Plan.
2. The rezoning is consistent with the purpose of the CDZ zoning district, which is to "allow college facilities and operations on college property located within the City limits. It is designed specifically for the purpose of permitting the general operation of higher education facilities within their own property boundaries."

CITY COUNCIL GOALS:

- Promote the rational and orderly development of our land resources, be a good steward of the built environment, and respect the natural environment.

RELATED INFORMATION:

A. Zoning Considerations

1. Description and Location of Properties

The properties are located north of 2nd Street East, south of Carleton College's campus, and east of Maple Street.

2. Surrounding Land Uses

The properties are surrounded on the west and south by privately-owned single-family homes and by Carleton College's campus to the north and east.

3. Zoning of Property

The properties are currently zoned One- and two-family residential district (R-2). The applicant is requesting to rezone the properties to College Development Zone (CDZ).

4. Comprehensive Plan Future Land Use Map

The properties are designated on the City's Future Land Use map as a "College" land use designation, which the Comprehensive Plan describes as for classroom buildings, administrative offices, water infrastructure facilities (wells and storage tanks), athletic fields, residential dormitories, and other student housing. Land is also used for open space and environmental preservation as well holdings for long-term facilities or expansion needs.

5. Existing and Proposed Land Uses

The buildings on the properties in question are owned by Carleton College. The following is a description of each property, and its purpose for the College:

- Watson House (111 Maple): student residence
- Chaney House (115 Maple): student residence
- Faculty Club Annex (715 2nd Street East): student residence
- Faculty Club (719 2nd Street East): student and faculty residence
- Rogers House (805 2nd Street East): faculty staff house
- Headley Cottage (811 2nd Street East): faculty staff house
- Headley House (815 2nd Street East): faculty residence

The applicant is proposing in the future to demolish three buildings, Watson House, Faculty Club Annex, and a detached garage located east of Chaney House, and replace these buildings with a residential building for student housing.

6. Lot Sizes and Building Setbacks

Existing and proposed principal buildings are required to meet a 30-foot setback from all property lines, as outlined in the regulations for the CDZ district (City Code Section 34-845). Accessory buildings are required to meet a 10-foot setback requirement from all property lines. There is also a 50-foot building height limitation, unless a conditional use permit (CUP) is granted by the City Council.

ATTACHMENTS:

1. Ordinance No. 830

2. Site location map
3. Existing Zoning Map
4. Proposed Zoning Map
5. Narrative from applicant addressing property rezoning
6. Map of properties to be rezoned

ORDINANCE NO. 830

AN ORDINANCE REZONING CERTAIN PROPERTY IN THE CITY OF NORTHFIELD, RICE COUNTY, MINNESOTA, FROM R-2 TO CDZ

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN:

Upon the recommendation of the Northfield Planning Commission, the following described property is hereby rezoned from One- and two-family residential district (R-2) to College Development Zone (CDZ) and the official zoning map of the City of Northfield, as set forth by authority of Northfield Code Sec. 34-837, shall be amended accordingly:

- See Exhibit A for Property Legal Description
- See Exhibit B for location map of said property

This Ordinance shall be effective 30 days after publication.

Passed by the City Council of the City of Northfield this 5th day of December 2005.

ATTEST:

Interim City Clerk

Mayor

First Reading: _____

Second Reading: _____

Published: _____

VOTE: ___ LANSING ___ BOND ___ DAVIS ___ MALECHA
 ___ NELSON ___ POKORNEY ___ VOHS

ITEM: Approve appointment of Alfred Joseph Hopwood and Suzanne Nakasian to the Environmental Quality Commission

SUBMITTED BY: Mayor Lansing

REVIEWED BY: Environmental Quality Commission

SUMMARY AND ACTION REQUESTED:

The City Council is being asked to approve the appointment of Alfred Joseph Hopwood to the Environmental Quality Commission to fill a vacated term ending December 31, 2007. This vacancy was created by Court Fink's resignation.

The City Council is also being asked to approve the appointment of Suzanne Nakasian to the Environmental Quality Commission to fill a vacated term ending December 31, 2006. This vacancy was created by Char Bezanson's resignation from a term that would have ended December 31, 2005. The term is extended one year in order to improve continuity on the EQC by staggering terms.

PROPOSED MOTION FOR CONSIDERATION: _____ **Motion** _____ **Second**

The City Council of the City of Northfield hereby approves the following appointments to the Environmental Quality Commission:

Alfred Joseph Hopwood to fill a vacated term ending December 31, 2007

Suzanne Nakasian to fill a vacated term ending December 31, 2006.

City Council Meeting Date: December 5, 2005

Consent

ITEM: 6

Resolutions 2005-107

Resolution 2005-106

- ITEM: Actions supporting the Mill Towns Trail Joint Powers Board
- a. Consider passage of a resolution supporting a request to the Minnesota State Legislature for State bonding funds
 - b. Consider approval of 2006 budget

REQUESTED BY: Mill Towns Trail Joint Powers Board

SUBMITTED BY: Heidi Hamilton, Director of Public Works/City Engineer

REVIEWED BY: Bill Bassett, City Administrator

SUMMARY AND ACTION REQUESTED:

The City of Northfield is being asked to pass two resolutions in support of actions of the Mill Towns Trail Joint Powers Board (JPB). The first resolution supports a request by the JPB for \$3.8 million in state bond funding for the construction of six miles of trail, three highway and river crossings and reclamation of three miles of trail. Typically, local match dollars are not required as part of state bonding funds and none is expected to be required if this request is successful. The second resolution approves the proposed 2006 JPB budget, of which Northfield will be expected to fund \$600 of the budgeted revenue.

The Mill Towns JPB hosted a meeting with state elected representatives on September 28, 2005 to discuss the feasibility of making a request for state bond funding during the next bonding session. State Representative Ray Cox, Senator Tom Neuville and a representative from Senator Dick Day's office attended the meeting and agreed to support the request. Thanks to the activities of these legislators, the Capital Bonding Committee paid a visit to Faribault on November 3, 2005 to attend a presentation by the JPB regarding the funding request. The committee members were then taken on a tour of segments of the proposed trail, including the location of the future Northfield trailhead at Laurel Court and the route through the Carleton Arboretum to the Iron Bridge in Waterford Township. Resolutions of support for this bonding request are sought from each member of the JPB to confirm the full authorization and support of each community. Staff recommends passage of Resolution 2005-107

The second action requested is approval of the 2006 JPB budget. The proposed 2006 budget requires \$2,700 of revenue from the member communities, which is the same amount that has been budgeted in past years (2004 and 2005). Known expenses include liability and worker's compensation insurance, and an additional \$1,000 to cover expenses that vary each year for audits and other items. Northfield's share of this cost is \$600 and it will be paid from the Public Works operating budget. Staff recommends passage of Resolution 2005-106.

CITY COUNCIL GOAL(S)

- Encourage a wide range of educational, cultural, arts and recreation opportunities.
- Strengthen relationships with our neighbors, organizations and institutions to address shared services and concerns and to position Northfield to be a leader in regional issues.

ATTACHMENTS:

1. Resolution 2005-107
2. Resolution 2005-106
3. Proposed 2006 Mill Towns Trail Joint Powers Board Budget

**CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION #2005-107**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTHFIELD, MINNESOTA REQUESTING STATE BOND FUNDING FOR THE STATE OF MINNESOTA MILL TOWNS TRAIL

WHEREAS, in the year 2000, the Minnesota State Legislature designated a recreational trail as a State trail between the Sakatah Singing Hills State Trail in Faribault extending north to the cities of Dundas and Northfield and to the City of Cannon Falls with a connection to the Cannon Valley Recreational Trail; and,

WHEREAS, the Minnesota State Legislature appropriated \$350,000 for planning, acquisition and construction for the State Mill Towns Trail in 2000; and,

WHEREAS, the Mill Towns Trail Joint Powers Board, made up of local units of government, have been assisting the Department of Natural Resources in the planning of the State Mill Towns Trail and the DNR adopted a master plan for the Trail in 2005.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

The City Council of the City of Northfield hereby authorizes, on behalf of the Mill Towns Trail Joint Powers Board, a funding request to the Minnesota State Legislature, for State bonding funds in the amount of \$3,800,000 in 2006, for the construction of six miles of trail, three highway and river crossings, and reclamation of three miles of trail for the State of Minnesota Mill Towns Trail.

PASSED by the City Council of the City of Northfield on this 5th day of December 2005.

ATTEST

Interim City Clerk

Mayor

VOTE: ___ BOND ___ DAVIS ___ LANSING
 ___ MALECHA ___ NELSON ___ VOHS ___ POKORNEY

**CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION #2005-106**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTHFIELD, MINNESOTA APPROVING THE PROPOSED 2006 MILL TOWNS TRAIL JOINT POWER BOARD BUDGET

WHEREAS, the City of Northfield is a member of the Mill Towns Trail Joint Powers Board; and,

WHEREAS, the bylaws of the Mill Towns Trail Joint Powers Board require each member community to approve the proposed budget for the Board each year; and,

WHEREAS, the City of Northfield is responsible for a portion of the annual expenses of operating the Mill Towns Trail Joint Powers Board.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

The City Council of the City of Northfield hereby approves the 2006 proposed budget as proposed at the September 28, 2005 Mill Towns Trail Joint Powers Board meeting and agrees to pay its share of the annual operating expenses of the Board.

PASSED by the City Council of the City of Northfield on this 5th day of December 2005.

ATTEST

Interim City Clerk

Mayor

VOTE: ___ BOND ___ DAVIS ___ LANSING
 ___ MALECHA ___ NELSON ___ VOHS ___ POKORNEY

ITEM: Consider Adoption of a City Policy Called "Administrative Program for Assigning Roadway Names and Addresses"

SUBMITTED BY: Dan Olson, Senior Planner

REVIEWED BY: Planning Commission
Bill Bassett, Interim City Administrator
Brian P. O'Connell, Community Development Director
Heidi Hamilton, Public Works Director/City Engineer
Gary Smith, Chief of Police
Sandra Bremer, Community Development Department Secretary II
Maren Swanson, City Attorney
Margaret Jacobsen, Northfield Postmaster
Andrew Yurek, Emergency Medical Service (EMS)
Gerry Franek, Fire Chief

SUMMARY AND ACTION REQUESTED:

The City Council is being asked to adopt a new City policy called "Administrative Program for Assigning Roadway Names and Addresses" (Attachment #2). The policy describes how streets will be named and how address numbers will be assigned, and will replace the current "Street Naming Policy" adopted by the City Council in 1978. The adoption of this new policy will not change any existing street names or address numbers in Northfield.

The proposed policy takes the principles laid down in 1978, expands on them, and incorporates the informal practices that have been used to name and address roadways within the City since 1978. Changes made to the 1978 policy include the following:

- Defines the directional designations of roadways that have been and will continue to be used within the City.
- Defines which roadways will be guided by this policy.
- Defines theme areas that will guide the naming of roadways within a new subdivision or a redevelopment area.
- Defines which roadway suffixes will run in north/south, east/west directions and under what circumstances suffixes will be used.
- Defines the standards that roadway names will be adhered to and which should be avoided.
- Defines the methodology of how addresses are assigned to parcels within the City by defining the grid system that has been used and how certain types of roadways will be addressed and how parcels and buildings will be addressed. The City has been using a grid system for assigning street numbers within the City using an increment block of approximately 400 feet.

At the Planning Commission meeting on October 11, 2005, the Commission recommended that the City Council adopt the "Administrative Program for Assigning Roadway Names and Addresses." Staff also recommends adoption of the policy.

CITY COUNCIL GOALS:

- Protect the public health and safety
- Provide efficient, effective public services to meet the needs of our citizens

RELATED INFORMATION:

City Code Section 34-623 (b) requires that “street names shall conform to the city policies for naming streets, which policies are adopted by reference.” Addresses for buildings are required in City Code Section 34-326. The primary goal of the policy is to provide a complete set of street names and addresses for a timely and efficient response for emergency vehicles and service agencies so citizens and victims can be located in time of an emergency. Secondary goals include improving the quality of life for residents of Northfield through easier delivery of mail and services; to make it easier to locate various facilities and businesses of Northfield; and to provide an accurate address in a timely manner.

In 1978, the City Council adopted the current Street Naming Policy (See Attachment #4). This policy has been used as a basic guide for assigning the street names within the City. Upon review of several street naming and addressing systems, Staff felt that a new policy should be written that would more effectively assign roadway names and assign address numbers. The proposed policy was written using the following as guides:

- City of Ames, Iowa, Administrative Program for Street Naming and Addressing
- Dakota County Uniform Street Naming and Addressing System (USNAS)
- American Planning Association (APA) Report No. 332, Street-Naming and Property-Numbering Systems
- United States Postal Service (USPS) Postal Addressing Standards.

PROPOSED MOTION FOR CONSIDERATION: _____MOTION _____ SECOND

The City Council of the City of Northfield adopts the Administrative Program for Assigning Roadway Names and Addresses.

ATTACHMENTS:

1. Proposed Administrative Program for Assigning Roadway Names and Addresses
2. Planning Commission minutes from October 11, 2005
3. 1978 Street Naming Policy
4. Building Numbering Regulations

SUGGESTED ORDER OF BUSINESS:

Introduction:	Bill Bassett, Interim City Administrator
Report:	Brian P. O’Connell, Community Development Director
Motion, second:	City Council
Questions/Comments from City Council:	Mayor and Council members
Questions/Comments from Public, if any (2 minutes/person):	Mayor facilitates
Discussion:	Mayor/City Council
Action on the Motion:	City Council

ADMINISTRATIVE PROGRAM FOR ASSIGNING ROADWAY NAMES AND ADDRESSES

SECTION ONE – INTRODUCTION AND PURPOSE

A. HISTORY AND BACKGROUND

The City of Northfield has been assigning addresses to parcels within the City limits since prior to 1977. The City reviewed the address policy of the City and felt that changes needed to be made to more effectively assign roadway names and assign parcel numbers. In order to do this it was necessary to review the current patterns and trends in roadway names. The following determinations were made:

- * More roadways designated as *Avenue* run east and west
- * More roadways designated as *Street* run north and south
- * Only two roadways are designated as *Boulevard* and they both run north and south
- * About the same number of roadways designated as *Circle* or *Court* run both north and south and east and west.
- * About the same number of roadways designated as *Drive* run both north/south and east/west.
- * More roadways designated as *Road* run north and south.
- * One *Highway* runs north and south and one runs east and west.
- * Only one roadway is designated as a *Knoll*.
- * About the same number of roadways designated as *Lane* run both north/south and east/west.
- * More roadways designated as *Place* run east and west.
- * Roadways designated as *Parkway* circle around the City and rarely have parcels addressed on them.

From the above determinations the conclusion was made that there has not been a pattern of roadway naming within the City of Northfield to date. A common technique used by cities is to use roadway names to designate orientation. (Ex. Roadways designated as *Road* would run north/south and roadways designated as *Drive* would run east/west.) Therefore, any future roadway names would be assigned the appropriate roadway designation for the roadway orientation. (See *Attachment #1 – Existing Roadway Orientations*)

B. PURPOSE

The purpose of this Administrative Program for Assigning Roadway Names and Addresses is to establish standards for naming roadways and assigning numbers to all dwellings, principal buildings, businesses and industries; and to assist emergency service agencies, the United Postal Service and the public in the timely and efficient provision of services to residents and businesses of Northfield, Minnesota.

C. GOALS AND OBJECTIVES

The primary goal of the policy is to provide a complete set of addresses for a timely and efficient response for emergency vehicles and service agencies so citizens and victims can be located in time of an emergency.

Secondary goals include:

1. To improve the quality of life for residents of Northfield through easier delivery of mail and services,
2. To make it easier to locate various facilities and businesses of Northfield, and
3. To provide an accurate address in a timely manner.

The objective is to provide and maintain a consistent and accurate roadway naming and addressing system.

D. LEGAL AUTHORITY

The Community Development Director, or designee, is hereby authorized and required to assign addresses to all addressable parcels and buildings in the City of Northfield, based on the requirements hereof.

SECTION TWO – ROADWAY NAMING POLICY

A. DIRECTIONAL DESIGNATIONS

The baseline for the City shall be 1st Street and an imaginary line running east and west; and, Division Street and an imaginary line running north and south. (*See Attachment #2 – Baseline Map*)

All those portions of any and all roadways generally running east and west through the baseline and extending east of Division Street shall be known and designated by the suffix east and any and all roadways generally extending west of Division Street shall be known and designated by the suffix west, if applicable. All those portions of any and all roadways generally running north and south through the baseline and extending south of 1st Street shall be designated by the suffix south and any and all roadways generally running north of 1st Street shall be designated by the suffix north. (Ex. If the same roadway name is both east and west of Division Street, the directional east or west must be used to define the property location; and, if the same roadway name is both north and south of 1st Street, the directional north or south must be used to define the property locations.)

B. MUNICIPAL ANNEXATION OF ROADWAYS

When the City annexes an existing roadway, the City may change the name of the annexed roadway to conform to the guidelines outlined herein. The addressing of the roadways will be made to conform to the City's grid system. This may be negotiated at the time of the annexation as part of the annexation agreement.

C. ROADWAY REQUIRING NAMES

1. A roadway will be named if it meets at least one of the following conditions:
 - a. Two or more dwelling units or business related buildings that exist or are proposed to be constructed are accessed off a private roadway that is served by the public right-of-way.
 - b. The City maintains the roadway.
2. Private roadways that are not maintained by the City must follow the City's Administrative Program for Assigning Roadway Names and Addresses.

D. ROADWAY NAMES FOR NEW DEVELOPMENT

The developer shall propose the naming of all roadways within a new subdivision at the time of filing the preliminary plat. (See *Names and Attachment #3 - List of Existing Roadway Names and Attachment #4 – Suggested List of Roadway*) The City of Northfield will review all subdivisions for conformance with this roadway naming policy at the time of preliminary plat review. The City may, where applicable, consult with the County.

Roadway name(s) become final upon recording of the final plat.

E. RENAMING EXISTING ROADWAYS

If the City of Northfield determines an existing roadway needs to be renamed, then the following procedures are recommended:

1. Eliminating Conflicting Roadway Names

In the case of two or more conflicting roadway names, the City of Northfield will use the following criteria, in descending order, to determine which roadway name should be changed:

- a. Retain older recognized roadway names (if known)
- b. Retain roadway names with the greater number of addresses
- c. Retain names of arterial roadways before other roadways
- d. Retain roadway names with historical relevance
- e. Retain existing roadway signs
- f. Retain roadway names that relate to town/subdivision names

2. Notification of Name Change

The City of Northfield will notify the affected property owners, the United States Postal Service (USPS), utility companies, Rice or Dakota County, and emergency services of roadway name changes as soon as the change has been approved.

3. Ordinance and Signs

The City shall rename an existing roadway by ordinance, in accordance with the policies established herein; and, any roadway name change will become effective thirty (30) days after publication of the ordinance in the official newspaper. The ordinance shall be recorded in the office of the county recorder in which the roadway is located.

F. ROADWAY NAME SELECTION

1. In the older areas of Northfield, roadways generally running north and south have names; those generally running east and west have numbers. In the areas that are newly developed the original pattern has not been continued in many areas; however, the original pattern can be used as a guideline. The current practice is to have roadway names be compatible with the surrounding roadways based on the following standards:
 - a. Roadways generally running in a straight east or west direction should bear the suffix name “Avenue” (AVE) (e.g. Greenvale Avenue, St. Olaf Avenue).
 - b. Roadways generally running in a straight north or south direction should bear the suffix name “Street” (ST) (e.g. Lincoln Street, Spring Street).
 - c. Roadways that curve or meander generally in an east or west direction should bear the suffix name “Drive” (DR) (e.g. Ivanhoe Drive).
 - d. Roadways that curve or meander generally in a north or south direction should bear the suffix name “Road” (RD) (e.g. Heywood Road).
 - e. A major arterial thoroughfare, if it curves or meanders in an east or west direction, should bear the suffix name “Parkway” (PKY) (e.g. Lincoln Parkway).
 - f. A major arterial thoroughfare, if it curves or meanders in a north or south direction, should bear the suffix name “Boulevard” (BLVD).
 - g. Culs-de-sac should all bear the suffix name “Court” (CT) (e.g. Adams Ct.) or “Circle” (CIR) (e.g. Archibald Circle).
 - h. A short roadway should bear the suffix name “Lane” (LN) (e.g. Marvin Lane) or “Place” (PL) (e.g. Cannon Valley Place, Linden Place).
 - i. A roadway that returns into itself or is a circumferential way that takes traffic around the edge of a town should bear the suffix name “Loop” (LP) (e.g. Fargaze Loop North).
2. Roadway names should adhere to the following standards:
 - a. A roadway name should be appropriate and easy to read (so that children can use the name in an emergency situation).
 - b. Roadways may bear either word names or numerical names; however, only roadways with the suffix of *Street* will have numerical names.
 - c. Names with the same theme (i.e., flowers, states) are suggested for naming roadways in an entire subdivision or areas of the City as a means of general identification (e.g. President’s names as in Jefferson Park, mayor’s names as in North Ridge Addition, lake terms in Hills of Spring Creek, prairie terms in

Sibley View, etc.) (See Attachment #5 – Map showing Themed Developments and Attachment #4 - Suggested List of Roadway Names.)

- d. Historically used road names should be retained where possible.
 - e. The maximum number of letters and spaces that will fit on a roadway sign is 12 to 14 depending on the combination of letters. The standard nameplate sign is 6” with a maximum length of 24”. Roadways should be named accordingly.
3. Roadway names should adhere to the following guidelines:
- a. Avoid the terms “Trail”, “Way”, etc. since such potential designations can be covered with Drive or Road.
 - b. Do not assign “Upper” and “Lower” designations on numbered roadways.
 - c. Avoid the use of standard suffixes or directional suffixes or prefixes as roadway names (e.g. North Ave., East Ridge Drive).
 - d. Names tending to be confused as homonyms, having the same or similar pronunciation but with different spellings shall not be used within the City (e.g. Smith, Smyth or Smythe; Ellis or Alice; Allen or Alan).
 - e. Avoid sound-alike names (e.g. Bay View Dr., Bayview Dr. or Brainard Lane, Barnard Lane).
 - f. Avoid the use of more than one roadway name and suffix that are the same. (ex. Archibald Street, Archibald Circle, and Archibald Court; Pepper Ridge Court, Pepper Ridge Lane, and Pepper Ridge Knoll)
 - g. Avoid names that may be offensive (slang, double meanings, etc.).
 - h. Avoid use of frivolous or complicated words, or unconventional spellings in road names.
 - i. Do not use special characters in road names such as hyphens, apostrophes or dashes.

SECTION THREE – ADDRESSING POLICY

A. ADDRESSING AGENCY

The City of Northfield shall be responsible for assigning all roadway numbers and roadway names within the City limits. The City shall establish and assign roadway address numbers in accordance with the guidelines set forth herein. All platted parcels shall be assigned an address during the plat approval process. All buildings used for residential, commercial, industrial, institutional, and government purposes shall be provided with an address identifying the building. All buildings shall be addressed according to Land Development Regulations of the City of Northfield, Article V. Buildings and Building Regulations, Section 34:326-34:340, Building Numbering.

B. ADDRESSING METHODOLOGY

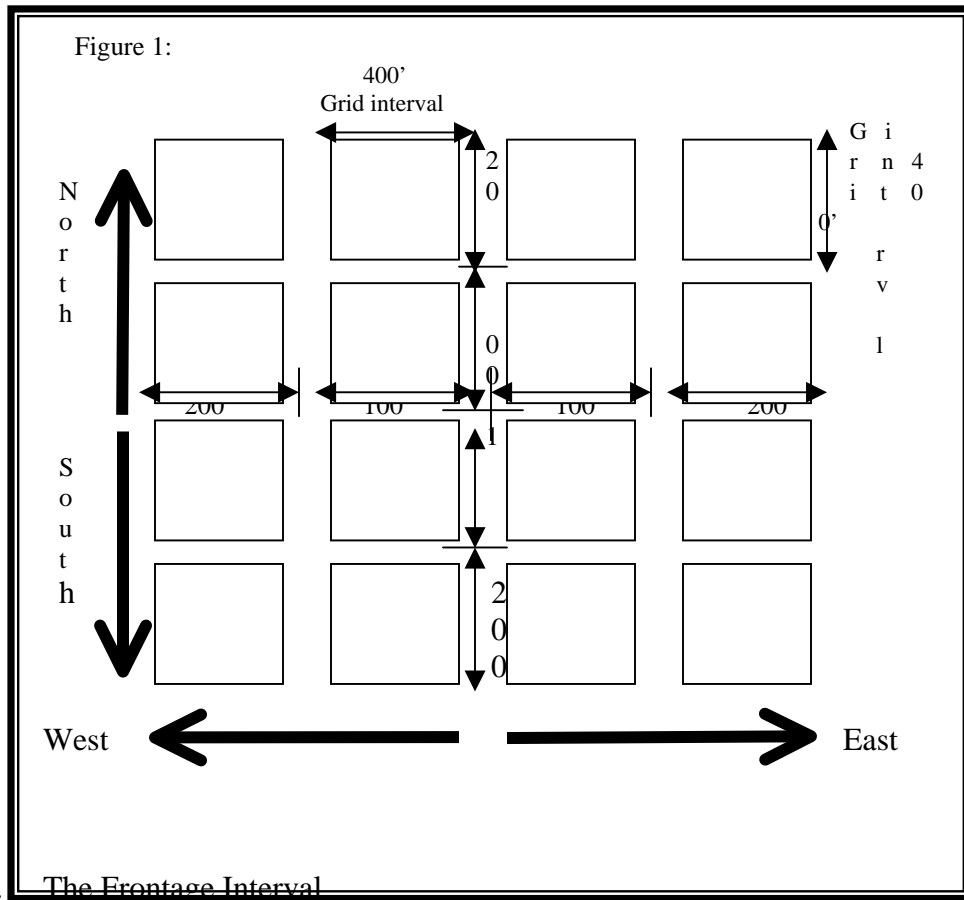
The Frontage Interval System is based on an interval guideline or measurement increment of 30 feet.

The system includes rules for the point of beginning of the road, the location of odd and even numbers along a road, the “take-off” point for semi-circular roads and numbering culs-de-sac, numbering of diagonal roads, numbering of apartments and duplexes, numbering of businesses, manufactured home parks and stacked addresses.

The following list is a description of the generally acceptable numbering standards.

1. Grid Line

A grid line will be established every 400 feet starting from the base lines (*See Attachment #2 – Baseline Map*) and continuing in a north/south and east/west direction. Starting at the baseline the first grid interval will start at 100, the second grid interval will start at 200 and continue in north/south and east/west directions. Each grid interval will have available 100 numbers, 50 numbers on each side of the roadway with one side being even and one side being odd as established in Section Three, B.4 of this policy. (See Figure 1) Addresses will be assigned in increments of 4 within the grid interval (*See Attachment #6 – Illustrating the Use of Addressing Increments Based on a Grid*)



Assign numbers every 30 feet based on a grid that will contain 100 numbers, 50 on each side of the street. The address closest to the center of each building or lot shall be used as the roadway address.

3. Beginning Point

1st Street and an imaginary line extending east and west in a direct line shall constitute the base line for the numbering system as applied to roadways generally running east and west. Division Street and an imaginary line extending north and south in a direct line shall constitute the base line for the numbering system as applied to roadways generally running north and south. Numbering should ascend away from the beginning point in either direction. In the case of a dead-end road, the beginning point shall be at the point of departure from the main road, regardless of direction.

4. Odd/Even Number Location

For the area west of Division Street and north of 1st Street, even numbers shall be assigned to buildings fronting on the east side of roadways generally running north and south and on the north side of roadways generally running east and west. Odd numbers shall be assigned to buildings fronting on the west side of roadways

generally running north and south and on the south side of roadways generally running east and west.

For the area west of Division Street and south of 1st Street, even numbers shall be assigned to buildings fronting on the west side of roadways generally running north and south and on the north side of roadways generally running east and west. Odd numbers shall be assigned to buildings fronting on the east side of roadways generally running north and south and on the south side of roadways generally running east and west.

For the area east of Division Street and north of 1st Street, even numbers shall be assigned to buildings fronting on the east side of roadways generally running north and south and on the south side of roadways generally running east and west. Odd numbers shall be assigned to buildings fronting on the west side of roadways generally running north and south and on the north side of roadways generally running east and west.

For the area east of Division Street and south of 1st Street, even numbers shall be assigned to buildings fronting on the west side of roadways generally running north and south and on the south side of roadways generally running east and west. Odd numbers shall be assigned to buildings fronting on the east side of roadways generally running north and south and on the south side of roadways generally running east and west.

5. Fractional, Alphanumeric, Hyphenated Addresses

There should be no use of fractional addresses, alphanumeric address numbers, or hyphenated address numbers (e.g. 34 ½ Ash St, 123A Main St, 41-656 Bell St).

Rules B.1 through B.5 shall apply unless the City numbering scheme is continuing, as in leaving the City or subdivision, where other numbers are being used. In this case, the existing system in place will dictate the beginning, odd/even number. These rules shall apply unless it is determined that adhering to the City's addressing system would create an unusual hardship to the owner of the existing parcel.

Recommendations for specific numbering situations are below. The general logical order of address elements should follow United States Postal Service (USPS) conventions: road number, primary road name, suffix, post-directional (if any), and secondary number (if any) (e.g. 110 Main St. S., Apt 304).

6. Roadway Naming

Use of existing roadway names will be used for roadway extensions to the maximum extent practical. Roadways with a curve or turn up to and including 90° ± 15° will retain a single roadway name so long as one segment is less than 600 feet. Except where absolutely necessary to fit the overall roadway network, platting of roadways with significant turns (greater than 45°) with significant lengths (greater than 600 feet) will be required to have a change in name.

7. Roadway Orientation

For the purpose of determining which grid block a structure is addressed from, the orientation of the roadway must be determined. The average direction will be determined by drawing a line from one endpoint of the roadway to the other to determine its orientation relative to north and south. If a roadway changes direction, but does not change names, continue to use the same numbering system.

8. Diagonal Roadways

Diagonal roadways should be treated as either north/south or east/west roadways. The primary direction of a roadway will be chosen by the City based on the Roadway Orientation noted above.

9. Circular Roadways

Circular roadways and roadways begin at the low numbered intersection and are numbered using consecutive even or odd numbers on the outside or inside of the circle as per the Standard City Grid. The outside of the circle is numbered first and consecutively. The inside is then numbered to match and mix with the outside. This will result, in some cases, in fewer numbers on the inside of the circle, and also with spaces between the numbers. This type of roadway is not recommended and would be used infrequently, and only in cases where there are features such as topography, access limitations, etc., that inhibit other roadway types. (See Figure 2)

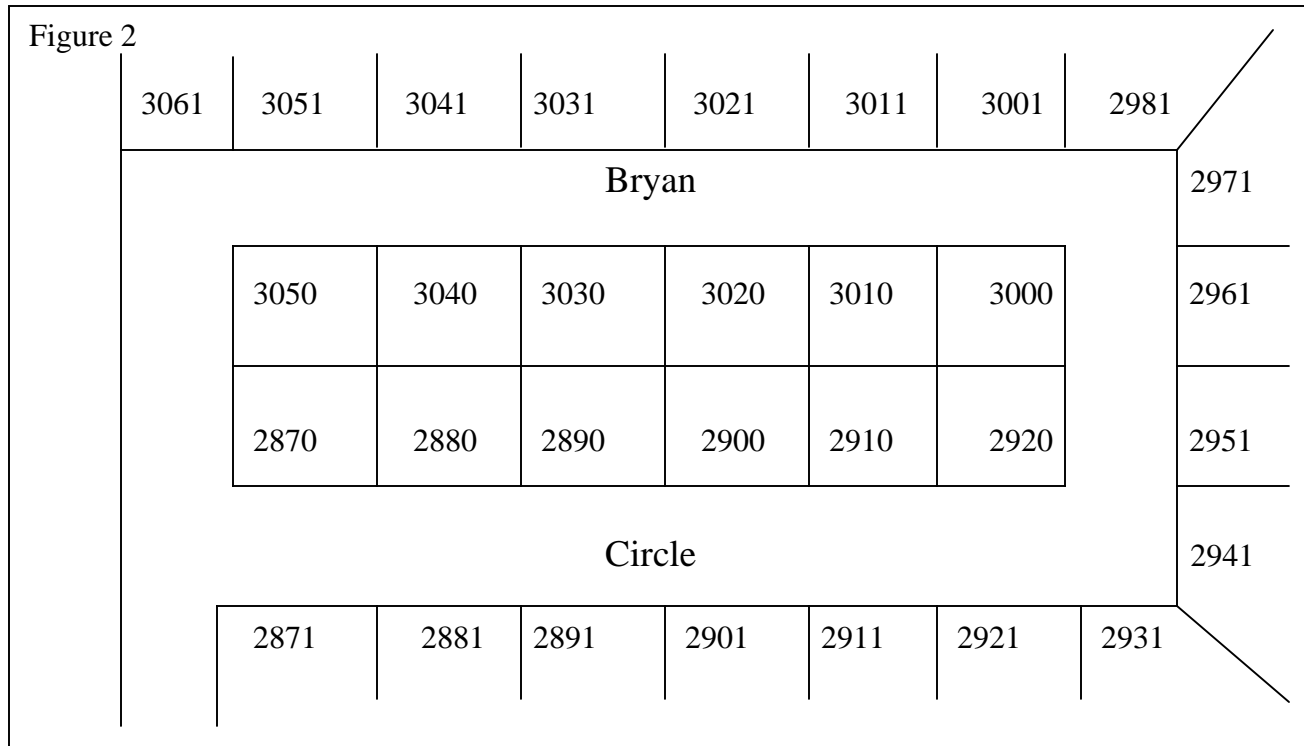


Figure 2. This shows a roadway that is treated as one roadway, with odd numbers on the outside of the circle and even numbers on the inside.

10. Loop or “U” Shaped Roadways

The two halves of the loop are treated as separate streets, starting from a common street and ending at the end of the loop. This should only be done where the roadway’s name is distinguished in some way, even if it is only by the prefix north or south. The corresponding numbers on parallel segments are offset by two digits to keep them distinct. (See Figure 3) (ex: 3038 Bryan Loop South and 3040 Brian Loop North) It is important to determine whether this will be a permanent circle (Figure 2) or whether at some later date both segments might be extended (See Figure 3).

In order to retain the same name throughout, a “U” shaped roadway must have a total length of less than 1200 feet. However, if one segment (separated by a $90^\circ \pm 15^\circ$ turn) is greater than 600 feet, the roadway will have at least two names. The segment between two $90^\circ \pm 15^\circ$ turns, if less than 600 feet, may retain the name of one of the other segments or have a separate name. If all three segments are greater than 600 feet, then each segment should have a separate name. Numbering of the “U” shaped roadways containing more than one name will be in accordance with the Standard City Grid. Numbering of single named “U” shaped roadways will start with the roadway endpoint closest to the Point of Origin. Structure numbers will begin with “01” or “00” and increase in increments of 4 until the end of the roadway. Odd and even addresses will be based on the orientation of the roadway at the starting point. The block number will be the block number of the roadway

adjoining the starting point. If all three lengths are less than 600 feet and the total length is less than 600 feet, the Roadway Orientation rule shall apply.

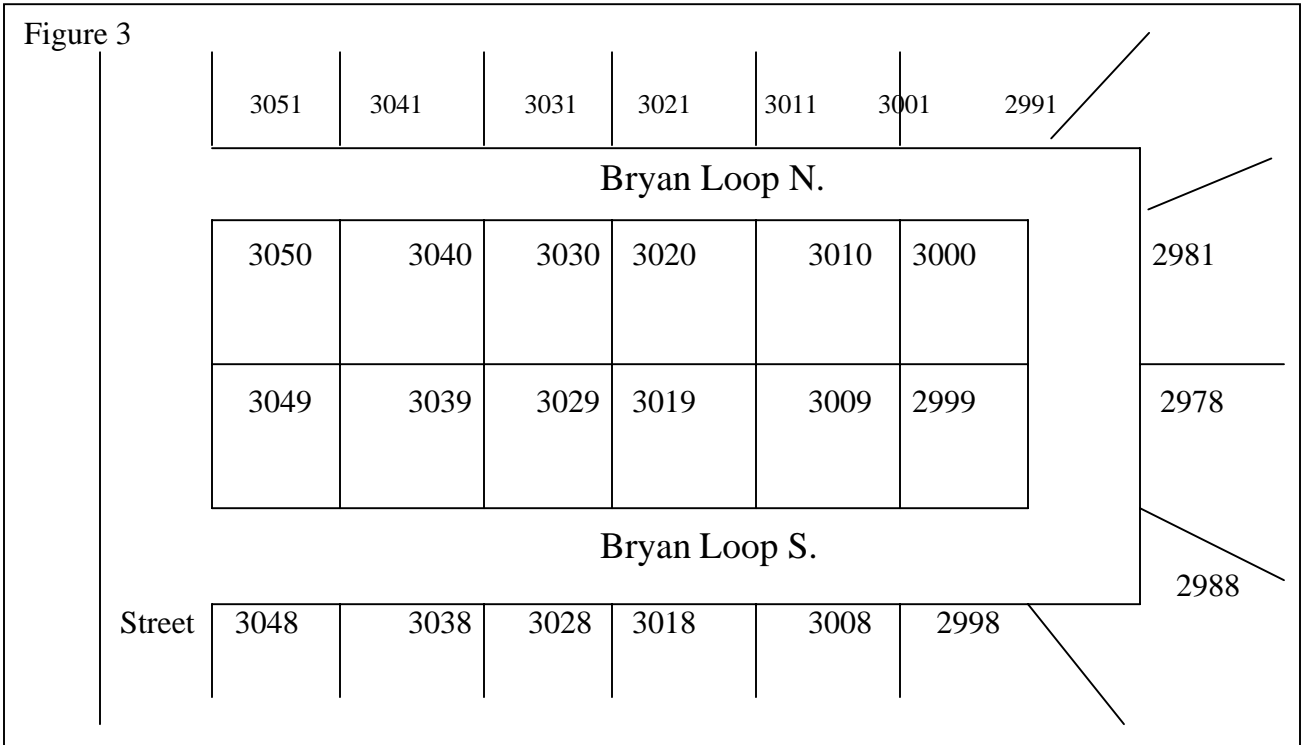


Figure 3. Loop or “U” Shaped roadway shows a roadway that is treated as two separate roadways, distinguished by suffixes North and South, on the assumption that the streets may be continued at a later date. The figure shows that corresponding numbers on parallel segments are offset by two digits to keep them distinct.

11. “L” Shaped Roadways

An “L” shaped roadway, one that has two segments of significant length (greater than 600 feet) separated by a significant curve (greater than 45°), shall have different names for each segment. Numbering will be in accordance with the Standard City Grid.

12. "S" Shaped Roadways

If the intermediate segment of an "S" shaped roadway is less than 600 feet, then the entire roadway will have the same name. Otherwise, that segment will have a separate name. Any segment less than 600 feet will have the same name as its adjacent segment. Numbering will be in accordance with the Standard City Grid.

13. Cul-de-sac

The numbering begins from the intersection of the main road and ascends toward the cul-de-sac. Once in the cul-de-sac the numbers proceed as defined by the Standard City Grid for even and odd numbers around the cul-de-sac in the direction that the numbers increase or decrease. Odd and even numbers meet at mid-point or the back of the cul-de-sac. (See Figure 4)

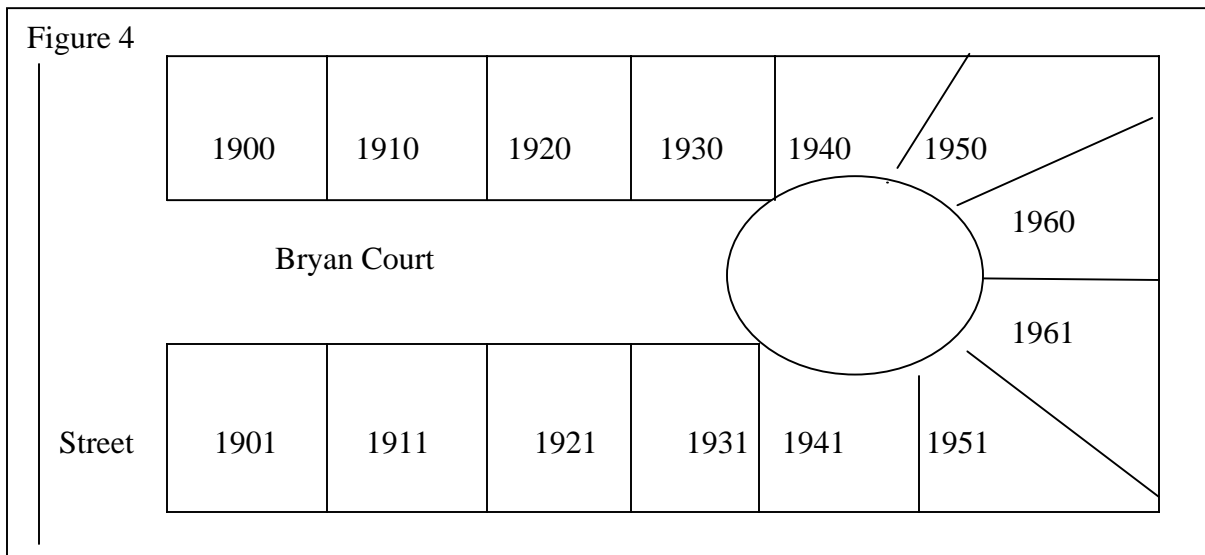


Figure 4. Typical cul-de-sac showing one roadway going in and circling around and existing to the main roadway.

14. Corner Lots

When assigning numbers to corner lots, the shortest roadway frontage or the main entrance location, if known, shall be used. Developers/owners may request a change of address when the main entrance location has been determined and is not fronting on the shortest roadway.

15. Double Frontage Lots

When a lot has a double frontage, assigning numbers will be done based on the lot frontage as determined by the City.

16. Crossing County Lines

Upon annexation when a roadway crosses a county line, the municipal addressing system will prevail.

17. Stacked Addresses

Houses or manufactured homes behind other houses or manufactured homes facing the road, sharing a common driveway, should be numbered following the rules for distance and direction herein. Use of a hyphenated, alphanumeric or fractional number will not be allowed.

18. Multiple Units Served by a Common Entrance

Multi-unit complexes shall have a roadway address assigned to each building. Multi-unit structures should be numbered with the main building and then assigned apartment, unit, or suite numbers as secondary location indicators (e.g. 202 Main St., Apt 303). If possible, use apartment, unit, or suite numbers to indicate the floor location (e.g. Apt. 303 is located on the third floor).

19. Attached Residential Units

An attached residential unit with its own entrance shall have addressing that will be in accordance with the Standard City Grid with the exception of the interval, which will be 2 instead of 4. Addressing for units that are detached will be in accordance with the Standard City Grid.

20. Businesses

Businesses and business districts shall have a roadway address assigned to each building with an exterior door, with the offices or businesses within the building being numbered as suites (e.g. 225 Oak Dr., Suite 101). This rule may also be applied to “office parks” where each business has its own small building.

21. Shopping Mall

Shopping malls shall have one address for all units accessible from the interior hallway. Exterior units shall have a separate roadway address and shall be treated as a strip mall.

Strip malls will use an increment of 4 per bay. For a one-for-one exchange of old and new tenants, there will not be a need to change the address between tenants. Where there is a change of tenants but not a one-for-one exchange, new addresses may be

assigned. If a tenant moves out and a neighbor tenant expands into the vacated bay, there will be no change of address. If the neighbor decides to change entrances, there still will be no change of address unless the new entrance causes the existing address to not meet the Standard City Grid.

22. Outlying Structures

The number sequence of outlying structures will be determined as if they were physically located within the strip mall building itself. For new outlying structures added to existing strip malls, the increment of 4 will be used. If the increment of 4 is in use, then an increment of 2 will be used.

23. Manufactured Home Parks

Manufactured home parks should name the road(s) in the park and number the homes as single-family homes following the rules for distance and direction herein (e.g. 45 Forest Lane). The number will be displayed on the manufactured home in accordance with the City's guidelines.

24. Structures

When assigning numbers to structures that are not a dwelling or business, the middle of the structure should determine the address assigned. Structures should always be numbered according to the road they face. An exception to this is when the structure is obscured or if the structure is best reached for emergency purposes by the driveway. In such cases, the address should be assigned where the driveway falls on the road.

25. Preplanning Subdivisions

New subdivisions will require roadway naming and address assignments to the lots prior to final approval. City Staff must review the plan for compliance with the various sections of this policy, as they relate to roadway naming and the assignment of address numbers.

26. Existing Areas

When assigning addresses in an established area or on an existing diagonal road, the other addresses in the area should be checked to make sure to maintain consistency with the existing odd-even addresses. Be aware there may be some anomalies that cause the numbers to be on what appears to be the wrong side of the road or the numbers seem to be out of numbering sequence.

C. EXEMPT BUILDINGS AND USE

The following buildings and uses do not require an address, but may be addressed at the request of the property owners and will be provided in accordance with the municipal guidelines.

1. Farm buildings that are not residential or commercial.
2. Accessory buildings that have uses that are accessory to the primary use of a residential, commercial, industrial, institutional, or governmental buildings.

D. CHANGING ADDRESS NUMBERS

If an address number is changed for any reason, the City shall be responsible for assigning the new address number.

Any request for an address change will require the property owner to submit a written request for the change indicating the reasons for the address change and the request shall be filed with the Community Development Department. The request will be reviewed based on this policy and a written approval or denial will be sent to the property owner once a decision has been made.

As soon as such a change is approved, the City shall notify the building owner to make the change. The City will also notify the United States Postal Service (USPS), the County, utility companies, and emergency services. It is up to the property owner to notify any other entities and to confirm that the proper address change has been made by the above entities.

The owner of the building shall cause the posted address numbers to be changed within thirty (30) days of receipt of such notice. The resident of the building will be responsible for notifying all suppliers and others of the address change.

E. ADDRESSING NEW CONSTRUCTION AND DEVELOPMENT

1. Subdivision Requirements

No residential, commercial or industrial subdivision or land development shall be approved or recorded unless it has been assigned address numbers and a roadway name. Current municipal subdivision ordinances and/or regulations shall be followed, if different from guidelines set forth herein. As soon as a plat has been approved by the City Council, a copy of the plat showing the assigned addresses will be sent to the United States Post Office, County, utility companies and emergency service.

2. Building Permit Requirements

Prior to beginning new construction, property owners shall submit an application for a building permit. The City shall require that an address be assigned to the new building(s) before a building permit is issued.

F. RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS

It shall be the responsibility of each and every property owner, lessee, agent and occupant of each residence, apartment building, business or industry to purchase, post and maintain address numbers as required by Northfield City Code Sections 34:326-34:340, Building Numbering.

G. DISCLAIMER

While the City adopts and encourages consistent application of the standards established by this policy, it is acknowledged that there may be circumstances in which it is unreasonable to enforce them strictly; and, in, such circumstances, the Community Development Director shall have the authority to grant a waiver from these standards, so long as the goals and objectives of this policy are not significantly compromised.

H. APPEAL PROCESS

If a property owner disagrees with the decision of the Community Development Director, a formal appeal of that decision can be made to the City Council. Such appeal should contain:

- Written request explaining the issue
- State the decision made by the Community Development Director
- State the reason why the decision should be amended
- Contact name, address and phone number

SECTION FOUR – SOURCE GUIDES

- A. City of Ames, Iowa, Administrative Program for Street Naming and Addressing.
- B. Dakota County Uniform Street Naming and Addressing System.
- C. American Planning Association – Street-Naming and Property-Numbering Systems
- D. United States Postal Service – Postal Addressing Standards

Prepared by: Sandra Bremer

EXISTING ROADWAY ORIENTATION

ROADWAY DESIGNATION	NORTH/SOUTH	EAST/WEST	TOTAL
Avenue	3	9	12
Boulevard	2		2
Circle	4	5	9
Court	47	33	80
Drive	28	30	58
Highway	1	1	2
Knoll	1		1
Lane	15	11	26
Place	1	3	4
Parkway		2	2
Road	8	2	10
Square		1	1
Street	24	17	41
Terrace			
Trail	2		2

ATTACHMENT #2

STREET NAMING POLICY CITY COUNCIL RESOLUTION 78-310 NOVEMBER 13, 1978

- 1) Streets running north and south shall have names; those running east and west shall have numbers. Curbed streets which do not run directly north, south, east or west shall have names instead of numbers.
- 2) In naming streets, attention should be given to alphabetizing; but often this cannot be accomplished because of existing names. However, streets that exit directly on to an existing street should be named consistently with the alphabet of the main street which they abut. E.g., if a court exists on Grandfather Street, the court should also have a name beginning with G such as Grandma Court.
- 3) Arterial streets should bear the name Avenue. E.g., Greenvale Avenue, St. Olaf Avenue.
- 4) A major arterial thoroughfare, particularly if it curves or meanders, should be a Parkway. E.g., Lincoln Parkway.
- 5) Culs-de-sac shall all be designated as Court, rather than “circle”, “loop”, etc.
- 6) The term “boulevard” shall not be used. Potential boulevard designates can be covered with either Avenue or Parkway.
- 7) Streets that curve or meander shall be called “Drive.” E.g. Ivanhoe Drive.
- 8) The terms “Trail”, “Way”, etc. shall not be used since such potential designates can be covered with “Drive.”
- 9) In the case of Federal, State or County Roads, the route designation remains. E.g. H 19. However, a street name or number shall also apply to that stretch of the route which is within city limits.
- 10) Avenues, Drives and Parkways can only bear word names. Streets may bear either word names or numerical names.

Whenever a word name is assigned, the assignees should attempt to show a relationship of the name to the street. For instance, the name of historical figures from the community might be used. Local flowers, trees, indigenous animals, or names suggesting a relationship between the street names and the landscape it traverses, would be appropriate.

ITEM: 2005 Street Reclamation Project – 2004 Improvement No. 1
a. Public Hearing on Proposed Assessments
b. Adopt Assessments

SUBMITTED BY: Brian Erickson, Assistant City Engineer

IN CONSULTATION
WITH: Bill Bassett, Interim City Administrator
Heidi Hamilton, Director of Public Works/City Engineer
Brian Hilgardner, Bolton & Menk

SUMMARY AND ACTION REQUESTED:

The City Council is being asked to continue the second public hearing on assessments, which was continued from September 19, 2005, in order to ensure that the actual rather than estimated project costs are used to determine assessment amounts. After closing the public hearing, the City Council is asked to adopt Resolution 2005-077 for the proposed assessments for 2005 Street Reclamation Project – 2004 Improvement No. 1.

The proposed assessments affect 314 properties. The assessment for a single-family unit is \$1,411.60 and for a multi-family unit the assessment is \$453.30. In addition, 18 corner lots are being assessed 10% of the single-family cost, or \$141.20. These costs are lower than the previously proposed assessments by approximately 10% for single-family units and 8% for multi-family units. Notice of the revised assessment and the payment options have been provided to all property owners via a neighborhood mailing. The assessments for 1000 and 1002 Spring Street are consistent with previous City Council direction, at the multi-family rate. Once the assessment is adopted the property owners have 30 days to pay the assessment in full, with no interest charge. After that time the payments are made on an annual installment basis to the county auditor with an interest rate of 6% per annum.

This project included the following streets (also shown on the attached maps):

- Highland Avenue west of Linden Street
- Linden Street between Ivanhoe Avenue and Greenvale Avenue
- Sibley Drive and Birch Lane between Maple Street and Meadow View Drive
- Spruce Court, southeast of Jefferson Road
- Linden street and Linden Place between Woodley Street and Water Street
- Spring Street between Woodley Street and Linden Place
- Pheasantwood Trail southeast of Jefferson Road
- Juniper Avenue and Linden Street south of Lincoln Parkway
- Truman, Jackson, Humphrey, and Coolidge Courts
- Ivanhoe Avenue from the west property line of 412 Ivanhoe to Linden Street

RECOMMENDATION:

Staff recommends passage of Resolution 2005-077 adopting the assessments for 2004 Improvement No. 001 - 2005 Street Reclamation Project.

CITY COUNCIL GOALS:

- Provide efficient, effective public services to meet the needs of our citizens.
- Promote the rational and orderly development of our land resources, be a good steward of the built environment, respect the natural environment, provide a strong, rational public infrastructure and construct a transportation system that supports a traditional community development pattern.

ADDITIONAL INFORMATION:

The actions requested above are required by Minnesota Statutes Chapter 429, which specifies the actions that must be taken to assess property owners for the cost of local improvements. The City Council has moved this project forward to this point consistent with M.S. 429 with the following actions:

Ordered Feasibility Report	April 18, 2005
Received Feasibility Report and Ordered Public Hearing	May 2, 2005
Conducted Public Hearing (inadequate notice provided)	June 6 and June 20, 2005
Ordered Improvement and Preparation of Plans	June 20, 2005
Approved Plans, Ordered Preparation of Assessment and Ordered Public Hearing	July 18, 2005
Opened Bids	August 10, 2005
Awarded Contract	August 15, 2005
Began Construction	September 12, 2005
Assessment Hearing, Continued	September 19, 2005
Construction Completed	October 31, 2005

SUGGESTED ORDER OF BUSINESS:

Open Public Hearing	Mayor
Introduction & Report	Bill Bassett, Interim City Administrator
Questions/Comments from Council to staff, if any	Mayor/Councilmembers
Questions from Public if any (2 minutes/person)	Mayor facilitates
Close Public Hearing	City Council
Motion, Second	City Council
Discussion	Mayor and Councilmembers
Action	City Council

ATTACHMENTS:

1. Resolution 2005-077
2. Map of Project Location
3. Assessment Roll

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION #2005-077

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTHFIELD, MINNESOTA ADOPTING THE ASSESSMENT FOR 2004 IMPROVEMENT NO. 01 - 2005 STREET RECLAMATION PROJECT.

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for 2004 Improvement No. 1, the improvement of the area described as follows:

Juniper Avenue (south of Lincoln Parkway), Linden Street (between Greenvale Ave. and Ivanhoe Ave.), Ivanhoe Avenue (from the west lot line of house 412 to Linden Street), Highland Avenue (west of Linden Street), Spring Street (between Woodley Street and Linden Place), Spruce Court (east of Jefferson Road), Linden Street and Linden Place (between Woodley Street and Water Street), Pheasantwood Trail (east of Jefferson Road), Humphrey Court, Jackson Court, Coolidge Court, Truman Court, Birch Lane (between Maple Street and Meadow View Drive) and Sibley Drive(between Maple Street and Meadow View Drive).

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF NORTHFIELD,
MINNESOTA, THAT:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute a special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of ten years, the first of the installments to be payable on or before the first Monday in January 2006, and shall bear interest at the rate of 6 percent per annum from the date of adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2005. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city clerk, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he may, at any time thereafter, pay to the city clerk the entire amount of the assessment remaining unpaid, with the interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over the same manner as other municipal taxes.

PASSED by the City Council of the City of Northfield on this 5th day of December 2005.

ATTEST

Interim City Clerk

Mayor

VOTE: ___ BOND ___ DAVIS ___ LANSING ___ MALECHA
 ___ NELSON ___ POKORNEY ___ VOHS

ITEM: Public Hearing on the 2006 budget and tax levy
SUBMITTED BY: William Bassett, Interim City Administrator
REVIEWED BY: Julie Nordmeier, Budget/Project Coordinator
Department Managers

SUMMARY AND ACTION REQUESTED: The city council is being asked to hold a public hearing on the preliminary 2006 budget and tax levy that was adopted on September 12, 2005. Action on the budget will be taken at the December 12, 2005 meeting. The 2006 budget is a product of the work of many employees throughout the organization and of the city council.

Meets city council goals:

- Be accountable for how we use our public resources.
- Prepare a financial plan to meet our future needs.

2006 BUDGET

	Preliminary Budget	Final Budget
General Fund Operating Budget	\$ 9,676,878	\$ 9,676,878
Total Budget	\$ 29,415,449	\$ 29,420,224 *

* Change is due to CDBG program reimbursement funding increase of \$4,775

2006 PROPERTY TAX LEVY

	Preliminary Budget	Final Budget	Change
General fund levy	\$ 3,469,161	\$ 3,469,161	0
Debt service levy (prior years capital levies)	\$ 782,183	\$ 782,183	0
Capital (new) levy	\$ 446,534	\$ 446,534	0
EDA levy (new)	\$ 211,000	\$ 211,000	0
Total City Levy	\$ 4,908,878	\$ 4,908,878	0
HRA levy (separate taxing authority)	\$ 160,000	\$ 160,000	0

SUGGESTED ORDER OF BUSINESS:

Open public hearing	City Council
Introduction/report	William Bassett, Interim City Administrator
Questions from council	Mayor and Councilmembers
Questions/comments from Public (2 minutes)	Mayor facilitates
Close public hearing	City Council
No action taken	

ITEM: Public Hearing and First Reading of Ordinance No. 831 for Vacation of Drainage and Utility Easements for the Harvest Hills Subdivision

REQUESTED BY: Brian A. Malecha Construction, Inc., Northfield

SUBMITTED BY: Dan Olson, Senior Planner

IN CONSULTATION WITH: Bill Bassett, Interim City Administrator
Heidi Hamilton, Public Works Director/City Engineer
Brian P. O'Connell, Community Development Director
Brian Erickson, Assistant City Engineer
Maren Swanson, City Attorney

SUMMARY AND ACTION REQUESTED:

The City Council is being asked to receive public testimony and give a first reading to Ordinance No. 831, related to the request to vacate drainage and utility easements on Lots 6 and 7, Block 1, Harvest Hills. The following is a summary of what is being proposed:

- The Harvest Hills subdivision was approved by the City Council in 2003. At that time, drainage and utility easements were dedicated on the Final Plat for a 15" storm sewer pipe to be located between Lots 6 and 7. However, the easements were inadvertently dedicated over the building pads for the twinhomes on those two parcels. The applicant is now proposing to vacate these easements so that the homes can be built, and is dedicating new easements to the City in the area where the storm sewer pipe is to be relocated (Agenda item #9c). A copy of a map showing the area to be vacated is attached for your review. The request to vacate this easement has been discussed with the Public Works Department, and notices were sent to Qwest, Xcel Energy and Charter Communications.

Staff recommends that the City Council conduct the public hearing, consider testimony that is received and approve the ordinance on the first reading to vacate drainage and utility easements on Lots 6 and 7, Block 1, Harvest Hills.

CITY COUNCIL GOALS:

- Be accountable for how we use our public resources.

SUGGESTED ORDER OF BUSINESS:

Open public hearing	Mayor
Introduction:	Bill Bassett, Interim City Administrator
Report:	Brian P. O'Connell, Community Development Director
Questions/Comments from City Council:	Mayor and Council members
Questions/Comments from Public, if any (2 minutes/person):	Mayor facilitates
Close public hearing	Mayor
Motion, second:	City Council
Discussion:	Mayor/City Council
Action on the Ordinance:	City Council

ATTACHMENTS:

1. Ordinance No. 831
2. Site Location Map
3. Final Plat for Harvest Hills subdivision
4. Map showing location of the proposed area to be vacated

ORDINANCE NO. 831

AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA, VACATING CERTAIN DRAINAGE AND UTILITY EASEMENTS DEDICATED BY THE PLAT OF HARVEST HILLS.

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN:

Following published notice and an opportunity for affected property owners and the public to be heard, as required by law, the following easements are hereby vacated:

All drainage and utility easements lying over, under and across Lots 6 and 7, Block 1, HARVEST HILLS, according to the recorded plat thereof, Rice County, Minnesota, as delineated and dedicated on the plat of said HARVEST HILLS.

This ordinance shall be effective 30 days following publication or upon the recording of a grant of drainage and utility easement over the southeasterly 7.17 feet of Lots 7 and 8, Block 1, in said HARVEST HILLS, in favor of the City of Northfield, whichever is later.

Passed by the City Council of the City of Northfield, Minnesota, this 5th day of December 2005.

ATTEST:

Interim City Clerk

Mayor

First Reading: _____

Second Reading: _____

Published: _____

VOTE: ___ LANSING ___ BOND ___ DAVIS ___ MALECHA
 ___ NELSON ___ POKORNEY ___ VOHS

ITEM: Accept Conveyance of drainage and Utility Easements for Harvest Hills Subdivision

REQUESTED BY: Brian A. Malecha Construction, Inc., Northfield

SUBMITTED BY: Dan Olson, Senior Planner

IN CONSULTATION WITH: Bill Bassett, Interim City Administrator
Heidi Hamilton, Public Works Director/City Engineer
Brian P. O'Connell, Community Development Director
Brian Erickson, Assistant City Engineer
Maren Swanson, City Attorney

SUMMARY AND ACTION REQUESTED:

The City Council is being asked to accept conveyance of drainage and utility easements from Brian A. Malecha Construction, Inc. for the Harvest Hills subdivision. Drainage and utility easements on Lots 6 and 7, Block 1, Harvest Hills are proposed to be vacated (Agenda items #9a and 9b) so that a 15" storm sewer pipe can be relocated to Lot 10, Block 1, Harvest Hills. Therefore, the applicant is dedicating a new drainage and utility easement to the City over Lot 10. In addition, new easements are being dedicated to the City on Lots 7 and 8, Block 1 for maintenance of the pipe and associated manholes.

MEETS CITY COUNCIL GOALS:

- Promote the rational and orderly development of our land resources.

ATTACHMENTS:

1. Resolution #2005-105
2. Legal description and maps showing location of new easements (See Resolution #2005-105, Exhibits A and B)
3. Copy of easements for drainage and utilities purposes document (2 pages)

SUGGESTED ORDER OF BUSINESS:

Introduction:	Bill Bassett, Interim City Administrator
Report:	Brian P. O'Connell, Community Development Director
Motion, second:	City Council
Questions/Comments from City Council:	Mayor and Council members
Questions/Comments from Public, if any (2 minutes/person):	Mayor facilitates
Discussion:	Mayor/City Council
Action on the Resolution:	City Council

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION #2005-105

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
NORTHFIELD, MINNESOTA ACCEPTING CONVEYANCE TO THE CITY OF
NORTHFIELD OF EASEMENTS FOR THE HARVEST HILLS SUBDIVISION

WHEREAS, Brian A. Malecha Construction, Inc. is conveying easements of the Harvest Hills Plat to the City of Northfield as per the request of the City; and,

WHEREAS, the City wishes to accept the conveyance of easements on Lots 7, and 8, Block 1, Harvest Hills, as shown in Exhibit A, and Lot 10, Block 1, Harvest Hills, as shown in Exhibit B, to be used for drainage and utility purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

The City Council hereby accepts the conveyance of easements as shown in Exhibit A to be used for drainage and utility purposes for the Harvest Hills subdivision.

PASSED by the City Council of the City of Northfield this 5th day of December 2005.

ATTEST:

Interim City Clerk

Mayor

VOTE: ___ LANSING ___ BOND ___ DAVIS ___ MALECHA
 ___ NELSON ___ POKORNEY ___ VOHS

ITEM: Direct the Preparation of Proposed Amendments to the C-1 Zoning District Regulations in Ordinance Form for Public Hearing and Recommendation

SUBMITTED BY: Dan Olson, Senior Planner

IN CONSULTATION WITH: Planning Commission
Bill Bassett, Interim City Administrator
Brian P. O'Connell, Community Development Director

SUMMARY AND ACTION REQUESTED:

The City Council is being asked to direct the preparation of revisions to the City's Downtown district (C-1) ordinance. The Planning Commission has discussed two ordinance provisions in the C-1 district that need further text revisions. The first provision requires a maximum density for multi-family residential units in the downtown, and the other provision requires two parking spaces for multi-family housing units. This discussion of certain ordinance requirements in the C-1 zoning district is prompted by a recent application for a new building in the C-1 zoning district.

The Code revisions have been reviewed by the Planning Commission in concept form at their meeting on November 22, 2005, and did not agree on what the text revisions should be. At the meeting, the Commission directed Staff to research appropriate text revisions, and then ask the City Council for direction on these proposed revisions. Staff plans to take these proposed text revisions to the Planning Commission for a public hearing before making a final recommendation to the City Council, unless the City Council directs otherwise.

Density issue (option #1):

- There is currently a requirement that any new multi-family residential units have a density of "no greater than the R-5 zoning district", which is a maximum of 25 units per acre. The City Council may direct that this requirement remain or be deleted. It is Staff's recommendation that the language relating to the density limitation be deleted from the C-1 ordinance regulations since the City has other ordinance provisions that will serve in limiting the number of residential units that can be built:
 1. A conditional use permit is required for any structure over 50 feet in height.
 2. Residential units cannot be built on the ground floor, except outside the Historic District, and then only through a conditional use permit.
 3. The proposed parking requirement, discussed below, requires that one parking space is provided for each housing unit.

Density issue (option #2):

- If the City Council chooses to delete the density requirement above, the Council may elect to add a floor area ratio (FAR) requirement to the C-1 zoning regulations. Since there are other provisions in the C-1 zoning district regulations that will serve to limit residential density as noted above, Staff is not recommending this option. The floor area ratio is the total building floor area divided by the total lot area (Attachment #1). For example, a one-story building that covers an entire lot has a FAR of 1. Similarly, a one-story building that covers 1/2 of a lot has a FAR of 0.5. Combined with the current requirement for a height limitation in the C-1 zoning district, these requirements will meet the density objective of the current regulation. In addition to the new language in Section 34-846 (g) (3), a definition would also be added in City Code Section 34-771 (the definition section of the zoning ordinance) to read as follows:

Floor area ratio means the gross floor area of a building or buildings on a lot divided by the lot area.

If the Council chooses to add a floor area ratio provision, Staff proposes a floor area ratio of 5. In the example of the new building at Bridge Square and Division Street, the lot area is 13,810 square feet. Therefore, with a

maximum floor area ratio of 5, the maximum floor area of the building could be 69,050 square feet (13,810 x 5). The proposed building has a total square footage of 61,073.

Parking Options:

- There is currently a requirement that any new multi-family residential units provide two parking spaces for each housing unit. Staff is recommending that this requirement be reduced to one parking space for each multi-family housing unit. Previously, no parking was required for any land use in the C-1 zoning district, which is similar to the requirements of many similar sized downtowns in Minnesota. Staff believes the requirement for one parking space per unit is appropriate given the recent number of multi-family residential units constructed and/or proposed in the C-1 zoning district. The City Council may also elect to require no parking, or two spaces, per residential unit.

RELATED INFORMATION:

Recently, Staff received a Conditional Use Permit (CUP) application to construct a new building at the intersection of Division Street and Bridge Square. This is the current location for the Community National Bank building, which is to be demolished. The applicant, Mendota Homes, Inc., is proposing to construct a 4-story building which will have a parking garage on the basement level, retail and parking on the first floor, professional offices on the second floor, and 26 residential condominiums on the 3rd and 4th floors. The building requires a CUP since some portions of the building are greater than 50 feet in height (the maximum height for the proposed building is 56 feet in height). This building plan has been reviewed by the Heritage Preservation Commission (HPC) and found acceptable. In reviewing this application, two issues came up with respect to zoning requirements in the C-1 district:

- Residential “apartments” (which include condominiums) are allowed as a Permitted Use. However, in 2003, language was added to the zoning ordinance stating that the density for these residential housing units “be no more dense than allowed in the R-5 district.” Prior to June, 2003, the language read “apartments provided they are located above the first floor.” This language was added to place some restriction on the number of units that could be built, and since the densest residential zoning district is the R-5 district with a maximum of 25 units per acre, the R-5 language was added. In the case of the proposed new building at Division Street and Bridge Square, only eight residential condominium units could be built under this requirement. In researching requirements for several Minnesota cities with prominent downtowns, none had residential density limitations. The existing requirement appears to limit the goals of the Comprehensive Plan, which are to provide housing in the downtown area.
- According to City Code Section 34-1013 (j), no parking is required for any use in the C-1 district. However, City Code Section 34-846 (f) (4) requires that any new multi-family dwelling must have two spaces per dwelling unit (this requirement has been in place since the early 1980’s). Therefore, these requirements conflict with one another. In the case of the proposed new building at Division Street and Bridge Square, 52 parking spaces would be required (Mendota Homes, Inc. is proposing one parking space for each condominium unit). On March 25, 2003, the Planning Commission discussed deleting this parking requirement (Attachment #3), but the parking requirement language for multi-family residential was revised to its present language in Section 34-846 (f) (4), not deleted, in the ordinance that was adopted by the City Council in June, 2003 (prior to June, 2003, the language read “any new multiple-family dwelling constructed after the effective date of the ordinance from which this article derives shall comply with the off-street parking requirements as provided in Section 34-1032”). It is not clear why this was done since the issue was not discussed again in meeting minutes by either the Planning Commission or the City Council.

At the November 8, 2005, Planning Commission meeting, Commission members requested that Staff research why two buildings with residential components constructed on Water Street South in 2002 did not require parking. According to Staff reports submitted to the Design Advisory Board (DAB), no parking was required in the C-1 zoning district, which was not correct. In researching parking requirements for several Minnesota cities with prominent downtowns, several cities did not require parking for multi-family buildings, while some required between one and two parking spaces per unit. Staff is recommending that one parking space be required for each multi-family housing unit. This is appropriate given the recent number of multi-family housing units constructed and/or proposed in the C-1 zoning district.

PROPOSED MOTION FOR CONSIDERATION: _____ MOTION _____ SECOND

The City Council is being asked to direct the Planning Commission on the preferred options relating to multi-family density and required parking and then direct the Planning Commission to hold a public hearing on proposed revisions to the C-1 zoning district ordinance before making a final recommendation to the City Council on those revisions.

ATTACHMENTS:

5. Illustration showing floor area ratio
6. Excerpt from American Planning Association (APA) document: "Parking Standards" (2002)
7. Downtown parking requirement for Red Wing, Winona, Stillwater, Rochester, Duluth, St. Cloud, St. Paul, and Minneapolis
8. Planning Commission minutes from March 25, 2003
9. Draft Planning Commission minutes from November 22, 2005
10. Proposed Ordinance revisions

SUGGESTED ORDER OF BUSINESS:

Introduction:	Bill Bassett, Interim City Administrator
Report:	Brian P. O'Connell, Community Development Director
Motion, second:	City Council
Questions/Comments from City Council:	Mayor and Council members
Questions/Comments from Public, if any:	Mayor
Discussion:	Mayor/City Council
Action on the Motion:	City Council

City Council Meeting Date: December 5, 2005

Regular

ITEM: 12

Motion

ITEM: Revised direction on negotiating a land exchange agreement with MnDOT for the MnDOT owned parcel at 510 Woodley Street and the City owned parcel at 1740 Riverview Drive

SUBMITTED BY: Heidi Hamilton, Director of Public Works/City Engineer

REVIEWED BY: Bill Bassett, City Administrator
Deb Little, Assistant City Administrator & Transit Manager

SUMMARY AND ACTION REQUESTED:

The City Council is being asked to modify previous direction regarding MnDOT's future truck station.

On July 12, 2004 the City Council directed staff to negotiate a land exchange agreement with MnDOT to exchange MnDOT's existing truck station located at 510 Woodley Street for the city owned parcel located at 1740 Riverview Drive. The location of the parcels are shown in Attachments 1 and 2. The City Council is now being asked to revise this direction to allow consideration of the sale of 1740 Riverview Drive to MnDOT and not necessarily the city acquisition of 510 Woodley Street, depending upon what is ultimately determined to be in the best interest of the city.

MnDOT recently completed appraisals of both properties. The estimated value of 1740 Riverview Drive (3.3 acres) is \$361,500 and the estimated value of 510 Woodley Street (2.4 acres) is \$989,500. The advisability of the city's acquisition of 510 Woodley Street is not clear at this time due to the discrepancy in parcel values and the likelihood that this site would redevelop without direct city involvement. As discussions with MnDOT proceed, staff will work with MnDOT to draft a proposed agreement that is fair and equitable to both parties. It is unclear if the agreement that is ultimately recommended by staff will include city acquisition of 510 Woodley Street so modified direction from the City Council is sought at this time.

CITY COUNCIL GOAL(S)

- Provide efficient, effective public services to meet the needs of our citizens
- Strengthen relationships with our neighbors, organizations, and institutions to address shared services and concerns and tot position Northfield to be a leader in regional issues.

ADDITIONAL INFORMATION:

The City purchased 1740 Riverview Drive in June 1985 for \$37,092. The street maintenance facility, which encompasses approximately 25,000 square feet, was constructed in 1995. The transit building was constructed in 2002 and includes an office, garage and cold storage area in

its 12,000 square feet of space. There is adequate space on the 10.3 acre parcel that the city facilities sit upon for future expansion.

Public Works and Transit staff have reviewed the current city facilities located on Riverview Drive and anticipated future land needs in this area of the city, and believe there is little likelihood that the City will need 1740 Riverview Drive in the foreseeable future. In addition, having a MnDOT truck station next door offers multiple opportunities for cooperative efforts that could increase efficiency for both the city and state (i.e. salt storage and purchasing, mechanic services, fuel purchase and storage). Therefore, staff continues to believe allowing MnDOT to acquire 1740 Riverview Drive for a truck station, for fair market value, is a good option for the City.

PROPOSED MOTION FOR CONSIDERATION: _____ Motion _____
Second

The City Council of the City of Northfield approves the negotiation of a land sale or land trade agreement, as is determined to be in the best interest of the city, for MnDOT to acquire the city owned parcel located at 1740 Riverview Drive for construction of a truck station.

ATTACHMENTS:

1. 1740 Riverview Drive location map
2. 510 Woodley Street location map
3. July 12, 2004 Council Report

SUGGESTED ORDER OF BUSINESS:

Introduction & Report	Bill Bassett, Interim City Administrator
Motion, second	City Council
Questions from Council to staff, if any	Mayor and Councilmembers
Questions from Public, if any (2 minutes/person)	Mayor facilitates
Discussion	Mayor and Councilmembers
Vote on Motion	City Council

City Council Meeting Date: December 5, 2005

Regular

ITEM: 13

Resolution 2005-103

ITEM: Consider joining the Cities for Climate Protection Campaign

REQUESTED BY: Environmental Quality Commission

SUBMITTED BY: Heidi Hamilton, Director of Public Works/City Engineer

REVIEWED BY: Bill Bassett, Interim City Administrator

SUMMARY AND ACTION REQUESTED:

The City Council is being asked to pass a resolution committing to participate in the Cities for Climate Protection Campaign (CCPC) as requested by the Northfield Environmental Quality Commission. The Local Governments for Sustainability organization (ICLEI) leads this campaign. By joining the campaign, the city commits to completing the five-steps listed below, aimed at reducing greenhouse gas emissions in the community:

1. Conduct a baseline emissions inventory and forecast
2. Adopt an emissions reduction target for the forecast.
3. Develop a local action plan
4. Implement policies and measures
5. Monitor and verify results.

The City Council is not being asked to commit to a timeline for completion of the steps but only to commit to the initiative to the extent resources allow. Resources requested at this time include only \$600/year for membership in ICLEI. The cost of membership can be covered within the current city budget. The EQC envisions leading the initiative with its members, recruiting volunteers, and establishing cooperative relationships with RENew Northfield and possibly the colleges in undertaking completion of the designated steps. Membership in ICLEI will provide resources to the EQC in undertaking this work.

Staff has reviewed this recommendation from the EQC and offers an alternative to the City Council for consideration in order to avoid the risk of unfulfilled expectations in the community that could result if the City does not effectively complete the steps identified in a timely manner. The following motion is offered for consideration:

The City Council of the City of Northfield requests that the Environmental Quality Commission determine the level of priority that active membership in the Cities for Climate Protection Campaign holds among other local environmental concerns that require the City's attention and if determined to be a priority, develop an implementation plan for fulfilling the expectations identified in Cities for Climate Change Campaign and report back to the City Council.

CITY COUNCIL GOAL(S)

- Protect the public health and safety.

ADDITIONAL INFORMATION

Bruce Anderson, Executive Director of RENEw Northfield, made a presentation to the EQC at their October 18, 2005 meeting (See minutes, Attachment #2) about ICLEI and the Cities for Climate Protection initiative (see Attachment #3).

ATTACHMENTS:

1. Resolution 2005-103
2. Excerpt from Environmental Quality Commission minutes
3. Information about ICELI and the Cities for Climate Protection Campaign

SUGGESTED ORDER OF BUSINESS:

Introduction & Report	City Administrator
Motion, second	City Council
Questions from Council to staff, if any	Mayor and Councilmembers
Questions from Public, if any (2 minutes/person)	Mayor facilitates
Discussion	Mayor and Councilmembers
Action	City Council

**CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION #2005-103**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
NORTHFIELD, MINNESOTA TO CONSIDER JOINING CITIES FOR CLIMATE
PROTECTION CAMPAIGN MEMBERSHIP**

- WHEREAS, scientific consensus has developed that carbon dioxide (CO₂) and other greenhouse gases released into the atmosphere have a profound effect on the Earth's climate; and
- WHEREAS, the US Conference of Mayors endorsed the 2005 US Mayors Climate Protection Agreement initiated by Seattle Mayor Nickels and signed by 175 mayors in the USA; and
- WHEREAS, the Urban Environmental Accords adopted by local government delegates during UN World Environment Day 2005 call for reduced emissions through energy-efficiency, land use and transportation planning, waste reduction, and wiser energy management; and
- WHEREAS, in 2003 the American Geophysical Union adopted a Statement noting that human activities are increasingly altering the Earth's climate and that natural influences cannot explain the rapid increase in near-surface temperatures observed during the second half of the 20th century; and
- WHEREAS, in 2001, at the request of the Administration, the National Academy of Sciences (NAS) reviewed and declared global warming a real problem caused in part by the actions of humankind; and
- WHEREAS, the 2001 Third Assessment Report from the International Panel on Climate Change (IPCC) and the 2000 U.S. Global Change Research Program's (USGCRP) First National Assessment indicate that global warming has begun; and
- WHEREAS, 162 countries including the U.S. pledged under the United Nations Framework Convention on Climate Change to reduce its greenhouse gas emissions; and
- WHEREAS, energy consumption, specifically the burning of fossil fuels, accounts for more than 80% of U.S. greenhouse gas emissions; and
- WHEREAS, local government actions taken to reduce greenhouse gas emissions, increase energy efficiency, and facilitate development of locally owned renewable energy resources provide multiple local benefits by decreasing air pollution, creating jobs and increasing local income, reducing energy expenditures, and saving money for the local government, its businesses and its residents; and
- WHEREAS, the Cities for Climate Protection Campaign sponsored by ICLEI Local Governments for Sustainability has invited the City of Northfield to become a partner in the campaign.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

The City of Northfield commits as resources permit to participate in the Cities for Climate Protection Campaign and, as a participant, pledges to take a leadership role in promoting public awareness about the causes and impacts of climate change. The City of Northfield will undertake the Cities for Climate Protection Program 5 milestones to reduce both greenhouse gas and air pollution emissions throughout the community, specifically:

- conduct a greenhouse gas emissions inventory and forecast to determine the source and quantity of greenhouse gas emissions in the jurisdiction;
- establish a greenhouse gas emissions reduction target;
- develop an action plan with both existing and future actions which when implemented will meet the local greenhouse gas reduction target;
- implement the action plan; and
- monitor and report progress; and

BE IT FINALLY RESOLVED THAT:

The City of Northfield requests assistance from ICLEI's Cities for Climate Protection Campaign (CCP) as it progresses through the milestones.

PASSED by the City Council of the City of Northfield on this 5th day of December 2005.

ATTEST

Interim City Clerk

Mayor

VOTE: ___ BOND ___ DAVIS ___ LANSING
 ___ MALECHA ___ NELSON ___ VOHS
 ___ POKORNEY

City of Northfield Participation **in the “Cities for Climate Protection Campaign”**

Presentation to the Northfield Environmental Quality Commission

Bruce Anderson
Executive Director
RENew Northfield

October 18, 2005

Introduction

RENew Northfield encourages the city of Northfield to join the more than 160 U.S. participants in the international Cities for Climate Protection Campaign (CCPC).

Cities around the country and around the world are taking aggressive action to reduce emissions of greenhouse gases responsible for global climate change, both within city operations and citywide. They are doing so in recognition of the fact that this is both sound environmental policy and sound economic development policy.

Background information

The CCPC is an international initiative sponsored by ICLEI—Local Governments for Sustainability.¹ The CCPC "enlists cities to adopt policies and implement measures to achieve quantifiable reductions in local greenhouse gas emissions, improve air quality, and enhance urban livability and sustainability." The CCPC has over 650 international participants (units of local government), including more than 160 U.S. participants (see the attached list). Minnesota participants include Duluth, St. Paul, Minneapolis, and Hennepin and Ramsey Counties.² While many of the participants are larger urban cities or counties, there are also a number of participating cities roughly Northfield's size or smaller.³

What participation would entail

Participation in the CCPC entails commitment to a five-step ("Milestone") process:

1. **Milestone 1. Conduct a baseline emissions inventory and forecast.**
2. **Milestone 2. Adopt an emissions reduction target for the forecast.**
3. **Milestone 3. Develop a Local Action Plan.**
4. **Milestone 4. Implement policies and measures.**
5. **Milestone 5. Monitor and verify results.**

The details of the five milestones are all locally determined, with various sorts of technical and other assistance being provided by ICLEI. ICLEI provides software and other assistance for the initial inventory process, and there is no time limit for completing any of the milestones. RENEw

¹ ICLEI is an international association of local governments and national and regional local government organizations that have made a commitment to sustainable development. For more information on the association, go to <http://iclei.org/index.php?id=643>.

² Detailed information on the CCPC is available at <http://iclei.org/index.php?id=800>.

³ Examples include Plainville, Connecticut, population 17,328; Farmington, Maine, population 7,410; Middlebury, Vermont, population 8,183; and Carrboro, North Carolina, population 16,782.

Northfield would be an eager partner of the city in working through this five-milestone process, and I am confident many other community partners would participate as well.

ICLEI reports that this need not be a resource-intensive process. Volunteers have been enlisted in many participating communities to conduct the baseline emissions inventory and forecast, for example, minimizing the amount of city staff time required.

Why Northfield should participate

I believe city of Northfield participation in this initiative would be highly beneficial to the community, as it would provide a formal framework for discussion of how to best move the community toward a more secure energy future based on efficient energy use and development of locally owned renewable energy resources. This is an economic security matter for the community at least as much as an environmental imperative. With skyrocketing oil, gasoline, diesel, and natural gas prices, and the likelihood of continuing and increasing price volatility in a world where global oil and natural gas production are likely to peak soon while worldwide demand continues to grow, local residents, businesses and government deserve better than business-as-usual and exposure to risk of severe economic pain. Because of this, I think that participation in the CCPC is a crucial good-government step for the city to take.

I agree wholeheartedly with the statement from the CCPC website that "Communities that participate in the CCPC benefit from the actions that they take to reduce greenhouse gas emissions through:

- Financial savings in reduced utility and fuel costs to the local government, households, and businesses.
- Improved local air quality, contributing to the general health and well being of the community.
- Economic development and new local jobs as investments in locally produced energy products and services keep money circulating in the local economy."

What I'm asking from you

I encourage you to pass the attached resolution recommending that the Northfield City Council endorse participation in the Cities for Climate Change Campaign. Attached you will also find a draft resolution for the City Council's consideration, a list of participating U.S. cities and counties, and information on becoming a full member of ICLEI (which is encouraged but not required for participation in the CCPC).

ICLEI – LOCAL GOVERNMENTS FOR SUSTAINABILITY is an international membership association to achieving tangible improvements in global environmental conditions through the cumulative actions of local governments. ICLEI was established in 1990 to create a strong role for local government in the worldwide movement for sustainability. ICLEI played significant roles United Nations Summits, starting with the in 1992 Earth summit in Rio de Janeiro.

More than 400 cities, towns, counties and villages worldwide are members of ICLEI. ICLEI helps local governments generate public and political awareness of key issues, build community capacity through technical assistance and training, and evaluate tangible progress toward their goals. In the USA, 160 local governments are part of ICLEI programs including the Cities for Climate Protection Campaign™ and Communities 21™. ICLEI Members help govern ICLEI to steer the direction of the organization.

National and International Recognition for Work

National and international recognition for accomplishments through participation in federal, UN, and ICLEI award programs, events and activities.

Grant Opportunities

Notice of funding opportunities and ICLEI assistance in matching Members to appropriate sources of funds.

Campaign and Project Participation

Participation in international campaigns include Local Agenda 21, Cities for Climate Protection™, and The Water Campaign. Contribute to the design and pilot phases of these campaigns and projects.

Policy Development and Technical Assistance

Assistance designed to address local circumstances includes access to case studies, network participants, sample resolutions, and policy documents.

Tools

Access to and training in use of tools such as climate change quantification software plus ongoing technical training and assistance.

Publications, Tools, and Workshops --Free or Greatly Discounted

Exclusive access, at no cost, to all ICLEI publications via the Members-only area of the ICLEI web site <http://www.iclei.org>. Invitations to periodic regional, national and international conferences.

Subscription to *Local Environment*

Subscription to an international, refereed journal focusing on local environmental and sustainability policy, politics, and action that helps to develop an understanding of local sustainability based on critical research and practical experience.

National and International Network of Peers

Membership in the network of worldwide local government representatives that are tackling similar environmental and management issues. Members meet at workshops, seminars, and conferences around the world, and through electronic conferences on the website.

Travel Funding to International Meetings

Travel supported by ICLEI as funding is available.

