

PLANNING COMMISSION WORK PLAN 2025 - 2028

Powers and Duties ¹	Objective ²	Strategy ³	Partnerships ⁴	2025-2028 Priority Levels ⁵	Action Year ⁶				
Planning Commission per Section 7.4.4					2025	2026	2027	2028	Notes:
To make recommendations to the city council regarding the adoption of the official comprehensive plan for Northfield or any amendments thereto;	Review the Comprehensive Plan annually	Review of the Ch. 34 - Land Development Code	-PC -City Staff	2		X	X	X	Read Ch. 34 - Land Development Code to prepare for the comp. plan update
	Adopt the 2045 Northfield Comprehensive Plan	Review scope of services, community engagement strategy and plan for the Comp. Plan update Final recommendation from the PC to CC for adoption	-City Staff	1	X	X		X	
To review and make recommendations to city council on preliminary plats and conditional use permits;	In full compliance with the LDC and the city's comprehensive plan or other city policies.	Review preliminary plat applications as we receive them	-City Council -City Staff	1	Ongoing				Cedar Meadows in process.
		Review CUP applications as we receive them	-City Council -City Staff	1	Ongoing				Two completed to date in 2023
To initiate and make recommendations to city council regarding proposed amendments, supplements and enactments to this LDC and changes to the zoning map, or changes to the Land Development Code text; and	In full compliance with the LDC and the city's comprehensive plan or other city policies.	Review Zoning Map requests as we receive them	-City Council -City Staff	1	Ongoing				Two completed to date in 2023
		Signage within the H-O District Code Amendment	-HPC -City Council -City Staff	2	X	X			Process started, initial review and changes completed in 2022, continued review in 2023
		Riverfront Enhancement Code Amendment	-City Council -City Staff	3		X			Review code language to allow flexibility along the river (trash locations, etc.) and the potential to add a special services district.
		Review paving requirements in the front yard of single-family homes							
		Review Industrial zoning and Economic Development zoning regulations and Permitted Use Table							
		Review landscape requirements Update and redesign the Land Development Code	-PC -City Staff	1	X	X			
	Strategic Plan	Incorporate adopted policies into LDC and Comprehensive Plan; such as but not limited to the Climate Action and Racial Equity Plans Update PC Work Plan to reflect the Strategic Plan	-PC -City Council -City Staff	2	Ongoing				Review removing parking minimums
				3	Ongoing				Review the Climate Action Plan and Racial Equity Plans for items to incorporate into the Land Development Code, potentially form a subcommittee to review the proposed changes in the plans, research them, priotitze them and when to incorporate them based on the Comp. Plan rollout and the Strategic Plan.
				2	Ongoing				Consider adding inclusive zoning regulations into the Land Development Code.
	Improve the clarity and efficiency of the development review process (LU 10.1)	Create Handouts on steps and Update checklists for development in each zoning district	-City Staff	3	X	X			Utilize intern staff to update handouts

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To review and make recommendations to city council regarding annexation requests.	Orderly annexation of land in line with Comprehensive Plan, Strategic Plan and Annexation Policy Framework Map (Strategic plan)	Review of Annexation requests	-City Council -City Staff	1	Ongoing	
Zoning Board of Appeals per Section 7.4.5						
To review and make decisions on appeals from administrative decisions.	Meets the LDC, comprehensive plan or other city policies.	Review appeal requests as we receive them	-City Council -City Staff	1	Ongoing	
To review and make decisions on appeals from decisions by the heritage preservation commission on certificates of appropriateness;	Preserve historic sites and structures (CI 3)	Review appeal requests on COAs as we receive them	-HPC	1	Ongoing	
To review and make decisions on variance requests; and	Uphold Land Development Principles while allowing for some variances as necessary	Review variance requests as we receive them	-City Council -City Staff	1	Ongoing	One variance approved to date in 2023
To interpret the Zoning District boundaries as provided for in Section 2.1.4, Interpretation of Zoning District Boundaries.		Review interpretation requests as we receive them	-City Council -City Staff	1	Ongoing	

¹ From LDC Section 34 - 7.4.4 Powers and Duties as Planning Commission (PC), Section 7.5.5 Powers and Duties as the Zoning Board of Appeals (ZBA), Minn. Stat. 462.351-364 and Minn. Stat. Section 462.356, Sub. 2

² PC Objectives should align with Northfield's Comprehensive and Strategic Plans, Item(s) in parentheses identifies specific tie-in with 2008 Northfield Comprehensive Plan.

³ Identifies the Strategy (method) to achieve the Objective.

⁴ Identifies the partner(s) with whom the PC may collaborate to accomplish the Objective
Common Partner Acronyms: HPC (Heritage Preservation Commission), CC (City Council)

⁵ Priority 1 Objectives are those ongoing and continual activites that take precedence over lesser priorities
Priority 2 Objectives are what the PC realistically anticipates to complete or work on in 2022
Priority 3 Objectives are less important and may be worked on as time/resources allow or carried into the next year

⁶ Status for current year Objectives; to be identified as Ongoing (continuous) -OR- Initiated (w/ date) and Completed (w/date).
Last Updated: 04/09/2025