

| Powers and Duties <sup>1</sup>                                                                                                                                                                              | Objective <sup>2</sup>                                                                    | Strategy <sup>3</sup>                                                                 | Partnerships <sup>4</sup>       | 2022-2024 Priority Levels <sup>5</sup> | Action Year <sup>6</sup> |      |      |                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------|----------------------------------------|--------------------------|------|------|-----------------------------------------------------------------------|
| Planning Commission per Section 7.4.4                                                                                                                                                                       |                                                                                           |                                                                                       |                                 |                                        | 2022                     | 2023 | 2024 | Notes:                                                                |
| To make recommendations to the city council regarding the adoption of the official comprehensive plan for Northfield or any amendments thereto;                                                             | Review Comp Plan annually (PC Bylaws)                                                     | Review of Comp Plan annually or at minimum the land use chapter                       | -City Council<br>-City Staff    | 1                                      | Ongoing                  |      |      |                                                                       |
|                                                                                                                                                                                                             | Update Comp Plan (PC Bylaws)                                                              | Research Lean Comp Plans                                                              | -City Staff                     | 2                                      | X                        |      |      |                                                                       |
|                                                                                                                                                                                                             |                                                                                           | Update Comp Plan: send out RFQs, hire consultant                                      | -City Council<br>-City Staff    | 1                                      | X                        | X    | X    | Comp Plan updates initiated in 2022, expected to be completed by 2024 |
|                                                                                                                                                                                                             |                                                                                           | Read chapter(s) of the comp. plan for each PC meeting                                 | -City Staff                     | 2                                      | 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<br>-City Staff    | 1                                      | Ongoing                  |      |      |                                                                       |
|                                                                                                                                                                                                             |                                                                                           | Review CUP applications as we receive them                                            | -City Council<br>-City Staff    | 1                                      | Ongoing                  |      |      |                                                                       |
| 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<br>-City Staff    | 1                                      | Ongoing                  |      |      | One application received so far in 2022                               |
|                                                                                                                                                                                                             | Proposed revisions to the LDC (LU 11.1)                                                   | BAR Code Amendment                                                                    | -City Council<br>-City Staff    | 2                                      | X                        |      | X    | Research started                                                      |
|                                                                                                                                                                                                             |                                                                                           | Fencing in Side Corner Code Amendment                                                 | -City Council<br>-City Staff    | 2                                      | X                        |      |      | Research started                                                      |
|                                                                                                                                                                                                             |                                                                                           | Heritage Preservation Commission Code Amendment                                       | -City Council<br>-City Staff    | 2                                      | X                        |      |      | Process started, anticipated to be completed in 2022                  |
|                                                                                                                                                                                                             |                                                                                           | Signage within the H-O District Code Amendment                                        | -City Council<br>-City Staff    | 2                                      | X                        |      |      | Process started, anticipated to be completed in 2022                  |
|                                                                                                                                                                                                             |                                                                                           | Administrative Subdivisions Code Amendment                                            | -City Council<br>-City Staff    | 3                                      | X                        |      |      | Research started                                                      |
|                                                                                                                                                                                                             |                                                                                           | Commercial & Industrial Development Areas Code Amendment                              | -City Council<br>-City Staff    | 3                                      | X                        | X    |      |                                                                       |
|                                                                                                                                                                                                             |                                                                                           | Riverfront Enhancement Code Amendment                                                 | -City Council<br>-City Staff    | 3                                      | X                        | X    |      |                                                                       |
|                                                                                                                                                                                                             | Strategic Plan*                                                                           | Incorporate adopted policies into LDC:<br>-Climate Action Plan<br>-Racial Equity Plan | -EQC<br>-HRC<br>-Administration | 2                                      | Ongoing                  |      |      |                                                                       |
|                                                                                                                                                                                                             | Improve the clarity and efficiency of the development review process (LU 10.1)            | Create Handouts on steps                                                              | -City Staff                     | 3                                      | Ongoing                  |      |      | Staff have developed single family checklists to be posted on website |
| To review and make recommendations to city council regarding annexation requests.                                                                                                                           | Orderly annexation of land in line with Comp Plan Framework Map (Strategic plan)          | Review of Annexation requests                                                         | -City Council<br>-City Staff    | 1                                      | Ongoing                  |      |      |                                                                       |
| Zoning Board of Appeals per Section 7.4.5                                                                                                                                                                   |                                                                                           |                                                                                       |                                 |                                        | 2022                     | 2023 | 2024 | Notes:                                                                |
| 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<br>-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<br>-City Staff    | 1                                      | Ongoing                  |      |      | One application received; staff anticipate one more in 2022           |
| 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<br>-City Staff    | 1                                      | Ongoing                  |      |      |                                                                       |

<sup>1</sup> 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

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

<sup>3</sup> Identifies the Strategy (method) to achieve the Objective.

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

<sup>5</sup> 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

<sup>6</sup> Status for current year Objectives; to be identified as Ongoing (continuous) -OR- Initiated (w/ date) and Completed (w/date).