

To: Planning Commission  
City of Northfield

From: Erin Perdu  
Minneapolis

Project/File: Northfield Comprehensive Plan

Date: September 11, 2024

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**Reference: Monthly Comprehensive Plan Update****Progress Check:**

Our focus continues to be plan writing. The Access chapter (linking land use and transportation) has now been reviewed by staff and the Steering Committee and we are working through revisions that impact this chapter and the Decision-Making Framework in Chapter 2. We are looking forward to sharing that with you at your October meeting. Other chapters underway include housing and economic development. We are working on integrating climate change strategies and actions within these other chapters, rather than creating a stand-alone chapter on climate change.

Based on feedback received thus far, we are refocusing our strategies within the chapters on outcomes and metrics, which will be integrated into the decision-making framework (tied directly to the guiding values). In general, we are creating chapters that are as concise as possible and supplementing those chapters with the analysis documents. The analyses will be linked within the plan chapters, so that those readers wanting more detail can easily do a deeper dive into the rationale behind the recommendations.

**Steering committee update**

The Steering Committee met on August 29<sup>th</sup> to discuss and provide feedback on the Access chapter. The discussion focused on including outcomes specific to Northfield within the strategies and actions and ensuring that outcomes are measurable.

We are working on scheduling two additional steering committee meetings: one virtual late Sept/early October and one in-person during the week of 10/28. The next steering committee meeting will focus on review and comment on the Housing and Economic Development chapters.

**Engagement:**

No additional engagement has occurred since the last report.

**Upcoming Work:**

Our main tasks over the next month are to complete the chapters of the plan, including strategies and actions. We will also be working to incorporate climate change strategies within other chapters.

The draft calendar for remaining work, milestones and meetings between now and plan adoption is as follows:

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Milestone	Date	Who
Revised Access, Decision-Making Framework	9/20	Stantec
Housing, Economic Development Chapters	9/27	Stantec
Steering Committee meeting	Virtual (9/30; 10/7 or 10/9)	Steering Committee
Work Session	10/8	City Council
Planning Commission	10/10	Planning Commission
Review Comments	10/11	Staff, Betsey, Tracy, Steering Committee
Plan – Draft 1	10/18	Stantec
Steering Committee	Week of 10/28	Steering committee
Review Comments	10/30	Staff, Betsey, Tracy, Steering Committee, Planning Commission
Plan - PH Draft	11/11	Stantec
Work Session	11/19	City Council
Public Hearing	11/21	Planning Commission
Work Session	11/26	City Council
Final Plan	11/27	Stantec
Adoption	12/3	City Council

This is an aggressive schedule, with tight review and comment periods, but it is exciting to see light at the end of the tunnel! We look forward to working closely with you and staff.

Respectfully,

**STANTEC CONSULTING SERVICES INC.**



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