

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 -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 -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 -City Staff	1	Ongoing			
		Review CUP applications as we receive them	-City Council -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 -City Staff	1	Ongoing			One application received so far in 2022
	Proposed revisions to the LDC (LU 11.1)	BAR Code Amendment	-City Council -City Staff	2	X		X	Research started
		Fencing in Side Corner Code Amendment	-City Council -City Staff	2	X			Research started
		Heritage Preservation Commission Code Amendment	-City Council -City Staff	2	X			Process started, anticipated to be completed in 2022
		Signage within the H-O District Code Amendment	-City Council -City Staff	2	X			Process started, anticipated to be completed in 2022
		Administrative Subdivisions Code Amendment	-City Council -City Staff	3	X			Research started
		Commercial & Industrial Development Areas Code Amendment	-City Council -City Staff	3	X	X		
		Riverfront Enhancement Code Amendment	-City Council -City Staff	3	X	X		
	Strategic Plan*	Incorporate adopted policies into LDC: -Climate Action Plan -Racial Equity Plan	-EQC -HRC -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 -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 -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 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 -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).