

Northfield Special Planning Commission Meeting

**TUESDAY— December 15, 2009 —7:00 p.m.
Northfield City Hall - Council Chambers**

- 1) Call to Order and Approval of Agenda**
- 2) Approval of Minutes – November 17, 2009 (Work Session)
 November 24, 2009 (Regular Meeting)
 December 1, 2009 (Work Session)**
- 3) Unfinished Business Action Items**
 - a. Discuss annexation of properties in Bridgewater Township**
- 4) New Business Action Items**
 - a. Set 2010 Planning Commission Goals**
- 5) Reports and Discussion Items**
 - a. Discuss 2010 Planning Commission meeting date**
- 6) Adjournment**

Please Call Sandy at 645-3059 if you are unable to attend

**ALL PACKET INFORMATION IS NOW AVAILABLE ON THE CITY'S
WEBSITE: WWW.CI.NORTHFIELD.MN.US**

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MEMBERS PRESENT: Jim Herreid, Alice Thomas, Paul Miller, Suzie Nakasian, and Steve Rholl

MEMBERS ABSENT: Greg Colby and Tracy Davis

ALSO PRESENT: Steve Engler, GIS Technician Brian Welch, Community Development Director Brian O'Connell, Recording Secretary Sandra Bremer

1) Continue Discussion of Land Development Code (LDC)

O'Connell introduced Brian Welch as the GIS Technician. Welch presented the City's GIS mapping site and reviewed the various maps that are available and what can be done with the system. It is still being developed and the hope is that it will be made available to the public in the next six months or so.

O'Connell noted that the goal of City Staff is to have this information available for Planning Commission meetings.

O'Connell gave an update on the City Council meeting held the night before. They reviewed the review procedures and the Council expressed a desire to reduce the number of conditional uses. A conditional use is simply a permitted use that has conditions. The Council desires to have regulations that are clear and specific.

The Commission began their review of the Permitted Use Table 2.7-1. They started reviewing the uses in the R1-B district.

R1-B district:

Permitted Uses were identified as:

- Residential-Care, Licensed In-Home for six or fewer persons
- Bed and Breakfast Establishments
- Dwelling, Single-Family, Two-Family, or Three-Family
- Open Space and Conservation Areas
- Essential Services
- Regional Pipelines, Utility Transmissions, and Relay Towers
- Utility Structures

Conditional Uses were identified as:

- Residential-Care, Licensed for More than six persons
- Cultural Institutions
- Public and Semipublic Buildings
- Outdoor Recreational Facilities
- Religious Institutions
- School (Elementary or Secondary)
- School (Nursery or Kindergarten)
- Telecommunication Facilities and Antennae

Pre-existing uses were identified as:

- Dwelling, Multi-Family (Apartment House with nine or more units)
- Auto Service Stations
- Funeral Homes
- Restaurant, Limited Services

It was agreed that the Section 2.8.8(C) would be changed to read: “...facilities *with the primary function of display, performance...*”

Nakasian noted there needs to be a definition of “Outdoor Recreational Facilities.”

R2-B district:

Permitted uses were identified as:

- Residential-Care, Licensed In-Home for six or fewer persons
- Residential-Care, Licensed for More than six persons
- Specialized Care Facilities
- Bed and Breakfast Establishments
- Dwelling, Multi-Family (Apartment House with nine or more units)
- Dwelling, Multi-Family (Apartment House with four to eight units)
- Dwelling, Multi-Family (Rowhouse)
- Dwelling, Single-Family, Two-Family, or Three-Family
- Day Care Facilities
- Open Space and Conservation Areas
- Essential Services
- Regional Pipelines, Utility Transmissions, and Relay Towers
- Utility Structures

Conditional uses were identified as:

- Cultural Institutions
- Public and Semipublic Buildings
- Outdoor Recreational Facilities
- Religious Institutions
- School (Elementary or Secondary)
- School (Nursery or Kindergarten)
- Telecommunication Facilities and Antennae

Pre-existing uses were identified as:

- Dwelling, Multi-Family (Apartment Building with nine or more units)

It was agreed that the category of “Animal Hospital/Veterinary Clinics would be put back into the table.

There was discussion regarding Boat, Trailer, or Recreational Vehicle Sales and Service. Thomas felt that allowing rental of a canoe at the river would be acceptable but she would not to allow a large operation that sold boats.

O'Connell indicated that Staff would work out the method to accommodate those categories.

It was suggested that some of this category could be placed under Outdoor Recreational Facilities.

R3-B district:

Permitted uses were identified as:

- Residential-Care, Licensed In-Home for six or fewer persons
- Residential-Care, Licensed for More than six persons
- Specialized Care Facilities
- Bed and Breakfast Establishments
- Dwelling, Multi-Family (Apartment House with nine or more units)
- Dwelling, Multi-Family (Apartment House with four to eight units)
- Dwelling, Multi-Family (Rowhouse)
- Dwelling, Single-Family, Two-Family, or Three-Family
- Day Care Facilities
- Open Space and Conservative Areas
- Essential Services
- Regional Pipelines, Utility Transmissions, and Relay Towers
- Utility Structures

Conditional uses were identified as:

- Cultural Institutions
- Public and Semipublic Buildings
- Outdoor Recreational Facilities
- Religious Institutions
- School (Elementary or Secondary)
- School (Nursery or Kindergarten)
- Telecommunication Facilities and Antennae

There were no pre-existing conditions noted.

R4-B district:

Permitted uses were identified as:

- Residential-Care, Licensed In-Home for six or fewer persons
- Manufactured Home Park
- Day Care Facilities
- Funeral Homes
- Open Space and Conservative Areas

Essential Services
Regional Pipelines, Utility Transmissions, and Relay Towers
Utility Structures

Conditional uses were identified as:

Cultural Institutions
Public and Semipublic Buildings
Religious Institutions
Telecommunication Facilities and Antennae

Pre-existing conditions were identified as:

2) Adjournment:

The meeting was adjourned at 9:00 p.m.

Submitted by:

Sandra Bremer
Recording Secretary

MEMBERS PRESENT: Tracy Davis, Jim Herreid, Alice Thomas, Suzie Nakasian and Steve Rholl, Paul Miller

MEMBERS ABSENT: Greg Colby

ALSO PRESENT: Glen Castore, Robert Gill, Leif Knecht, Victor Summa, Stephanie Henricksen, Allene Moesler, Paul Jackson, Kathleen Doran-Norton, Cathy Larson, Beth Kallestad, Don Werner, Janalee Cooper, Kathleen Shea, Chris Kauffeld, Jim Holden, Erica Asada, Julie Klassen, Bonnie Praver, Mary Rossing, Jon Denison, Rhonda Pownell, Betsey Buckheit, Steve Engler, Northfield News, Community Development Director Brian O'Connell, City Planner Dan Olson, Housing Manager Michele Merxbauer, Recording Secretary Sandra Bremer and other interested citizens

1) Call to Order and Approval of Agenda

Acting Chair Davis called the meeting to order at 7:00 p.m.

A motion was made by Thomas and seconded by Rholl to approve the agenda of November 24, 2009. All in favor. Motion carried.

2) Approval of Minutes

A motion was made by Thomas and seconded by Herreid to approve the minutes for the regular meeting of November 10, 2009. All in favor. Motion carried.

3) Unfinished Business Action Items: None

4) New Business Action Items:

a) Review and Report on Creation of TIF District for Jefferson Square Townhomes

Merxbauer gave a summary of her Staff report. She indicated that the improvements being proposed are being done to ensure that the development will last another 30 years. The TIF period is also set for 30 years.

Herreid questioned if this was something that should be done for the community.

Merxbauer noted that Northfield has a need for low and moderate income housing. There have not been any major issues with this complex over the years.

Thomas felt that the request was consistent with the Comprehensive Plan.

Merxbauer noted the City Council would hold a public hearing on this request on December 7, 2009.

A motion was made by Nakasian and seconded by Rholl to report to the City Council that development of a TIF District for Jefferson Square townhomes and the amendment to the Master Development District is consistent with the Comprehensive Plan. All in favor. Motion carried.

b) Public Hearing – Annexation of Properties in Bridgewater Township

Chair Davis called the meeting to order at 7:32 p.m. She noted the purpose of the public hearing was primarily to obtain input from the public and no decision would be made at this meeting. Olson gave a summary of his Staff report.

Kathleen Doran-Norton gave a summary of the report submitted from the Rice Creek (Spring Brook) Concerned Citizens Group Report and Recommendation.

Paul Jackson was concerned that the annexation of this property be done well and done right. The concerned citizens group recommended three messages: 1) Recognize the economic potential this area brings to the community; 2) Recognize anytime there is a cold water stream, it is sensitive to environmental change; and 3) Data is needed to know about this ecosystem and monitor the water system.

Cathy Larson, 13770 Cabot Avenue, described her background as a river scientist. She submitted her written statement into the public hearing. She has monitored the local stream for 11 years. She noted the community is very lucky to have two high quality streams in the area. Rice Creek is a little gem hidden among the back roads. It is one of the few streams with naturally producing stream trout. She encouraged considering the recommendations of the citizen group report.

Allene Moesler, 29411 Enders Way, Cannon Falls, spoke on behalf of the League of Women Voters. They have no position on the annexation itself; however, they are concerned about Rice Creek. She entered a written statement into the public hearing.

Glen Castore, Bridgewater Township Supervisor, 5873 E. 145th Street, entered a written statement into the public hearing expressing his concerns about the annexation being done without proper financial analysis to support it. He was not against the annexation; however, he felt the City needs to draw in higher paying jobs but with their eyes open.

Beth Kallestad, 220 Linden Street N., represented CRWP and presented a written statement of their concerns that was entered into the public hearing. They did not have a position on the annexation itself but did have concerns regarding what happens to the land and what happens to the streams.

Erica Asada, 9181 Edgebrook Way, noted her initial reaction was strongly against the annexation. However, there is an EDA working with this. She is very concerned about the area where her children will grow up in. She is surrounded by streams and open areas. The streams need to become a focus. She is not for or against this annexation but asked that the City look at the area very closely.

Leif Knecht, 14805 Dixon Path, Chair of the Bridgewater Township Board, submitted a written statement he entered into the public hearing. He noted that this change is planned to take place over the next 30-60 years and will not happen quickly. This will give everyone time to do the planning that is needed. It is essential that the two governmental bodies work hand in hand to plan for this area. There are two colleges and the school district that spend a lot of money to educate the children; but, what if there are no jobs for these children to work at when they graduate? The bike trail is a good example of what can happen when community-minded people get together for a common cause. A change in land use can be a change in the stream basins for the better.

Don Werner, 9144 Edgebrook Drive, noted he lived in town for 30 years and then purchased his current home. He feels his open space and wild life will be lost because of this annexation. His property values will be hit if this goes through. It is important to protect the integrity of the property owners in the area.

Stephanie Henricksen, 114 Linden Street S. and Bridgewater Township, encouraged the City to abide by the current annexation agreement. To have the Northwest area and this proposed area linked would be a big change. She would encourage all to look at the area and consider only a portion of this area to be annexed which would abide by the current agreement. This agreement was done ten years ago and was meant for 20 years. Why make changes to it now and make big changes that will impact many people? She asked for a compromise that would make sense for all.

Janalee Cooper, 9206 Edgebrook Drive, noted she can look out her window and look a long way. She would bring to the attention of the Planning Commission, the City Council makes a DVD available to the public of their meetings and would encourage this be done for this meeting. She did not feel there had been a substantial amount of analysis done to support this project. She would like to have the ordinances brought to them finished before they open up an annexation agreement.

Bob Gill, 9425 Edgebrook Drive, noted this annexation area is an area that was put into the Urban Expansion Zone of the City many years ago. This designation put controls on the land that he could not develop his farm under. Sometime ago the EDA approached him and asked him to apply for annexation. This decision did not come easy for a farm that has been in the family for many years. If the City could get some industry, it could balance the City more. He noted that this area has been farmed and has had cattle on it which affects the quality of the water. The water quality just might get better after the zoning laws are set up to protect it. He felt it was an oversight for Section 3 to be put in the annexation agreement ten years ago. They have spent money to do a concept plan for the area. It is always subject to change. When the City wants something done, the owners are not always willing to sell. Now there are two owners willing to work with the City.

Victor Summa, 812 St. Olaf Avenue, asked the Planning Commission members to let the public know what they will be basing their recommendation on. Is the land being looked at as an industrial area, or preservation areas, or land conservation programs?

Davis noted that the Planning Commission is gathering information at this hearing and will comment on their recommendation later.

Summa felt Northfield is more willing to spend money to develop a property than Bridgewater Township would be. If everyone works together, the process could go forward.

Kathy Shea, 6070 320th Street W., noted that with her students they have planted acres of seed trees along the Heath Creek area. There is a need to have good plans for this area. She was very excited to hear about the potential bike trail plans and how it could connect with trails in the northern part of the City. She felt there was a great opportunity to do some planning and make the environmental conditions better. The stream buffers could be better and bigger and the forest could be developed. She would get the colleges and schools to use this area as an educational resource.

Chris Kauffeld, 901 2nd Street W., noted he has fished this creek and it is a beautiful piece of property. In a perfect world, Rice County's only trout stream would be protected and the current land owners would be paid well for their land. There has to be some way to get as close as they can to the perfect situation.

Jim Holden, 708 1st Street W., agreed this is a beautiful trout stream. He gave some history regarding the stream. The DNR has used the brood trout stock of this stream to reproduce in their hatchery.

Deane Lagerquist, 4896 90th Street E., shared the concerns about the natural lands. She was concerned that alternative use of this farm land will not harm the natural lands. If there is nothing in the formal concept plan, she would like to have more information before a decision is made on the annexation.

Julie Klassen, 14075 Cannon City Blvd., presented a written statement into the public hearing. She agreed with many of the statements about the protection of this area. She would hope there would be ways to protect this land and be creative to not bring in more asphalt. Protect this gem of a stream.

Victor Summa noted the citizens group invited the EDA to their last meeting. In order to be environmentally safe, land cannot have more than 10% of the 450 acres in impervious surface.

Knecht encouraged the Planning Commission to check on the conservation facts. If the land is mitigated there can be more impervious surface.

Henricksen presented an article from the Winona Post relating to annexation public meetings in that town.

Bonnie Praver spoke regarding their selling their land. They have no plan of selling their land at this time. They were approached and they are willing to be annexed into the City but they are not willing to sell their land for a long time.

A motion was made by Naskasian and seconded by Thomas to close the public hearing. All in favor. Motion carried.

Thomas asked Staff for a copy of the financial information that was presented to the EDA for them to review.

Davis noted that this item will be discussed on the December 8, 2009, Planning Commission meeting.

O'Connell noted if there was anything else that Staff could provide he asked that they let them know. He commented on the time table for action.

Thomas asked if the City could provide the written report from 2008 the CRWP.

Davis asked if there was a draft of the new protection ordinance and O'Connell noted that at this time there is not a draft.

Olson noted that the State of MN requires it be adopted by June of 2010.

Nakasian noted there have been a lot of comments about the process. She wondered if it was possible to obtain documents that are in process that would have a bearing on this request. She questioned if a task force could be put together to give advice on the local stream protection agreement with the Township so it would be in place before the City pursues anything else.

Gehler-Hess noted a task force would be a good idea because there are many parts that need to be brought together.

Olson noted that the EDA Steering Committee would like to have a joining of the two annexed areas for master planning purposes to achieve cost savings to the City.

O'Connell reviewed the need to do the master planning for both sites at the same time. It will save the City quite a bit of money if they can be done together. Annexation does not change the use of the land; it only changes the jurisdiction the land is located in.

Davis noted there will be fewer conflicts if the issues are addressed in the right way from the beginning. Is there some way to have something more concrete in hand when negotiating with the Townships for the annexation agreement? She questioned what was contained in the 2008 CRWP report.

Kallestad summarized what the report contained.

Olson noted these proposed ordinances would have to be approved by the State of MN because both creeks are under the control of the State of MN.

Gehler-Hess noted that for the stream protection ordinance the City will have to work with the State on it. The other portions will have to be done as well but the entire ordinance will not have to go to the State for approval.

5) Reports and Discussion Items:

Olson noted there is a Planning Commission work session scheduled for December 1, 2009, and they will be continuing review of Table 2.7-1 of the draft LDC.

6) Adjournment:

The meeting was adjourned at 9:52 p.m.

Submitted by:

Sandra Bremer
Recording Secretary

MEMBERS PRESENT: Greg Colby, Jim Herreid, Alice Thomas, Paul Miller, and Steve Rholl

MEMBERS ABSENT: Suzie Nakasian and Tracy Davis

ALSO PRESENT: City Planner Dan Olson, Recording Secretary Sandra Bremer

Thomas discussed the EDA charrette that has been occurring and encouraged the members to attend the public session the next day. The charrette relates to master planning of the proposed business park west of the hospital.

In reaction to the Praver-Gill proposed annexation, Thomas noted she would be bringing forward a proposal to the members to consider attaching a condition that a group be set up to talk about the conservation of the land.

1) Continue Discussion of Land Development Code (LDC)

The members continued review of Table 2.7-1 Permitted Principal Uses.

Thomas felt that Farm Implement Sales should be moved to the commercial category. Members all agreed.

Business Office: There was discussion of whether this should be allowed in residential districts. There was discussion among the members and the consensus was that it would not be allowed in the residential districts.

Day Care Facilities: There was discussion about whether they should be permitted or conditional in the N1-B district. The concerns raised were regarding the amount of parking needed, size of the facility, etc. Staff was asked to check to see what other communities are doing in regard to the issue of size regarding the number of children with these types of facilities.

Olson noted that one method would be to allow them as a permitted use and then add conditions to the use standards. It was suggested that a free-standing building of this type should be located on an arterial or collector roadway.

It was also suggested that a limit could be placed on the number of children that would be allowed in these facilities in the N1-B and N2-B districts.

Funeral Homes: There was discussion among the members regarding whether mortuaries should be included in the definition and it was agreed that they should be. It was agreed that funeral homes should be allowed on arterial and collector roadways.

Convenience Stores: It was agreed they would be allowed in the C1-B but there would be no gas sales included.

Colleges: It was agreed that the use title would be changed to “Institutions of Higher Education.”

The members reviewed districts N1-B, N2-B and C1-B and determined the permitted and conditional uses for each of these districts.

The following changes were made to the definitions:

Vehicle Rental: Rental of vehicles, which includes incidental parking.

Vehicle, Boat, or Recreational Sales: Facilities where new or used vehicles or boats, in operational condition, are sold or leased to customers.

Public Accesses to Rivers and Streams: Shall mean land or facilities that provide a point of access to rivers and streams for public use including, but not limited to, access for boating, canoeing, kayaking swimming, and fishing where allowed by law. Does not include sale of boats, canoes and kayaks and other watercraft.

The following changes were made to the Use-Specific Standards:

Convenience Stores: Within the C1-B district, gasoline sales are not permitted as part of a convenience store.

Day Care Facilities: Add (C) to read: In the N1-B and N2-B districts day care facilities are allowed only on collector or arterial roadways and the number of children is limited to 20.

Funeral Homes: Within the N2-B district, funeral homes are allowed only on collector or arterial roadways.

At the December 15, 2009, meeting the review will start with the C2-B district.

2) Adjournment:

The meeting was adjourned at 9:15 p.m.

Submitted by:

Sandra Bremer
Recording Secretary

ITEM: Discuss Annexation of Properties in Bridgewater Township

SUMMARY AND ACTION REQUESTED:

The Planning Commission is being asked to discuss the information presented at the Planning Commission public hearing on November 24, 2009, relating to the annexation of two properties in Bridgewater Township in Rice County. The two property owners, Robert Gill and Ken Prawer, are proposing to annex approximately 456 acres. No recommendation on the annexation applications by the Planning Commission is requested at this meeting.

RELATED INFORMATION

Summary of public comments

The comments from the public are provided in the draft November 24, 2009, Planning Commission minutes that are included with the Commission packet for December 8, 2009. The large majority of the comments expressed a desire that the two streams within the proposed annexation area, Heath Creek and Rice Creek (Spring Brook), be protected, and even enhanced, as part of the eventual development of the properties. Specifically, the concerns expressed at the public hearing about the streams include the following:

- Need for more monitoring data to determine the current condition of the streams
- Specifics about how to protect Rice Creek, a cold water stream
- Open space will be lost
- Stormwater related ordinances should be completed prior to annexation
- Need for more financial analysis to see how the annexed property could be developed
- Property values of the rural residential areas in Bridgewater Township will be lessened due to the development of the properties
- Existing annexation agreement should not be changed

In response to the comments relating to the protection of the streams, Staff is providing to the Planning Commission a copy of Section V of the City's Surface Water Management Plan (SWMP), which was adopted by the City Council on September 10, 2007 (see Attachment #1). The SWMP is referenced in City Code Section 34-165, specifically stating that the SWMP is a standard in the review of development projects in Northfield. The SWMP incorporated standards that in the past have not typically been part of municipal regulations, such as infiltration requirements and performance standards. Performance standards allow the City to be flexible in accepting new proven stormwater techniques as opposed to just requiring the standard detention ponds. All development reviews since the adoption of the SWMP, and those into the future, are evaluated against the SWMP.

As the SWMP regulations were drafted, two areas of regulation were identified to acknowledge that existing sites have different limitations than greenfield sites. The definitions are shown on

Page 5 of Section V of the SWMP. In addition to these two areas of regulations, the Rice Creek watershed was identified as needing more restrictive standards. Below is a highlight of a few of the standards in place today:

Rate control: The SWMP requires any expansion/redevelopment to meet typical rate control standards limiting discharges from the site that are greater than the existing land cover condition. This means that if an existing facility wants to add on to their building or parking area, rate control would have to be provided based on the existing condition of the property they are expanding on. In many cases this is a grass condition.

The SWMP requires greenfield development to meet “pre-settlement” runoff volumes of discharge. In practice, the sites may not discharge stormwater at a rate greater than what the land would discharge if it were in a condition prior to European settlement. In almost all cases this means native grass or prairie condition. This is more restrictive than typical standards that require discharge limits based on the existing (i.e farmland) condition.

The SWMP requires that rate control be provided in the Rice Creek watershed to a maximum rate of 0.1 cfs per acre. This rate is significantly more restrictive than the “pre-settlement” rate.

Water quality treatment: The SWMP gives two options for removal of the pollutants Total Suspended Solids (TSS) and Phosphorous. There is the traditional option of constructing a pond to accomplish water quality goals. The other option is to use other techniques meeting the performance measures of 90% TSS removal and 60% Phosphorous removal.

Infiltration/volume control: The SWMP has infiltration requirements, which are fairly new to municipal regulation. In addition, the standards adopted by the City are slightly more restrictive than other communities that regulate infiltration. The City-wide standard is to require infiltration for the 0.34” rainfall event. In addition, the SWMP requires infiltration for the Rice Creek watershed for the 1.00” rainfall event that means that the infiltration practices must be designed to infiltrate more rainwater. It should be noted that there are areas that infiltration practices should not be used due to potential detriment of the groundwater supply. This includes areas that have bedrock and groundwater levels within three feet of the bottom of a proposed infiltration practice.

As you may know, the City will begin revising its stormwater-related ordinances in the near future. This ordinance will address the following areas:

- Incorporate changes in stormwater regulations outlined in Section V of the 2007 SWMP.
- Incorporate recommendations of the Greater Northfield Area Greenway System Action Plan.
- Addresses life cycle regulation of low impact development (LID) stormwater techniques that could include plan design and review, installation, ongoing maintenance and inspections, and property rights.

- Update the shoreland protection section to be in compliance with the anticipated update of the DNR model ordinance and consider additional community desires for shore land protection.
- Incorporate provisions to meet or exceed the requirements in the NPDES MS4 permit for illicit discharges and connections.
- Incorporate provisions for Expanded Discharges as necessary.

City Staff's intent is to include other governmental entities in the discussion of the ordinance to try to accomplish a watershed approach to stormwater management. Ultimate regulatory authorities over the various watersheds will depend on the ability of these other government agencies to participate in the same level of regulation. In many cases the overarching goals will be the same: protection of the Cannon River and its tributaries, especially Rice Creek. However, the methods that accomplish these goals may be very different. For example the cities will need to address more urban related issues with different tools (permitting, inspection, etc.) than the townships that will need to address more rural issues (i.e. creation of buffers through a conservation program and septic systems). The City of Northfield will involve the Townships of Bridgewater, Northfield, Waterford, Greenvale, and the City of Dundas.

After the public hearing, the Planning Commission requested a copy of the 2008 Cannon River Watershed Partnership report entitled "Rice Creek (Spring Brook) Water Quality Assessment Project Report – August, 2008", and a copy of the financial analysis relating to the annexation given to the Economic Development Authority (EDA) for their meeting on November 19, 2009. Both of these documents were provided to the Planning Commission following the public hearing.

At the December 1, 2009, Planning Commission Work Session, the Commission requested the following information be provided:

- A comparison of the cost per square foot to develop the properties in the Prawer-Gill annexation to the recently annexed area west of the Northfield Hospital. In 2007, City staff prepared planning level costs that address this issue. The purpose of the calculation was to obtain some idea of the potential public costs. These costs have been updated in 2009 as follows:

Area west of Northfield Hospital: Costs are estimated as \$4.0-4.5 million to extend water, sanitary sewer, and storm sewer to Garrett Avenue. For the purposes of a worst case scenario evaluation, it was assumed the sanitary sewer would remain on the current alignment that would require complete removal and replacement of North Avenue. As infrastructure planning moves forward, options should be explored to relocate the sewer outside of this corridor. Costs are estimated as \$2.0-2.5 million to loop water around the northern portion of the site, upsize water lines within the sight, and construct an elevated storage facility.

Prawer-Gill property: City Staff has been working with a consultant to complete a feasibility study to address the aging sanitary lift station next to the ice arena. This

pump station serves the southern Highway #3 corridor in Northfield and all of the City of Dundas. One of the options may take the sewer across the Cannon River to serve the Health Creek sewershed (which includes the Rice Creek areas) and serve as a second connection point for the City of Dundas. Costs for sanitary sewer extensions to the site will depend on the outcome of this study. It should be noted that costs for sewer extensions could potentially be shared with the City of Dundas. The City has an adequately sized watermain in place today near the most eastern point of the property (near the Heath Creek crossing of Armstrong Road).

- Incentives that could be provided by the City to reduce the development costs. These incentives could take the form of tax increment financing, tax abatements, special assessments (where the City pays the infrastructure costs, and then assesses the developer for these costs) and waiving park dedication fees. The City Council has also expressed interest in sustainability programs in the development of the new utility rate structures. As part of the study being completed, Staff is exploring the creation of a fund that could be used to develop incentive programs within the three major utilities: water, sanitary sewer, and stormwater. One of the programs to be explored is a SAC/WAC incentive program.
- The amount of developable land in the Praver-Gill area. As part of the master business park planning currently being undertaken by the EDA, the consultant working with the EDA estimates that approximately 300 acres of the Praver-Gill properties are developable. This is only a rough estimate at this time as detailed planning for these properties would be completed if the properties are annexed.

Comprehensive Plan

Attachment #2 is an excerpt from the November 24, 2009, Staff report to the Planning Commission relating to the Comprehensive Plan and the Praver-Gill annexation request. It is Staff's belief that the annexation of the Praver-Gill properties will be in conformance with the 12 land use principles of the Comprehensive Plan. The primary method to ensure that conformance occurs with these principles will be through the master planning process that is proposed to be undertaken by the EDA if the Praver-Gill properties are annexed. This master planning process will consider how a business park on the Praver-Gill properties will be compatible with Northfield's small town character, its desire to protect its natural resources (especially those of Heath and Rice Creeks), its desire to provide a mix of land uses appropriate for a business park, its desire to provide buffers to the agricultural land surrounding the Praver-Gill properties, and its desire to provide a transportation network that will create connected roadways and also provide opportunities to bike and walk in the area.

The proposed annexation is also in conformance with the land use maps of Chapter 4 of the Comprehensive Plan. The Praver-Gill properties are within the priority growth area as indicated in the Comprehensive Plan and thus could be described as being part of the future land use strategy as envisioned by the Plan. The properties are designated on the Conservation and Development map as "Managed Growth", which are described as areas that are supportive of mixed-use development because of their proximity to planned or existing roadways and utilities. The properties are designated on the Framework Map as "District", which are typically of a single use - in this case composed of large business or industrial structures.

Finally, the decisions related to the annexation of the property west of the Municipal Hospital and the request to annex property as requested by Praver and Gill would represent a significant share of the land resource needed to support future growth and would also represent a significant shift in the balance of the land resource inventory when comparing residential land use with commercial and industrial land use of the City.

Revisions to annexation agreement

In 1999, the City of Northfield and Bridgewater Township signed an annexation agreement which would allow land to be annexed in the Township over a twenty year period. The agreement allowed up to 60 acres a year, but no more than 150 acres in a five-year period, to be annexed. In addition, the agreement states that only land within certain boundaries of Bridgewater Township could be annexed (Attachment #3). The next five-year period for the annexation agreement begins January 1, 2010, and ends December 31, 2014. Some of the Praver-Gill properties are outside the boundaries outlined in the agreement. Therefore, in order for this annexation to proceed, the following revisions to the annexation agreement must be agreed to in writing by both the City and Bridgewater Township:

1. Property boundaries of the annexation agreement must be revised to allow the entire 456-acre of the Praver and Gill properties.
2. Agreement allows 456 acres to be annexed in 2010, rather than 60 acres.
3. Agreement allows 456 acres to be annexed in the period from January 1, 2010, to December 31, 2014, rather than 150 acres.

Alternatives for Planning Commission recommendation:

In formulating its recommendation to the City Council, the following are some alternatives for the Planning Commission to consider with regard to the annexation. The Commission may develop other alternatives after discussing the annexation request on December 8, 2009:

1. The Planning Commission could recommend that the City Council deny the annexation requests from Robert Gill and Ken Praver.
2. The Planning Commission could recommend to the City Council annexation of the two properties knowing that the City has a Surface Water Management Plan (SWMP) currently in place that will guide any development within City limits. In addition, storm water and creek protection ordinances are to be adopted by the City Council around mid-2010 (as required by the City's MS4 permit), in consultation with the Planning Commission, Environmental Quality Commission, Cannon River Watershed Partnership, and other interested groups or individuals. Therefore, these ordinances would be in place long before the properties are actually developed. If the City Council gives preliminary approval to the annexation requests, subject to the approval of a revised annexation agreement between the City and Bridgewater Township, the revision of the agreement and the adoption of the storm water and creek protection ordinances could happen simultaneously.

3. The Commission could recommend that the annexation of the properties be delayed until these stormwater ordinances are adopted by the City Council for storm water and creek protection. The effect of this would be to delay the beginning of master planning of the proposed annexation area by the EDA and their consultant, which would mean significant added costs to the master planning effort.
4. The Commission could recommend that the annexation of the properties be delayed until ordinances are adopted by the City Council for stormwater and creek protection, but allow the master planning of the properties by the EDA and their consultant to begin in early 2010.
5. The Commission could recommend annexation of land only as described in the current annexation agreement between the City and Bridgewater Township. However, if the City annexes more than 60 acres in one year, or 150 acres in the period from January 1, 2010, to December 31, 2014, the annexation agreement will need to be revised. This would mean subdividing the Praver and Gill properties. The applicants have informed City Staff that they would not be in favor of annexing only a portion of their properties.
6. The Commission could recommend annexation of the Praver property only.

As with all Planning Commission recommendations, the City Council makes the final decision for any course of action relating to the Praver-Gill annexation request.

RECOMMENDATION:

This information is presented for your discussion only. No action by the Planning Commission is requested at this time.

SUBMITTED BY: Dan Olson, City Planner

ATTACHMENTS:

1. Section V of the Surface Water Management Plan
2. Excerpts from November 24, 2009 Planning Commission Staff report relating to the Comprehensive Plan
3. Map showing property included in annexation agreement

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V. ESTABLISHMENT OF GOALS AND POLICIES

The City has developed a number of goals, strategies, and policies for the management of storm water within the City. These goals and policies have been developed to complement any county, regional, or state goals and policies. The goals of the City are as follows:

Goals

1. Minimize public capital expenditures needed to correct flooding and water quality problems.
2. Identify and plan for means to effectively protect and improve surface and groundwater quality.
3. Prevent erosion and sedimentation of soil into surface water systems.
4. Promote groundwater recharge.
5. Protect and enhance fish and wildlife habitat and water recreational facilities to greatest extent feasible.
6. Secure the other benefits associated with the proper management of surface and ground water.

In order to achieve the City's goals for managing storm water, four strategies were developed. These strategies will assist the City in targeting its main audiences for the purposes of storm water management as follows:

Strategies

Cooperation with other agencies: This strategy recognizes that the City is not alone in managing storm water within its boundaries. There are a number of other local, state, and federal agencies that also continue to partner with the City to manage storm water. Through this strategy, the City has recognized these other agencies' role in this endeavor and will cooperate and coordinate with these agencies as necessary.

Education: This strategy includes educating various groups within the City about proper storm water management. Education of residents, City Staff, City Elected Officials, business owners, and developers is included in this strategy to assist in meeting the City's goals.

Regulation: Much of storm water management comes in the form of regulations put on new or redevelopment within the City. These regulations will also assist the City in achieving its water management goals. Policies related to the management of storm water are included in the regulation strategy.

Internal operations: The final strategy relates to the internal operations of the City. By outlining policies related to how the City's operations will treat and manage storm water, the City can work to achieve its storm water management goals.

SECTION V

The City has identified target audiences for the policies outlined in each strategy. The target audiences and strategies are as follows:

AUDIENCE

Public – Residents and Business Owners
City Staff and Elected Officials
Developers
Review Agencies

STRATEGY

Education, Regulation
Cooperation, Education, Operation
Education, Regulation
Cooperation

Based on the target audience and the strategy, the City has developed a number of policies. These policies are outlined below.

A. COOPERATION WITH OTHER AGENCIES AND INTEREST GROUPS

There are a number of other local, state, and federal agencies that partner and work in collaboration to manage storm water in the City of Northfield. There are also citizen groups and interest groups interested in stormwater management. Through this strategy, the City recognizes these other agencies' and groups' role in this endeavor and will cooperate and coordinate with these agencies as necessary.

This Plan is in conformance with but does not restate all other agency rules that are applicable to water quality and natural resource protection. The other agency rules and policies include rules, policies, and guidelines associated with the following organizations:

- Minnesota Department of Health www.health.state.mn.us
- Minnesota Pollution Control Agency www.pca.state.mn.us
- Board of Water and Soil Resources www.bwsr.state.mn.us and the Wetland Conservation Act www.bwsr.state.mn.us/wetlands/wca/index.html
- Minnesota Department of Natural Resources www.dnr.state.mn.us
- US Army Corps of Engineers www.mvp.usace.army.mil
- Minnesota Department of Agriculture www.mda.state.mn.us
- Rice County Soil and Water Conservation District www.riceswcd.org
- US Fish and Wildlife Service www.fws.gov
- Rice County Planning and Zoning Office www.co.rice.mn.us/planning

The requirements of many of the programs administered by these agencies are summarized in **Appendix E**. Additionally, the Cannon River Watershed Partnership is actively involved in stormwater issues in the region. Additional information regarding the Cannon River Watershed Partnership can be found at www.crowp.net.

SECTION V

The City may coordinate with adjacent townships in development of stormwater plans, rate and volume control standards for runoff discharged into the City, and on key intercommunity issues that affect both entities. The City may also work in partnership with other local governments or interest groups to pursue grant funding to identify and address programs for management of the Spring Creek, Rice Creek and Heath Creek watersheds, which have large watershed areas outside of the City.

While these other agency rules, policies, and guidelines are not restated in this Plan, they are applicable to projects, programs, and planning within the City. The Minnesota Stormwater Manual, which is a document intended to be frequently updated, is incorporated by reference into this Plan and can be found at www.pca.state.mn.us/water/stormwater/stormwater-manual.html.

B. EDUCATION

The purpose of the education strategy in meeting the City's goals is to foster responsible water quality management practices by educating residents, business owners, City Staff, City Elected Officials, and developers about proper storm water management. If these targeted audiences recognize their role in responsible storm water management in their homes, businesses, and practices, it is another means for the City to meet its goals. This education strategy has also been designed to be in conformance with the NPDES requirements.

STRATEGY: EDUCATION		
Policy No.	Policy	Target Audience
1	The City will implement public education as part of the National Pollutant Discharge Elimination System (NPDES) Phase II program and its MS4 permit. A summary of the City's SWPPP has been provided in Appendix D .	Residents, Business Owners, Developers, Staff and Elected Officials
2	The City will incorporate public information on surface water management on the City's website. The web page would specifically describe the goals and actions planned by the City, provide links to BMPs, articles on each control measure in the City's MS4 permit, track the number of visitors, and collect feedback from site visitors.	Residents, Staff, Business Owners, Developers and Elected Officials
3	The City will partner with relevant agencies to host training sessions with residents to educate them on the benefits and uses of rainwater gardens, rain barrels and Best Management Practices for landowners.	Residents, Elected Officials, Staff, Business Owners, Agencies
4	The City will promote and encourage all landowners adjacent to streams and wetlands to establish a vegetative buffer strip consisting of native non-mowed vegetation through education efforts.	Residents, Elected Officials, Business Owners and Staff

SECTION V

STRATEGY: EDUCATION		
Policy No.	Policy	Target Audience
5	The City will continue to implement the existing Organic Pest Management Policy, which includes organic weed treatment and fertilizer use in parks and public property.	Residents, Business Owners, Elected Officials, and Staff
6	The City will develop and distribute through water utility bills or direct mailings an annual newsletter aimed at fostering responsible water quality management practices. Topics may include, but not be limited to: <ul style="list-style-type: none"> ● Groundwater quality and protection ● Wellhead protection plan and related standards ● Controlling invasive species ● Water conservation and the water cycle ● Proper hazardous waste disposal ● Yard waste management ● Pet waste disposal ● Pollution prevention 	Residents, Business Owners, Developers
7	The City will investigate the possibility of working collaboratively with the Rice County Soil & Water Conservation District, Dakota Soil & Water Conservation District, and Cannon River Watershed Partnership in distributing educational materials and promoting/supporting outreach programs. Local partners offer a number of education opportunities, including the following: <ul style="list-style-type: none"> ● Citizen Stream Monitoring ● River Clean-Up ● Storm Drain Stenciling ● Educational Field Day ● General conservation practice information These organizations provide many other educational opportunities. The City will continue to promote and support the educational efforts of these organizations.	Business Owners, Developers, City Staff and Elected Officials, Rice and Dakota Soil & Water Conservation Districts, Cannon River Watershed Partnership
8	The City will investigate implementing a cost-share program for City residents to implement alternative storm water management techniques on their land, such as rain garden, pervious pavement, etc.	Residents, Business Owners, City Staff, Elected Officials, Agencies

C. REGULATION

The policies developed performance standards for new in this strategy outline specific storm water management elements that are required to be implemented through the development and/or permitting process. The regulation strategy is targeted at the public, developers, City Staff, and City Elected Officials.

SECTION V

A summary of the rate control, water quality treatment and infiltration requirements identify in this section are provided below. Different policies for different types of activities have been developed. To provide clarification for when these policies affect different activities, the following definitions have been developed:

New Development: New Development projects are new residential, institutional, commercial/retail, office, or industrial projects that will subdivide land or disturb land as part of development in the existing non-urbanized areas of the City.

Expansion/Redevelopment: Expansion and Redevelopment projects include the expansion or redevelopment of existing commercial, industrial, or institutional uses within the existing urbanized areas of the City.

STRATEGY: REGULATION		
No.	Policy	Target Audience
Rate Control		
1	<p>For Expansion/Redevelopment, rate control must be provided to limit runoff from the project to existing conditions.</p> <p>As part of the evaluation of the expansion/redevelopment plans, the site will be evaluated based on the opportunity to meet these standards by the City Engineer, Planning Commission and City Elected Officials. This evaluation will take into consideration that a downstream system may have been constructed to accommodate newly or redeveloping areas and therefore eliminate the need for expanded on-site improvements.</p>	Developers, City Staff, Elected Officials
2	<p>For New Development, rate control must be provided to limit runoff to pre-settlement conditions for the 2- and 100-year critical events. Pre-settlement conditions shall be defined as the estimated land cover in the area before European settlement. This can be determined by use of historic topographic and photographic data.</p>	Developers, City Staff, Elected Officials
3	<p>For New Development or Expansion/Redevelopment with the Rice Creek subwatershed, rate control must be provided to limit runoff from the project to a maximum of 0.1 cfs per acre for the 100-year critical storm event. The 100-year critical storm event is either the 100-year, 24-hour or the 10-day snowmelt, whichever is greater.</p>	Developers, City Commissioners, Elected Officials
4	<p>The City may work with neighboring townships and municipalities to develop an agreement that provides rate control to existing conditions for runoff generated from any new development that discharges to Northfield.</p>	Staff, Elected Officials, Developers, Neighboring Communities

SECTION V

STRATEGY: REGULATION		
No.	Policy	Target Audience
5	When property is annexed into the City, existing developed properties should comply with polices in this Plan to the maximum extent practical.	Staff, Elected Officials, and Developers
6	<p>The design of the storm drainage system shall be sized to accommodate the following rainfall events:</p> <ul style="list-style-type: none"> ● Local storm sewer - 20% chance event (5 year event) ● Trunk storm sewer - 10% chance event (10-year event) ● Storm ponds and open channels - 1% chance event (100-year) <p>Capacity requirements may be varied if regional ponding system is located downstream.</p>	Developers
7	For storm water collection systems not designed to meet rate control standards (i.e., catch basins), a clogging factor of 50% will be used to size intake structures.	Developers
8	No orifice having a diameter less than 8" is allowed in the design of rate control structures within the City. If a structure having an opening less than 8" is required to meet rate control requirements, the required rate control for a site will be increased to allow a rate consistent with an opening of this size.	Developers
9	An emergency spillway (emergency outlet) from ponding areas shall be installed at a minimum of 1 foot below the lowest building opening and shall be designed to have a capacity to overflow water at an elevation below the lowest building opening at a rate not less than 3 times the 100-year peak discharge rate from the basin or the anticipated 100-year peak inflow rate to the basin, whichever is higher.	Developers
Flood Control		
10	The lowest floor elevation for all projects within the City will be 2 feet above the elevation of the highest known historic high groundwater elevations for the area and 2 feet above the 100-year high surface water elevation in the area. Information on historic high groundwater elevations can be derived from any reasonable sources including piezometer data, soil boring data, percolation testing logs, etc.	Developers

SECTION V

STRATEGY: REGULATION		
No.	Policy	Target Audience
11	Any project within the City will maintain a minimum building opening elevation 2 feet above the projected 100-year high water elevation for the area. The applicant may apply for a freeboard requirement of less than 2 feet for secondary structures if calculations identify the structure can be protected, consent is provided from affected landowners, and there is no risk to water contamination from the items to be stored in the structure.	Developers
12	Final grading plans submitted to the City shall identify all required overland overflow routes and these routes shall be contained within a drainage and utility easement. Each individual lot included on the final grading plan shall contain proposed spot elevations within the overflow route to document required specific lot grades.	Developers
13	The City will comply with FEMA requirements. The City prohibits activities within the 100-year floodplain unless compensatory floodplain mitigation is provided at a 1:1 ratio by volume. Activities in the 100-year floodplain shall not cause an increase in the stage of the 100-year or regional flood or cause an increase in the flood damages in the reach affected. In addition, no filling within the designated floodway of a drainage channel shall be allowed. Suitable calculations must be submitted and approved demonstrating that filling the flood fringe will not impact the 100-year flood profile. Additional detail is provided in the City's floodplain ordinance on the City's web-site at: www.ci.northfield.mn.us .	Residents and Developers
15	Projects that alter floodplain boundaries, such as bridge crossings and regional ponds that increase upstream high water levels are allowed provided that they were accounted for in the detailed study or provided that the applicant submits easements or other documentation in a form acceptable to the City demonstrating and recording the consent of the owner of any land affected by the increased high water levels; the action is consistent with Local, State and Federal Regulations; and the upstream impacts, riparian impacts and habitat impacts of the proposed action are analyzed and no detrimental impacts result, or adverse impacts are mitigated.	Residents and Developers
16	The City will continue to work with Rice County (the Ditch Authority) to assist where necessary in management of public ditches discharging into the City pursuant to Minnesota Ditch Law MS Chapter 103E and relevant management standards and laws.	Residents, Staff, County staff and Elected Officials

SECTION V

STRATEGY: REGULATION		
No.	Policy	Target Audience
Water Quality Treatment		
17	<p>Developments must incorporate effective non-point source pollution reduction Best Management Practices to achieve 90% total suspended solids removal and 60% phosphorous removal from the runoff generated by a 2.5 inch rainfall. The runoff volume reduction requirement may be considered and included in the calculations showing compliance with achieving these removal requirements. Water quality calculations, documentation and/or water quality modeling shall be submitted to verify compliance with the standard.</p> <p>OR</p> <p>For New Development and Expansion/Redevelopment projects, treatment of storm water to National Urban Runoff Protection (NURP) guidelines is required prior to storm water discharge to a lake, stream, or wetland and prior to discharge from the site as part of development. The NURP guidelines for the design of storm water treatment basins are as follows:</p> <ol style="list-style-type: none"> a. A permanent pool (“dead storage”) volume below the principal spillway (normal outlet) which shall be greater than or equal to the runoff from a 2.5-inch storm over the entire contributing drainage area assuming full development. b. A permanent pool average depth (basin volume/basin area) which shall be ≥ 4 feet, with a maximum depth of ≤ 10 feet. c. Basin side slopes above the normal water level should be no steeper than 3:1, and preferably flatter. A basin shelf with a minimum width of 10 feet and 1 foot deep below the normal water level is recommended to enhance wildlife habitat, reduce potential safety hazards, and improve access for long-term maintenance. d. The pond should be wedge shaped with the inlet at the narrowest end and the outlet at the widest end. A length to width ratio of 3:1 or greater shall be used whenever possible. Distance between outfalls and outlets should be maximized. 	Developers
18	Two-foot sump catch basin inlets are required for all new or redevelopment within a street. A 3-foot sump catch basin or manhole is required within the street just prior to discharge to a wetland, lake, or stream.	Developers

SECTION V

STRATEGY: REGULATION		
No.	Policy	Target Audience
19	The City may work with neighboring townships and municipalities to develop an agreement that provides a 60% phosphorus and 90% total suspended solids reduction prior to the discharge of storm water into the City	Staff, Elected Officials, Neighboring Communities
20	The City will continue to explore multi-purpose regional treatment pond areas that provide an opportunity to enhance habitat and aesthetic features of the pond. These ponds will be designed to treat stormwater levels consistent with the use classifications of the downstream receiving water while also providing upland buffers and habitat improvements around the ponds.	Staff, Elected Officials and Developers
21	The City requires skimmers or other devices in the construction of new pond outlets and the addition of skimmers to existing systems whenever feasible and practical. The designs shall provide for skimmers that extend a minimum of 4 inches below the water surface and minimize the velocities of water passing under the skimmer to less than 0.5 feet per second for rainfall events having a 99% frequency.	Developers
22	The City encourages the design of storm water management features provide an opportunity to enhance the habitat and aesthetics of the area. This includes providing upland buffers around ponds, seeding the area with native vegetation, and designing the slopes flatter than 3:1	Developers
23	City has a process to establish waterbody Eutrophication standards as defined in Appendix G . In coordination with local partners, the City may explore water quality monitoring programs conducted by trained professional staff to evaluate water quality and assign use classification consistent with MPCA requirements for critical waterbodies in City. Based on the evaluation of this data, additional classification categories may be added to the City's requirements.	Staff and Elected Officials
Infiltration/Volume Control		
24	New Development and Expansion/Redevelopment projects are required to infiltrate storm water runoff except where it is demonstrated the risk to groundwater quality is significant, the land use is incompatible, or soils are not conducive to infiltration. Other Best Management Practices may be recommended by City Staff if the site is not conducive for infiltration. For projects that use infiltration, the following policies apply:	Developers, City Staff, Elected Officials

SECTION V

STRATEGY: REGULATION												
No.	Policy	Target Audience										
	<ul style="list-style-type: none"> ● Pretreatment of storm water to water quality treatment standards outlined in this Plan will be required prior to discharge to an infiltration basin. ● The infiltration system will be sized to infiltrate the runoff from the impervious surface area from a 0.34 inch rainfall event (median annual storm) in 72 hours. Expansion/Redevelopment projects will be required to meet these standards to the maximum extent practical. ● Within the Spring Brook watershed, the infiltration system will be sized to infiltrate the runoff from the impervious surface area from a 1-inch rainfall event in 72 hours. ● Infiltration rates of the soil shall be calculated using the following guidelines based on the soil's hydrologic group: <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Hydrologic Soil Group</th> <th style="text-align: center;">Infiltration Rate</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">0.50 in/hr</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">0.25 in/hr</td> </tr> <tr> <td style="text-align: center;">C*</td> <td style="text-align: center;">0.10 in/hr</td> </tr> <tr> <td style="text-align: center;">D*</td> <td style="text-align: center;">0.03 in/hr</td> </tr> </tbody> </table> <p style="margin-left: 40px;">Actual infiltration data for the soils on the site obtained from percolation tests conducted by a qualified engineer or soils scientist may be used instead of the rates outlined here, if available.</p> ● Any infiltration practices shall provide for 3 feet of separation between the bottom of the system and highest observed groundwater or bedrock elevation. These systems would not be required in high bedrock areas. <p>*Areas where infiltration features are not required.</p>	Hydrologic Soil Group	Infiltration Rate	A	0.50 in/hr	B	0.25 in/hr	C*	0.10 in/hr	D*	0.03 in/hr	
Hydrologic Soil Group	Infiltration Rate											
A	0.50 in/hr											
B	0.25 in/hr											
C*	0.10 in/hr											
D*	0.03 in/hr											
Wetlands												
25	The City promotes and encourages the establishment of wetland buffers within the City where feasible.	Developers, Residents										
26	The Rice County Soil and Waters Conservation District will continue to implement the Local Government Unit responsibilities pursuant to the Wetland Conservation Act within the City.	Rice Soil & Water Conservation District, Developers, Residents										

SECTION V

STRATEGY: REGULATION		
No.	Policy	Target Audience
27	The City will require assessment of property to determine if restoration of drained wetlands in agricultural areas is feasible.	Developers, Residents
Groundwater		
28	The City will use the Minnesota Department of Health's document "Evaluating Proposed Storm Water Infiltration Projects in Vulnerable Wellhead Protection Areas" as a guidance manual in evaluating all proposed infiltration projects within or adjacent to the vulnerable Drinking Water Supply Management Areas (DWSMA) consistent with the SWPPP.	Staff
29	The City has developed a spill prevention, control, and counter measure plan that is consistent with state and federal regulations.	City Staff and Elected Officials
30	The City will continue to implement its Wellhead Protection Plan.	Staff
31	The City requires that the design, installation and inspection of individual sewage treatment systems shall be in conformance with State standards. The City will work with Rice County to continue to identify necessary County review of applications and appropriately inspect these systems.	Staff, residents
32	For areas within shallow bedrock areas, geotechnical investigation is required for all proposed storm water facilities. Shallower depths or other storm water Best Management Practices such as constructed wetlands and bio-retention area will be considered in these areas.	Developers and staff
Erosion and Sediment Control		
33	The City requires submission and implementation of erosion and sediment control plans for land disturbance activities of one acre or more in size. These plans shall conform to the criteria outlined in the Minnesota Pollution Control Agency NPDES Permit, Surface Water Management Ordinance, and the NPDES Construction Site permit. The City will inspect sites that require an NPDES permit for erosion and sedimentation control.	Developers
Greenway, Shoreland and Land Protection Areas		
34	Storm water runoff from proposed New Development and Expansion/Redevelopment must be treated as outlined in this Plan prior to discharge into a designated greenway corridor area.	Developers, Staff, and Elected Officials

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STRATEGY: REGULATION		
No.	Policy	Target Audience
35	The City will work with DNR staff to update the shoreland ordinances. The City will manage the Cannon River in conformance with the requirements of the Wild and Scenic River program. The City will incorporate required local standards in conformance with Minnesota Statute 103F for consistency with the intent of the Wild and Scenic State requirements for the Cannon River.	Developers, Staff, and Elected Officials
36	As part of the update of the City's Comprehensive Plan, the City will identify necessary updates to the land use standards to facilitate implementation and protection of the greenway corridor system.	Staff and Elected Officials
Trout Stream Management		
37	The City will work with Rice County and other local partners to seek grant funding to develop a Trout Stream Management Plan for the Rice Creek watershed.	Staff, Developers, Other Agencies
Low Impact Development		
38	New Development and Expansion/Redevelopment projects will be encouraged to reduce the amount of impervious surface and use Low Impact Development (LID) techniques to the greatest extent reasonable taking into consideration land use, zoning, topography, previous site uses, and site constraints.	Staff, Developers, and Elected Officials
39	The City will explore the need to update ordinances to provide incentives, where appropriate, for the use of low impact development practices on projects in the City.	Staff, Developers, and Elected Officials
40	City will draft a Low Impact Development policy document for Elected Officials for review and possible incorporation into a pilot project as part of an upcoming street reconstruction /downtown redevelopment project.	Staff, Developers, and Elected Officials
41	The City will develop a Developer's Guide for alternative Best Management Practices, infiltration techniques, and Low Impact Development.	Staff, Developers, and Elected Officials

SECTION V

D. INTERNAL OPERATIONS

The City's internal operations can have a significant impact on storm water management. This strategy is targeted primarily at the City with some areas targeted at the public and/or another agency. These policies are aimed at operation and maintenance activities associated with water resource management within the City.

STRATEGY: INTERNAL OPERATIONS		
No.	Policy	Target Audience
1	The City will sweep the streets at least once annually. Areas that need more frequent sweeping will be swept as needed.	City Staff
2	The City will develop a storm sewer system map of all City-owned storm sewer pipes (24" or larger) and conveyances. This will also identify all outfalls and discharge points leaving the City. The City will annually review and update the storm sewer map.	City Staff
3	The City will review any Total Maximum Daily Load (TMDL) studies for impaired waters and coordinate this review with the MPCA and other relevant agencies.	Staff, Elected Officials Agencies
4	The City will continue to implement and review the community snow management program for snow removal and disposal approaches.	City Staff
5	The City will develop and implement a City ordinance related to illicit and non-stormwater discharges consistent with City SWPPP.	Staff, Elected Officials
6	The City will inspect post-construction BMPs then evaluate inspection records for determining the corrective maintenance actions (if necessary) for the long-term operation of all storm water management facilities.	City Staff
7	The City will inspect storm water treatment basins at least every 5 years and sump catch basins/manholes every year. Maintenance will be conducted as necessary.	City Staff
8	New storm water management ponds that are constructed as part of private development shall be covered by an outlet and deeded to the City for areas up to the elevation of the critical 100-year critical storm event (100-year, 24 hour or 10-day snowmelt) and should incorporate adequate access for future maintenance on at least one side of a pond.	Staff, Developers

SECTION V

STRATEGY: INTERNAL OPERATIONS		
No.	Policy	Target Audience
9	Overland emergency spillways and designated drainage conveyances shall be covered by a drainage and utility easement that are dedicated to the City. The areas within the drainage and utility easement shall be maintained as outlined in these policies.	Developers, Staff
10	<p>The City requires individual homeowners and/or the homeowners association (HOA) to assume all responsibility for “routine” maintenance within drainage and utility easements. “Routine” maintenance is defined as litter removal, mowing, and maintenance of the property. In the case of drainage swales, routine maintenance includes the removal of obstructions from the swale, as necessary, to maintain proper drainage in addition to the aforementioned items.</p> <p>The City shall be responsible for “non-routine” maintenance within the easements any maintenance of the storm water inlet(s) and outlet(s) pipes, and erosion control at outlet and inlet locations. Such maintenance shall be completed as deemed necessary by the City.</p>	Developers, Staff
11	For on-site volume reduction systems installed as part of New Development and Expansion/Redevelopment projects , the maintenance responsibilities must be assumed by the applicant and the applicant must record this maintenance agreement acceptable to the City unless otherwise noted in the required drainage and utility easements (dedicated to the City). This recordable executed agreement details the methods, schedule, acceptable uses and responsible parties for maintenance of stormwater management facilities and shall be submitted to the City prior to construction.	Staff, Developers
12	The City will develop a storm water pond maintenance program to identify and record each pond within the City and to develop a pond priority maintenance schedule based on a subwatershed priority ranking system.	Staff, Developers
13	Landlocked depressions that presently do not have a defined outlet and do not typically overflow may be allowed a positive outlet to protect adjacent properties. This outlet must be in conformance with current wetland regulations and demonstrate that downstream properties are not adversely affected by the flows.	Developers and Staff
14	The City requires as-builts of all ponding areas and designated emergency overflows.	Staff and Developers

Evaluation of Annexation Request in Relation to the Comprehensive Plan, Policies and Principles:

1. Comprehensive Plan

Clearly the Comprehensive Plan expresses a preference for infill, redevelopment and intensification as the preferred method of development into the future. The Comprehensive Plan also indicates that the development capacity that occurs through the strategy of infill and redevelopment does not need to be exhausted prior to new development occurring at the edges. The Comprehensive Plan clearly indicates that development at the edge must occur strategically with an effort at minimizing new infrastructure and community services and should be designed to create well planned areas of commerce that will serve to create a green edge and not compromise the rural landscape and small town character. The property requested for annexation by Praver and Gill is within the priority growth area as indicated in the Comprehensive Plan and thus could be described as being part of the future land use strategy as envisioned by the Plan. The Comprehensive Plan provides further insight into the planning policy related to these areas as described by the Conservation and Development Map and the Framework Map found in Chapter 4.

The Comprehensive Plan Conservation and Development map identifies these properties as “Managed Growth”, which is described as:

“...areas that are supportive of mixed-use development because of their proximity to planned or existing roadways and utilities. They include both a traditional neighborhood pattern (walkable with a distinct center and edge) and an open space development pattern. Districts (industrial, university, etc.) because of their size, function and configuration are not expected to conform to the neighborhood or open space/clustered pattern of development. Care should be taken to ensure that new development is compatible with existing development patterns in the area.”

The Comprehensive Plan Framework map identifies this property as “District”, which is described as:

“Districts are generally special use areas found within the city. The districts within Northfield are typically of a single use; in this case composed of large business or industrial structures. Districts are located along collectors and arterial roadways. No change in character is anticipated in these areas with respect to future development.”

The proposed annexation area also has some portions designated as “Environmentally Significant Areas”, which are described as:

“Lands that are not part of the preserved lands but due to environmental constraints and other limitations should be considered for future preservation. These lands include floodplain areas, areas with hydric soils with steep slopes (over 12%) and wetlands, all of which could be developed but not without significant additional effort or cost.”

Chapter 4 of the Comprehensive Plan documents the existing land uses with the City as of 2008 and also projects needed acres as the City takes action through time. The tables that follow,

which are tables 4.1 and 4.2 from the Comprehensive Plan, indicate the current distribution of various land uses in the City and future land resources needed to support change and development through the planning time frame of the Comprehensive Plan.

Table 4.1

Land Use Type	City of Northfield, Minnesota Existing Land Use 2008					
	City		City plus Priority Growth Area		City plus Priority Growth Area plus Urban Expansion Area	
	Acres	Percentage	Acres	Percentage	Acres	Percentage
Public/Semi-Public	358	8.7%	365	5.7%	379	4.4%
Park/Open Space	674	16.5%	674	10.5%	722	8.4%
College	684	16.7%	704	11.0%	704	8.2%
Manufactured Home	37	0.9%	37	0.6%	37	0.4%
Multi-Family Residential	294	7.2%	294	4.6%	294	3.4%
Single Family Residential	1,168	28.2%	1,335	21.0%	1,727	20.0%
Office/Commercial	206	5.0%	222	3.5%	234	2.7%
Industrial	366	8.9%	366	5.7%	366	4.3%
Agricultural	50	1.2%	2,217	33%	3,805	44.9%
Vacant	19	0.5%	24	0.4%	29	0.3%
Pipeline (Vacant)	254	6.2%	254	4.0%	254	3.0%
Total	4,110	100.0%	6,492	100.0%	8,551	100.0%

Source: ACP—Visioning & Planning, Ltd.

TABLE 4.2 - DEVELOPABLE LAND

Land Use Type	City of Northfield, Minnesota Developable Land 2008					
	City		City plus Priority Growth Area		City plus Priority Growth Area plus Urban Expansion Area	
	Acres	Percent of total land	Acres	Percent of total land	Acres	Percent of total land
Agricultural, Vacant, Pipeline Land	323	7.9%	2495	38%	4,088	48%
Environmentally Constrained Land*	66	-	937	-	1545	-
Developable Land	257	6.3%	1,558	24%	2,543	30%

Source: ACP—Visioning & Planning, Ltd.

*The amount of environmentally constrained land within the agricultural, vacant and pipeline areas.

Tables 4.1 indicates that currently there is a total of 206 acres developed for office and commercial uses and 366 acres developed for industrial. Table 4.2 indicates that there remains 257 developable acres for all land use types and further categorizes these developable acres as follows:

- 120 acres is planned for future residential development
- 37 acres for commercial and industrial development
- 91 acres for mixed development patterns.

Since the enactment of the Comprehensive Plan, a decision has been made to annex 530 acres west of the Northfield Municipal Hospital with the intended use of this area being for business and industrial development. Additionally, with the Praver and Gill annexation request, the City is now considering the potential annexation of 456 more acres with an intended use for business and industrial development.

The tables (Tables 4.1 and 4.2 with revisions) that follow illustrate the change in the land use make up of the City based on the recent annexation west of the Municipal Hospital and also the potential annexation of the Praver and Gill property. These tables are being provided to illustrate what change in the overall land use make of the City would result based on the annexation decision that has occurred and the annexation decision that is pending.

Table 4.1 (Revised)

Land Use Type	City of Northfield, Minnesota Existing Land Use 2008					
	City		City plus Priority Growth Area		City plus Priority Growth Area plus Urban Expansion Area	
	Acres	Percentage	Acres	Percentage	Acres	Percentage
Public/Semi-Public	358	8.7%	365	5.7%	379	4.4%
Park/Open Space	674	16.5%	674	10.5%	722	8.4%
College	684	16.7%	704	11.0%	704	8.2%
Manufactured Home	37	0.9%	37	0.6%	37	0.4%
Multi-Family Residential	294	7.2%	294	4.6%	294	3.4%
Single Family Residential	1,168	28.2%	1,335	21.0%	1,727	20.0%
Office/Commercial	206	5.0%	222	3.5%	234	2.7%
Industrial	366	8.9%	366	5.7%	366	4.3%
Business/Industrial (Recently annexed)	530	10.4	530	9.6%	530	7%
Business/Industrial (Proposed for annexation)	456	8.9	456	8.3%	456	6%
Agricultural	50	1.2%	2,217	33%	3,805	44.9%
Vacant	19	0.5%	24	0.4%	29	0.3%
Pipeline (Vacant)	254	6.2%	254	4.0%	254	3.0%
Total	5,096	100.0%	5,506	100.0%	7,565	100.0%

Source: ACP—Visioning & Planning, Ltd.

TABLE 4.2 - DEVELOPABLE LAND (REVISED)

Land Use Type	City of Northfield, Minnesota Developable Land 2008					
	City		City plus Priority Growth Area		City plus Priority Growth Area plus Urban Expansion Area	
	Acres	Percent of total land	Acres	Percent of total land	Acres	Percent of total land
Agricultural, Vacant, Pipeline Land	323	7.9%	2495	38%	4,088	48%
Environmentally Constrained Land*	66	-	937	-	1545	-
Developable Land	1,243	24.4%	572	10%	1,557	20.6%%

Source: ACP—Visioning & Planning, Ltd.

Comparing the land use distribution as illustrated in Tables 4.1 and 4.2, with Tables 4.1 revised and 4.2 revised, there is a noticeable change in the percentages of land resource that would be devoted to business and industrial land and obviously a noticeable increase in the supply of developable land. The plan indicates that a total of 1,411 acres is needed to support the future growth demand of the City until 2027. The decisions related to the annexation of the property west of the Municipal Hospital and the request to annex property as requested by Prawer and Gill would represent a significant share of the land resource needed to support future growth and would also represent a significant shift in the balance of the land resource inventory when comparing residential land use with commercial and industrial land use of the City of Northfield.

Chapter 4 of the Comprehensive Plan contains the 12 land use principles that should be used as a guide to help in evaluating future growth. The plan states that policy decisions, capital improvements, and development applications should consider these principles. The following discussion is designed to evaluate the annexation request in relation to these land use principles. Some of these land use principles directly related to the annexation area while several other land use principles are more related to requests for development that would occur at the time of subdivision and rezoning.

1. *The small town character will be enhanced.*

Northfield’s built environment is defined by a distinct land use pattern and architectural character that includes a mix of traditional residential neighborhoods, a compact commercial shopping district and well-defined commercial and industrial areas. This character, referred to as “Old Northfield”, is cherished by local residents and distinguishes the community in a regional context, setting it apart from Twin City suburbs and bedroom communities.

- a. “Old Northfield”, including the downtown core and older historic neighborhoods, will define Northfield’s character.
- b. Future areas for growth and development will reflect the essential elements of “Old Northfield” with respect to the form and pattern of development.
- c. New development, redevelopment, and land intensification will be sensitive to pedestrians in terms of scale and walkability.
- d. Mixed-use will be the preferred development approach when accommodating retail and office uses.

The annexation of the Prawer and Gill property does not alter the small town character of Northfield. The property will remain in its current use and condition and simply change in jurisdiction from Bridgewater Township to the City of Northfield. When and if the Prawer and Gill property develops, it is at that point when the principle of “small town character” will have its greatest effect. Clearly it is the intent to see this area develop so that the small town feel of the City of Northfield can be carried through and be accomplished with business and industrial development. If the annexation is approved by the City Council, the master planning effort that is already underway will be started for this area as well. It is through this detailed planning effort that the features of business and industrial development that can lead to a continuation of the small town character of Northfield can be put into detail through the plan design and development guidelines and requirements that will stem from that effort.

2. *The natural environment will be protected, enhanced and better integrated in the community.*

Northfield’s natural environment has a variety of ecological systems and open spaces. Residents have a strong environmental ethic and support the protection of critical environmental areas and desire open spaces for recreation and peace of mind.

- a. The Cannon River is a defining natural feature of Northfield, and the City will commit to protecting and enhancing the river corridor when development, redevelopment or land intensification occurs. The corridor will be integrated in development, redevelopment or land intensification design plans to create high quality public spaces that connect people to the river (See Figure 4.3).
- b. Convenient and accessible recreational opportunities will be provided on parkland and green spaces for all ages. These areas will be enhanced and new areas will be set aside that connect people to the natural environment, to promote recreational opportunities that support active and healthy lifestyles.
- c. The green spaces will be protected and enhanced as cherished community assets.

The annexation of this property will enable the City of Northfield to protect areas of environmental importance through the development of surface water management regulations that are being prepared in 2010, as part of the city’s responsibility under the MS4 permit. Additionally, with this property being in the jurisdiction of the City, the ability of the City to develop a drainage basin protection program related to Heath Creek and Rice Creek more effectively exists since the property is in the jurisdiction of the City. These efforts will need to be coordinated with efforts that ideally will be undertaken by Bridgewater Township as well for the portion of the drainage basin that remains in the Township

3. *The preference for accommodating future growth is in infill locations, then redevelopment/land intensification opportunities, and then on the edge of existing developed areas.*

The existing pattern of development has been to grow outward at the edge of the city or fringe areas especially for residential development. This continued outward pattern of development is compromising the rural character of the community, creating a disconnected development pattern that is auto-oriented, while increasing the demand for infrastructure and community services.

- a. Priority areas for future development will be identified for all three areas (infill, redevelopment/intensification and greenfield). It should not be implied that infill and redevelopment/intensification capacity must be consumed prior to support for any greenfield development.
- b. When infill, redevelopment, or land intensification occurs it will be done with great care so as not to compromise the quality of life for existing residents as a result of inappropriate building placement or size, unreasonable traffic impact or other identifiable negative consequences.
- c. When new development occurs at the edge of the community through annexations, it will be done with great care. This can be done by creating well-defined residential neighborhoods, a green edge and well designed places for commerce, so as not to compromise the rural landscape or the small town character.
- d. When new growth occurs on the edge of the community through annexations, it will be done with a planned growth pattern which minimizes infrastructure and community services.

Clearly this annexation is at the edge of the existing city limits and thus reflects a Greenfield strategy that the Comprehensive Plan provides for although this edge development does not reflect the same degree of preference in relation to infill and redevelopment. The Comprehensive Plan identifies the area proposed for annexation as being within the priority growth area of the City and also guides the ultimate land use as “District” which is intended for larger structures for business and industry. The degree to which places that are well designed for commerce will be most greatly influenced by the master planning process that may be applicable to this area should annexation occur.

4. *New and redeveloped residential communities (areas) will have strong neighborhood qualities.*

The trend of residential growth has been to create subdivisions with a single use and building type. Typically these subdivisions are not human-scaled or walkable and are often defined by wide streets in a pattern that does not connect residential areas to each other, or the greater community.

- a. Neighborhoods will have pedestrian friendly streets containing sidewalks, accommodate automobiles at lower speeds and volumes and provide for bicycle mobility on the street giving priority to the pedestrian experience.
- b. Community gathering areas will be integrated into new residential areas to promote opportunities for social interaction and public events.
- c. Basic retail service may be located nearby (accessible via walking and/or biking) or integrated with residential areas in the form of neighborhood centers.

The area proposed for annexation is guided as “District” by the Comprehensive Plan. The description of “District’ does not include residential uses thus this principle would not apply.

5. *Environmentally-sensitive and sustainable practices will be integrated into new developments and redeveloped areas.*

The community has a high level of environmental awareness, which is reflected in local energy choices. Residents want to continue to employ creative and innovative choices to reflect the community's commitment to sustainability and healthy living.

- a. New construction will employ context sensitive design to reduce impacts on the natural environment.
- b. Compact/cluster subdivision design will be the preferred pattern of residential development outside the City's Urban Expansion Area.
- c. Environmental sensitivity and sustainability will be reinforced by an effort to attract environmental technology businesses, which represent one of six business and industry niches that are ideally suited to be recruited to Northfield.

The Comprehensive Plan identifies two areas along Heath Creek and Rice Creek as being environmental corridors worthy of protection. In the event this property should be annexed and platting and development would follow, the land dedication requirements of the City would be applicable as a means to preserve these areas. Additionally, the City may need to pursue the dedication of conservation easements as a means to protect the environmental resources.

6. *Places with a mix of uses that are distinctive and contribute to increasing the city's overall vitality are preferred.*

The local identity defined as "Old Northfield", which includes a variety of uses mixed together on the same block, or same building, reflects positively on the community. Over the last fifty years land uses have been segregated from one another, which detracts from this identity.

- a. Mixed-use centers, places that mix small-scale retail, residences, offices and civic uses will become part of the new development pattern of the city, where applicable.
- b. New opportunities will be created for residents to live and work in and around the downtown.
- c. Mixed-use centers will be compatible in scale and character to surrounding uses and develop in a form that reflects "Old Northfield", including such elements as building mass, placement and orientation to the street.
- d. Districts will be designated for commercial and industrial uses that are not appropriate in a mixed-use setting. Commercial and industrial development is vital to distinguish Northfield in the larger regional context. The creation of jobs and the expansion of the tax base will continue to set Northfield apart from the suburban residential communities of the Twin Cities metropolitan area. This will also support the City's economic development agenda as outlined in the 2006 Economic Development Plan.

The Comprehensive Plan suggests that areas designated as "District" are not appropriate for a mixed-use setting. The key focus of development of this area as a district, should it be annexed, is for the purpose of job creation and tax base expansion. Even though the primary goal is for jobs and taxes, the pattern of development in this area should contribute to the distinctiveness of Northfield and serve to set this area apart for other business and industrial areas in other communities. The master planning effort that may apply to this area should emphasize a design strategy that creates a sense of unique character that reflects Northfield and will serve to add to the market potential and distinctiveness of the area.

7. *Neighborhood-serving commercial will be small scale and integrated with the residential context.*

- a. Neighborhood-serving commercial will occur in Northfield in a pattern that contributes contextually to the surrounding neighborhood district and street.
- b. Neighborhood-serving commercial will not be designed to be single-use and auto-oriented with parking in front and buildings disconnected from the streetscape. Neighborhood-serving commercial buildings will reflect the form and character of the neighborhood vernacular or historic context of the community.
- c. Neighborhood-serving commercial development, when located in a residential context, will reflect the qualities of the residential context with respect to form, scale and character. Neighborhood-serving commercial will be sited in a manner that is pedestrian-friendly.

Although this principle speaks to neighborhood-serving commercial in residential neighborhoods, the same principle can apply to the development of business and industrial areas. Should this area be annexed and development follow, this principle should be used to guide neighborhood serving commercial that could serve a larger business and industrial areas as well.

8. *A wider range of housing choices will be encouraged – in the community as well as in neighborhoods.*

In the recent past, housing developments have been developed with homogenous unit type and pricing. This has created a monotonous character to residential developments and has segregated residents socially and economically. Housing developments have also catered to larger families with above average household incomes (which does not reflect demographic trends) thereby limiting more affordable housing opportunities.

- a. New residential development will offer a variety of housing types and prices, including affordable and workforce housing.
- b. Housing diversity will be integrated into the fabric of the neighborhood.

Not applicable to this request.

9. *Rural character of certain areas of the community will be protected.*

The rural character is a defining element in creating Northfield's identity and provides the setting for the "small town" character. The primary elements that make up this character are the rural roads, expansive agrarian views and rural architectural vernacular.

- a. The open space and land currently in agricultural use in the community will be strengthened and protected where appropriate.
- b. Public investments, e.g., roads, will be improved in a manner that strengthens the rural character.
- c. Initiatives will be pursued (such as Preservation Land Trusts, Development Easements, and Conservation Design Development) to protect the rural character.

The Comprehensive Plan identifies the area proposed for annexation as a "District" area which would support the location of a business and light industrial park. If the

annexation is approved by the City Council, a master planning process for the properties would be begun to determine the development pattern. The development of this property could include the creation of conservation easements, for example along Heath Creek and Rice Creek (Spring Brook), to protect natural features on the site. Methods used to manage surface water could rely on surface drainage features in contrast to underground storm sewerage, riparian buffers along the creek ways could be created and the design of street infrastructure could rely more on a rural street section as a means to address this land use principle. Many of these features could be established through this master planning process should annexation occur.

10. *Streets will create an attractive public realm and be exceptional places for people.*

Many of the local streets are wide and are designed primarily to facilitate the movement of automobiles (e.g., ignore the needs of pedestrians and cyclists). The wide nature of the streets encourages a higher rate of travel for motorists, and increases the distance between building fronts, which detracts from the pedestrian experience and quaint small-town character.

- a. Roadways and streets are important elements of the built environment and will strengthen the character of the setting. Roadways and streets will be given greater consideration as part of future development to ensure they contribute to the neighborhood character and people-oriented functions.
- b. The City will take great care in protecting the rural roadway character on the edge of the community.
- c. Buildings will be situated on their site to define a high-quality streetscape.

Chapter 7 of the Comprehensive Plan identifies a system of major collector streets that are intended to traverse through the area proposed for annexation. These major collectors can be constructed in a variety of design alternatives including Parkway, Drive, Avenue, Road or Street. Several of these types include design features that could relate to the rural edge of this area while at the same time accommodating business and industrial development that is intended. The master planning process that may apply to this area, should annexation occur, needs to select a street design type that will recognize the ruralness of the area and also support business development.

11. *Places will be better connected, in part to improve the function of the street network and also to better serve neighborhoods.*

Streets that are disconnected limit the flow of traffic in the community by forcing traffic onto major and minor arterials, which can create traffic congestion. Encouraging an interconnected street pattern will create more travel options for residents to arrive at destinations, thereby decreasing travel time/distance, reducing congestion and improving wayfinding.

- a. The street pattern will be improved to keep local traffic off major arterials, and high-speed through traffic off local streets.
- b. A better connected grid or modified grid street system is the preferred network for future development and redevelopment.
- c. The development, redevelopment, or land intensification along commercial corridors will incorporate traditional patterns reflected in “Old Northfield”, which emphasizes

pedestrian mobility and the relationships of buildings to one another and the public realm.

- d. The connections between Northfield and the regional transportation systems, including State Hwys 19 and 3, and County Roads 47 and 1, among others, that support future development will be enhanced.

The adopted Transportation Plan indicates the need for a system of collector streets that should be extended through the area proposed for annexation. These collector streets will connect existing Armstrong Road, Decker Avenue and also with Highway 19. If this area is annexed and development would follow, it would be the expectation that the road improvements illustrated in the Transportation Plan would become part of the development design and serve to improve the connectivity in this area of Northfield.

12. *Opportunities will be created to walk and bike throughout the community.*

A large percentage of residents prefer to make trips via walking or biking for recreation or other uses, and desire to recreate on multi-use paths. Currently, there are limited opportunities for walking and cycling, which encourage more trips made via the automobile. This contributes to local congestion and potential for decreased air quality, while limiting healthy lifestyle choices for residents.

- a. The design of local streets will encourage pedestrian and bicycle movement through features such as sidewalks, bikeways, narrower street widths, and high quality planter and buffer strips to protect the pedestrian.
- b. Sidewalks, walking trails and bikeways will be connected to public parks and other destinations, including shopping and entertainment areas.
- c. Biking and other alternate forms of transportation will be provided as a viable means of transportation.

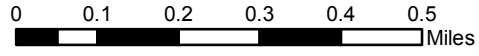
The area proposed for annexation also includes areas designated as part of the Greenway Corridor system within the City and at the edges of the City. Heath Creek, especially, and Rice Creek to a lesser degree present real opportunities for the creation of a walkway and trail system that will serve to improve the pedestrian mobility in this area. These creek corridors present an opportunity for riparian buffer strips as suggested by the land use principle which could serve as a location for the walk system suggested by the Greenway corridor plan.

In the event annexation occurs and platting and development follow, the street and road improvements should be designed to ensure walkability and that sidewalk improvements should be part of the street design.

Bridgewater Township Annexation Agreement

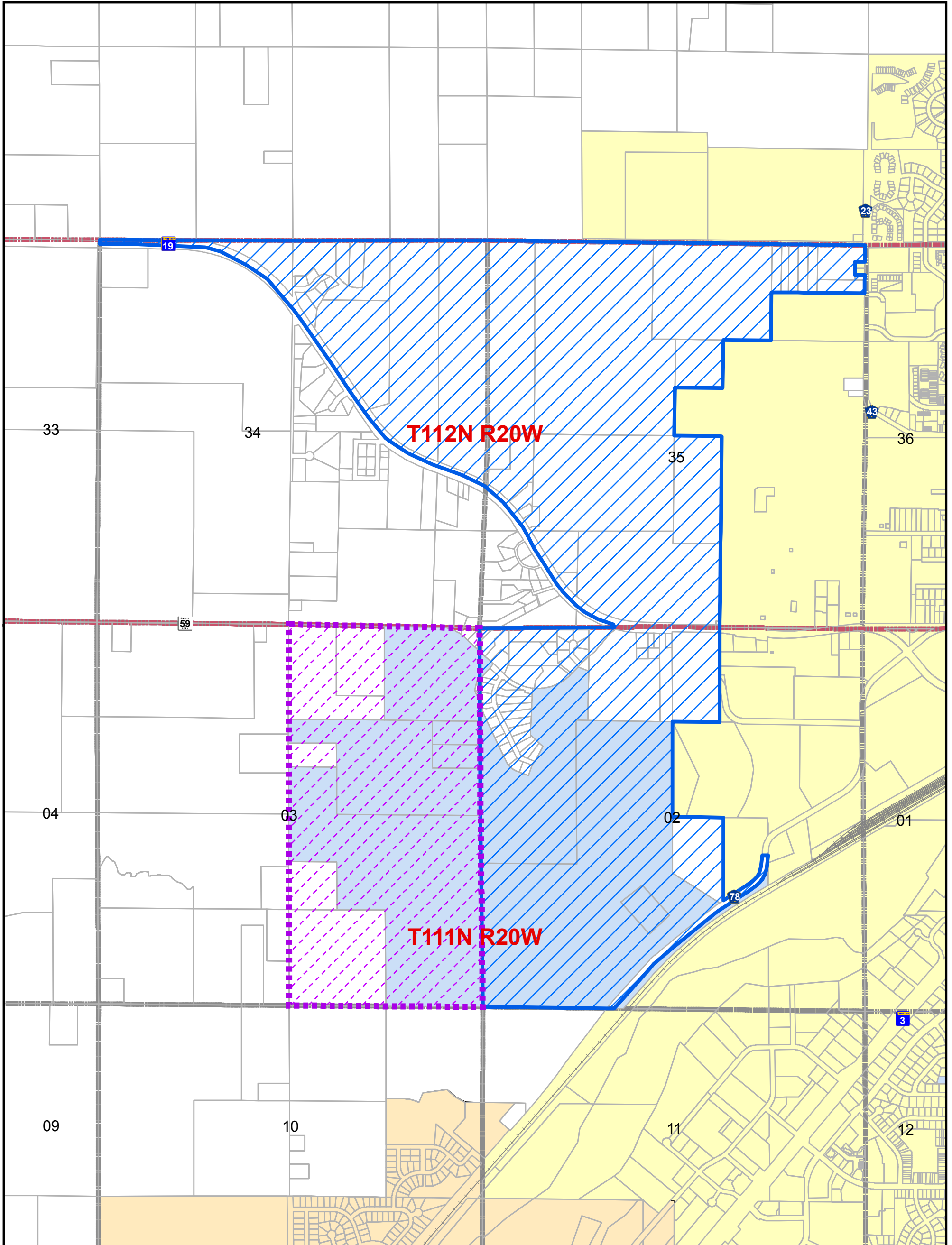


Updated: Jan. 9, 2009



Annexation Agreement: Bridgewater Twp.

Year	Municipalities
1999	Northfield, 2008
2009	Dundas, 2008
Gill/Prazer Annexation (2009)	PLSS Boundaries
	Township
	Section



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ITEM: Set 2010 Planning Commission Goals

SUMMARY AND ACTION REQUESTED:

As requested by Mayor Mary Rossing, the Planning Commission is being asked to discuss and set their goals for 2010, and then report them back to the Mayor and City Council by December 21, 2009. Attached please find a letter from Mayor Rossing, as well as a list of questions to facilitate discussion by the Commission on their 2010 goals.

RELATED INFORMATION:

2009 Planning Commission goals:

On February 2, 2009, the Planning Commission sent their 2009 goals (Attachment #3) to Mayor Rossing. The following are the goals set by the Planning Commission (Staff response as to whether these goals were met in 2009 is shown in **bold**):

1. Keep the Comprehensive Plan and Land Use Principles before the City's decision making bodies (including the Planning Commission), City Staff, and the general public. Assure that the Comprehensive Plan and its governing principles are widely available to all decision makers, and that they are used faithfully to govern the decisions and actions of the Council and its boards and commissions. **Staff response: This goal was achieved. In Staff reports to the Planning Commission for action items (i.e. Conditional Use Permits and Annexations), Staff analyzed the proposed land use in regard to the 12 land use principles, land use maps in Chapter 4, and other relevant Comprehensive Plan provisions. These Staff reports were provided to the City Council in making their decision on the proposed land use.**
2. Complete the Land Use Development Code. Completion will include the Planning Commission, with the support of City Staff, pursuing public outreach to enlist the review and comment on the document from the general public. **Staff response: This goal was partially achieved. Although the Land Development Code was not completed in 2009, Staff and the Planning Commission pursued outreach efforts to the general community, development community, and relevant Boards and Commissions to enlist review and comment on the draft Code.**
3. Work with the EDA, landowners, EQC & other relevant groups and individuals to develop a master plan for the NW annexation and any other land annexations, to ensure that they reflect the principles stated in the 2008 Comprehensive Plan. While the land protection ordinances are under review, it is important that the Planning Commission take a proactive role in making sure that the ordinances needed to uphold the Principles of the 2008 Comprehensive Plan are in place to govern the development of potentially annexed parcels before those properties are

- annexed, so that development can take place in accordance with the stated goals and principles outlined in the 2008 Comprehensive Plan. **Staff response: This goal is in the process of being achieved. The EDA has retained a consultant and gathered together a steering committee to begin the master planning process. Planning Commission member Tracy Davis is the Commission's liaison to the steering committee. Master planning work for the northwest area annexation is expected to be completed in 2010, and if the City Council gives preliminary approval to the Praver-Gill annexation, that master planning work would begin in early 2010.**
4. Work with the EDA & City Council to articulate an acceptable balance between residential and commercial/industrial for our community. **Staff response: This goal has not been achieved. The Commission has not had formal discussions with either the City Council or EDA on this matter. To some extent, there have been discussions about land balance in the annexation master planning process.**
 5. Evaluate new development proposals giving priority to those that will help the City to achieve its desired balance (see point 4 above) between residential, commercial/industrial and agricultural segments of the community. **Staff response: This goal seems to refer to annexation of land that will provide the desired balance. The Commission has reviewed a proposed annexation of 456 acres, but has not yet made a formal recommendation on that annexation request. In 2008, the Commission made a recommendation to the City Council to annex land west of the Northfield Hospital, which contributed to a more balanced future land use between residential and light industrial land. That annexation was completed in 2009 with the signing of an annexation agreement between the City and Greenvale Township.**
 6. Expedite an annual year-end review of the Comprehensive Plan, in time for results to be factored into the annual goal setting process of the City Council and its Boards and Commissions for each new year. **Staff response: This goal is in the process of being achieved. Although the Commission has not formally reviewed the Comprehensive Plan, they have reviewed the Plan in conjunction with the draft Land Development Code.**
 7. Complete a study of standard Land Protection Strategies (conservation easements, transfer of development rights, and resource protection zones) to determine which of these are potentially viable as tools to protect open lands and support agricultural land holders who wish to keep their land in agricultural use. Identify the actions needed to make these strategies ready for implementation in Northfield. **Staff response: This goal is in the process of being achieved. The Commission has had discussions relating to this goal in conjunction with reviewing the draft Land Development Code. It is expected that this issue will be further discussed in 2010 as the Commission completes its review of the draft Code.**

Implementation Matrix from Comprehensive Plan:

Attachment #4 is the Implementation Matrix from Chapter 12 of the Comprehensive Plan. Many of the Objectives and Strategies from the matrix will be completed in 2010 through the Planning Commission's review of various land development applications that will be submitted, and by the review of the draft Land Development Code. In addition, Staff suggests that the Planning Commission consider these implementation steps to complete in 2010:

- C1 3.1 - Work with the Northfield Heritage Preservation Commission to create a priority list for designating buildings (those that aren't already listed), structures and districts on local, state and or national historic registers. **The HPC has expressed an interest in new local designations in 2010.**
- LU 1.7 - The City Council should determine, through a process involving the Planning Commission, Economic Development Authority, and citizens, what would constitute an acceptable balance between residential and commercial/industrial uses. This balance could be measured by analyzing tax revenues, jobs in Northfield versus commuters, and other factors. Once the definition of acceptable balance is determined, the City Council should prepare policies and ordinances to bring about the desired balance. **The Commission could meet jointly with the City Council and EDA in 2010 to discuss this matter.**
- LU 11.1 - Update the development regulations to be consistent with the recommendations in the Plan. **The City Council has directed the Planning Commission to complete the Code by the end of March, 2010. Through the completion of the Land Development Code, the Commission will also be completing its 2009 goal of investigating land protection strategies for open space and long-term agricultural land.**

RECOMMENDATION:

Staff recommends that the Planning Commission members discuss the attached letter, set their 2010 goals, and then report back to the Mayor and City Council by December 21, 2009.

ATTACHMENTS:

1. Letter from Mary Rossing dated November 19, 2009
2. 2009 City Council goals
3. 2009 Planning Commission goals
4. Implementation Matrix from Chapter 12 of the Comprehensive Plan

SUBMITTED BY: Dan Olson, City Planner

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November 19, 2009

To: Board and Commission Chairs

From: Mayor Mary Rossing

CC: Staff Liaisons, City Council

RE: Discussion for your next meeting

As the year winds to a close the council will begin to look ahead to formulating goals and initiatives for 2010. This will be discussed and formulated as part of our annual retreat held in early January and adopted shortly thereafter. It is assumed that a number of the council goals will be carried forward from 2009 but with updated initiatives. This ensures that progress will continue in a thoughtful and deliberate manner.

In order to accurately represent the range of projects and initiatives in the works and anticipate what will be on the table for 2010, I am asking for your group's input. We need to know what you hope to focus on so that we can assure that our goals are aligned. I would suggest that you use the 2009 goals to frame your discussion, noting which ones your work will further. If there are projects that have been discussed but are not ready to be implemented in 2010 (due to time or resource constraints) we might agree to put these in a project "parking lot" so they are not forgotten.

This information will help the council to determine direction, to sharpen our focus and to continue to have measurable successes even as the city is facing increasingly limited resources. 2010 is expected to be another year of tight resources for the City. In anticipation of this the Council has held the line on property taxes, reduced the City's General Fund Expenditures, and reduced City staffing levels. These actions and the continued efforts to conserve City resources are done with the expectation that the State of Minnesota will again be relying on the cities to balance the state's budget deficiencies in future years.

I would ask that you dedicate some time to this topic at a meeting in early December and return the information to Joel Walinski by December 21, 2009. I am attaching some questions to help formulate your discussion.

Thank you very much for your efforts and leadership in furthering a shared vision of Northfield.

- What were the board or commission's achievements in 2009 and which council goal(s) did they support?

- What new initiatives would the board or commission want to bring forward for consideration? Which council goal would this initiative help to achieve?
- What type of advisory role for City projects and/or policy development do you see your board or commission having in 2010?



Council Vision, Values, & Goals 2009

Council Vision Statement:

Northfield values its unique heritage as a mill and college town, and will reflect its community identity by preserving its historic and environmental character and enhancing its citizen's quality of life.

Community Values: “What do we care about, we value the _____” :

Small town character

- Historic downtown and neighborhoods
- Connectivity
- Mixed-use, housing diversity
- Rural nature

Natural Environment

- Cannon River
- Open Spaces
- Recreation
- Green Technologies
- Sustainable use of resources

Economic Development

- Tax base growth and jobs
- Business retention and recruitment
- Sustainability
- In-fill and redevelopment
- Regional context

Transportation

- Regional connections
- Grid System of Streets
- Multi-modal & lifecycle transportation

Public Safety and City Services

- Open communication
- Excellent customer service
- High standards
- Cost effective delivery
- Innovative
- Treating People With Respect

Build Community

- Open communication
- Citizen involvement
- Culture
- Citizen Output
- Life Long Learning Opportunities

City Council 2009 Goal #1:

Council will implement effective methods of communication with citizen advisory groups and community.

Action Step	Group/Person Responsible	Start Date	End Date	Success Indicator Outcome measure	Resources Required	Priority
Council will develop and initiate a communication plan for presentation of 2009 Council Goals:						
Establish Council Goals	Council and City Staff	In process	March 2009	Council adopts 2009 Goals	Time	1
Communicate Council Goals to citizen advisory groups and establish their roles and responsibilities in implementation	Council Liaisons and Board and Commission Chairs	April	April 2009		Time	1
Communicate Council Goals to staff and establish action steps.	City Council/Mayor and City Administrator	April	April 2009		Time	1
Communicate Council Goals to general public through website, newsletter, local media and townhall/ward meetings.	Mayor/City Council City Administrator and Advisory Groups.	April	Ongoing	Consistent and coordinated message from Council/Advisory Groups/and staff that is tailored to appropriate audience.	Time	2
Council will establish an effective two way communication process for the community:						
Establish process for citizens and advisory groups to bring forward ideas, concerns, and solutions.	Council/Chairpersons	May			Time	2
Establish a regular reporting process from advisory groups on furthering Council Goals.	Council/Chairpersons	May	Ongoing		Time	2
Council reports on accomplishments/annual report.	Mayor/Council/City Administrator	Dec	Jan. 2010	Annual Report used as basis for 2010 Goal Setting Process	Time	2

City Council 2009 Goal #2:

Council will build a foundation for a vibrant community where resources are carefully managed and preserved and which integrates economic, environmental and community values for long term success.

Action Step	Group/Person Responsible	Start Date	End Date	Success Indicator Outcome measure	Resources Required	Priority
The Council will establish a long-term sustainable financial framework:						
Actively plan to maintain and improve city operations without state support <ul style="list-style-type: none"> Funding major facilities projects within the community's ability to afford the debt. Identify and prioritize core City services to ensure excellent service within the financial limitations of the city Continue CIP process Supporting EDA initiatives, Evaluate cost saving measures, resource sharing, etc. 	Department Managers and City Council	May 2009	September 2009 then on-going	Adoption of 2010 Budget and 2010 - 2014 CIP	Time	1
The Council will establish policies which establish long-term sustainable management of the natural resources:						
Establish citywide energy policy and benchmarks.	Council/Boards & Commissions/Staff	Imm.	On-going	Measured by targets set for greenhouse gas emissions	Time	
Coordinate resource management by using multi-jurisdictional planning for stream protection, natural resources preservation, wind energy, etc.	Council/Boards & Commissions/Staff					
Develop policies which promote land development practices that protect open space and agricultural land.	Council/Boards & Commissions/Staff			Do land development codes reflect this initiative?		

Action Step	Group/Person Responsible	Start Date	End Date	Success Indicator Outcome measure	Resources Required	Priority
The City Council will adopt and implement land use policies and practices which promote sustainable land use:						
Complete and adopt new land development regulations that are intended to foster compact development, pedestrian scale streetscapes, environmentally sound practices, and prioritize redevelopment and infill as well as streamline the development process.	Council/Boards & Commissions/Staff		On-going	Do land development codes reflect this initiative and adopted Comprehensive Plan?	Time,	
Development of a NW annexation master plan.	Council/Boards & Commissions/Staff			Approval of Master Plan, which reflects the Comp Plan and Land Development codes.	Time and Financial Resources	
Develop an annual report on Comp Plan implementation and recommended changes.	Planning Commission		December		Time	
The City Council will promote a sustainable transportation system which enhances economic growth and improves all modes of transportation:						
Complete Safe Routes to School engineering study and continue involvement in the SRTS Task Force through the remainder of the grant program.	SRTS/Staff		Late Summer 2009	Study completed in time to submit grant application to fund identified projects if necessary.	Time	1
Review all Development Projects and City Projects for opportunities to improve pedestrian/bicycle access to downtown and near schools. These may include: <ul style="list-style-type: none"> • Continue streetscape improvements incl. bicycle racks • Plan for improved pedestrian crossing of TH3 to downtown • Mill Towns Trail improvements to and through downtown • Elimination of gaps in sidewalk/trail network near schools; evaluate problem intersections and needed crossings. • Implementation of bicycle lanes as identified in Park & Trails System Plan 	Council/Boards & Commissions/Staff	Ongoing			Time	1

Action Step	Group/Person Responsible	Start Date	End Date	Success Indicator Outcome measure	Resources Required	Priority
Promote and support the initiation of a MnDOT environmental impact study/corridor study for future improvements to the TH19 corridor from I35-TH56.	Council/Boards & Commissions/Staff/Community	Ongoing	Fall 2009	Study Commences	Time	1
<p>Completion of a long-term Infrastructure CIP which includes:</p> <ul style="list-style-type: none"> • Plans for preserving opportunities for infrastructure improvements including trails as identified in comprehensive planning documents through official mapping, acquiring easements, rights of way and other tools. • Development of a Right of Way use policy which includes fiber optic and utility infrastructure. 	Council/Staff				Time	2
<p>Complete Fiber Optics Study and recommend business model for implementation. This may include:</p> <ul style="list-style-type: none"> ▪ Partnerships with communication companies. ▪ Investigation of possible grant opportunities. ▪ Public education on benefits of broadband infrastructure. 	Council/Staff	Ongoing	June 2009	Presentation and consideration by Council	Time Legal Fees	1

City Council 2009 Goal #3:

Council will improve city facilities to ensure excellent service to our citizens within the financial limitations of the city.

Action Step	Group/Person Responsible	Start Date	End Date	Success Indicator Outcome measure	Resources Required	Priority
Establish prioritized facility improvement program:						
1. Establish rough budget estimates for facility improvements 2. Develop financing scenarios / alternates 3. Develop timelines for construction of new / rehabilitation of existing city facilities 4. Coordinate timelines / financing with 2010 – 2014 CIP process. 5. Approve facility improvement program, 2010 – 2014 CIP	Boards/Commissions/Department Managers, and City Council	May 2009	August 2009 then on-going	Adopted 2010 – 2014 CIP which includes financial models for funding identified improvement projects.	Time	
Safety Center:						
Receive recommendations of the Task Force	Council	Current	May 2009	Consideration by Council to accept/adopt recommendations	Time	
Citizen education and input process on project recommendations and funding options.	TaskForce, Council, staff	May 2009			Time	
Complete land acquisition and design work	TaskForce, Council, staff	Summer/Fall		Identified land parcel acquired by City/Approval of final design by Council	Commitment of financial resources	

Action Step	Group/Person Responsible	Start Date	End Date	Success Indicator Outcome measure	Resources Required	Priority
Library:						
Complete Library fundraising feasibility study	Library Board	Current			Time and funding	
Design charette program along Washington Street from 2 nd to 5 th , including parking	Library Board, EDA, Mayor	Spring			Time and funding	
Citizen involvement and input on Charette outcomes	Library Board & EDA				Time	
Establish project funding strategies.					Time	
Liquor Store:						
Complete required repairs and deferred maintenance	Staff	Current	Summer	Project completed within financial parameters	Committed financial resources and staff time	1
If opportunities are presented consider alternate site locations	Staff	Ongoing			Time	3
Parks:						
Develop and inventory property or easement needs and establish a funding strategy for the development of the Greenway Corridor Plan	PRAB/Staff	Spring			Time	1
Skate Board Plaza: 1. Reach a consensus on site, design, and affordability issues. 2. Establish funding strategy. 3. Establish location and need for temporary plaza.	PRAB/Council	Current	Summer	Consideration of approval by Council	Time	1
Develop recommendations to improve park operating efficiencies or cost controls which may include: 1. Inventory of parkland that could be divested or used for other civic use. 2. Inventory of park areas where turf grasses could be eliminated.	PRAB/Staff/ Council	Spring	Fall		To implement may require financial commitment and community support.	2

City Council 2009 Goal #4:

The Council will implement a systematic approach to problem solving and decision making.

Action Step	Group/Person Responsible	Start Date	End Date	Success Indicator Outcome measure	Resources Required	Priority
Establish Metrics for Decision Making:						
Adopt level of service standards, goals, and other data standards to support decisions of Council	Department Managers and City Council	May 2009	August 2009 then on-going	Level of Service standards, Council goals and other goals are clarified and incorporated into staff advice for Council decisions	Time	1
City Council Decisions to Stay at High Policy Level:						
City Council discussion at meetings should be directed at the policy level and not the administrative, operational or design level.	Mayor	Immediate	On-going	Frequency at which Mayor or other Council members remind the group of the need to keep discussion at the policy level	time	
Information obtained by one Council member from staff will be shared by staff with all Council members	Staff, Council, Mayor	Immediate	On-going	Frequency at which staff distributes memos and e-mail to all Council members	time	
City budget prepared as a longer range financial plan representing how the City Accomplishes the Adopted Vision on an annual basis:						
Metrics' goals and adopted plans are incorporated into the budget	Department Manager	Fiscal year 2010 budget process	On-going	Department Annual reports, City Administrator Budget message in subsequent year budget document	Time, Focusing revenues and expenditures on accomplishing metrics and goals	1

Action Step	Group/Person Responsible	Start Date	End Date	Success Indicator Outcome measure	Resources Required	Priority
Adopt a Decision Making Continuum System:						
Recognize that all Council decisions should adhere to a decision making continuum (Directing, Selling, Consulting, Participating, Delegating)	City Council			Council acts to acknowledge the decision making continuum	Time	2
Adopt decision making principles that align with continuum	City Council, staff			Principles adopted	Time	2
Mayor and City Administrator categorize agenda items in relation to decision making continuum.	Mayor, City Administrator			Agendas are developed using the continuum categories	time	2
Undertake a "Sunset" Review Process of All Boards and Commissions:						
Adopt City Council goals	Mayor, Council		2 nd qtr 2009		time	1
Meet with each Board and Commission to review purpose of Board or Commission in relation to laws, plans and goals of the Council	Mayor, Council	2 nd qtr 2009	3 rd qtr 2009	Meeting conducted	Time	2
Determine which Board or Commission remains or a re-aligned to support laws, plans and goals of Council	Mayor, Council	4 th qtr 2009	4 th qtr 2009	Indication from Council to Board and Commission indicating alignment, re-alignment or sunset	time	3

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BOARD AND COMMISSION GOALS 2009:

Northfield Planning Commission

What do you hope to accomplish in 2009?

Below are seven goals that are not ranked but represent only the most important of many potential goals. The first five are critical to the health of this community and have a small window (i.e., early this year) in which they must be achieved. The sixth is required by our by-laws to be completed at the end of the year. The seventh cannot be postponed and must be started this year in order for the open land preservation, called for in the 2008 Comp Plan, to come to bear on future development in Northfield.

Goals. Note: Following each goal are 1) Response *in italics* to the question, “How do they further your own mission and charge as directed in the charter, city code, state law or in your bylaws?” and 2) Reference to the goals of the former City Council, if applicable, in response to the question, “How do they fit with the current council identified goals?” The Planning Commission recognizes that goals of the former council may be revisited by the current council.

1. Keep the Comprehensive Plan and Land Use Principles before the City’s decision making bodies (including the Planning Commission), City Staff, and the general public. Assure that the Comprehensive Plan and its governing principles are widely available to all decision makers, and that they are used faithfully to govern the decisions and actions of the Council and its boards and commissions. *Responsibility for Comprehensive Plan cited in Municipal Code, Section 34-63, a & b.*

City Council Goal # 3: Complete the Update, Adoption and Implementation of the Comprehensive Plan (identifies the PLANNING COMMISSION)

Rationale: The development of the Comprehensive Plan is our charge, and the requisite “education” outreach regarding the Plan to both the City’s Commissions and Boards, as well as to the general public, seems an essential follow-through aspect of that charge.

2. Complete the Land Use Development Code. Completion will include the Planning Commission, with the support of City Staff, pursuing public outreach to enlist the review and comment on the document from the general public. *Responsibility cited in Municipal Code, Section 34-63, a & b.*

City Council Goal #4: Protect and improve the City's infrastructure networks to extend the City's investments, provide a higher level of service to the community and to support orderly development and economic growth.

Rationale: The writing of the Land Use Development Code to support the Comprehensive Plan is our charge, and educational outreach to the other City Commissions and Boards, as well as to the general public, regarding the regulations seems also an essential part of that charge.

3. Work with the EDA, landowners, EQC & other relevant groups and individuals to develop a master plan for the NW annexation and any other land annexations, to ensure that they reflect the principles stated in the 2008 Comprehensive Plan. While the land protection ordinances are under review, it is important that the Planning Commission take a proactive role in making sure that the ordinances needed to uphold the Principles of the 2008 Comprehensive Plan are in place to govern the development of potentially annexed parcels before those properties are annexed, so that development can take place in accordance with the stated goals and principles outlined in the 2008 Comprehensive Plan. *Responsibility cited in Municipal Code, Section 34-63, c.*

City Council Goal #1: To successfully implement the City's Economic Development plan and to broaden the City's tax base by assisting current business owners in expanding and attracting new business to the community. (identifies the PLANNING COMMISSION)

Rationale: We are charged with approving the preliminary plat for the proposed NW annexation. If we are involved in the plan for the annexed land, then the city will save time and effort later for the staff, the commission, the council and others.

4. Work with the EDA & City Council to articulate an acceptable balance between residential and commercial/industrial for our community. *2008 Comp Plan Land Use Objective 1.7: : "The City Council should determine, through a process involving the Planning Commission, Economic Development Authority, and citizens, what would constitute an acceptable balance between residential and commercial/industrial uses. This balance could be measured by analyzing tax revenues, jobs in Northfield versus commuters, and other factors. Once the definition of acceptable balance is determined, the City Council should prepare policies and ordinances to bring about the desired balance."*

City Council Goal #1: To successfully implement the City's Economic Development plan and to broaden the City's tax base by assisting current business owners in expanding and attracting new business to the community. (identifies the PLANNING COMMISSION)

Rationale: As far back as the first community Comp Plan Open House at the Armory in 2007, members of the public have openly voiced discomfort about the talk and actions relating to the expansion of Northfield's boundaries, and more recently, the City's discussion of land annexations. This discomfort is understandable given lack of information that has been shared with the public about these annexation proposals, and the absence of clearly stated goals about our future growth, i.e., the degree of growth needed, as well as growth in the residential, commercial/industrial and agricultural sectors.

The general public and public officials alike would be well served if the Council were to pursue the strategy outlined in the Comprehensive Plan to define an acceptable balance between residential and commercial/industrial (including Agricultural) uses. This overdue reckoning with the difficult question of balance, would help answer the question of "How much is enough?" for the benefit of both the public and the annexation decision makers. The purpose of this process is to arrive at a projected optimal target ratio for the future development of residential and commercial/industrial and agricultural sectors of the community.

5. Evaluate new development proposals giving priority to those that will help the City to achieve its desired balance (see point 4 above) between residential, commercial/industrial and agricultural segments of the community. *2008 Comprehensive Plan Land Use Objective 1.6 “Annually monitor the land use of residential as compared to commercial and industrial land uses as shown in Table 4.1 and Map 4.1, as a means to accomplish the overall planning objectives of the city. “*

City Council Goal #1: To successfully implement the City's Economic Development plan and to broaden the City's tax base by assisting current business owners in expanding and attracting new business to the community. (identifies the PLANNING COMMISSION)

Rationale: Since we are the body to make recommendations to the City Council about annexations, we have a responsibility to ourselves and the public to have adequate information on which to make those decisions. Once the public, Planning Commission and City Council have answered the question, “How much is enough” business/industrial land to balance our residential development, we need to use this information as a basis for our recommendations.

6. Expedite an annual year-end review of the Comprehensive Plan, in time for results to be factored into the annual goal setting process of the City Council and its Boards and Commissions for each new year. *Planning Commission Bylaws, II (b) 2. Comprehensive Plan annual review.*
7. Complete a study of standard Land Protection Strategies (conservation easements, transfer of development rights, and resource protection zones) to determine which of these are potentially viable as tools to protect open lands and support agricultural land holders who wish to keep their land in agricultural use. Identify the actions needed to make these strategies ready for implementation in Northfield. *2008 Comprehensive Plan Land Use Strategies, 7.4 and 7.5.*

Rationale: This proposed goal is consistent with the Comprehensive Plan Land Use Strategy 7.4 “Encourage the use of conservation easements as a means to preserve productive agriculture land, greenways, and environmentally significant areas. “ and Land Use Strategy 7.5 Work with other units of government, including Rice and Dakota Counties, to preserve agricultural land uses. Evaluate what further steps are needed to make these land protection strategies viable for the City. The purpose of this study is to develop “a tool box” of land-owner driven and ordinance driven strategies, that can be used to limit and shape future development, in accord with our stated development objectives.

How do they fit with the current council identified goals?

See council’s identified goals listed above for Planning Commission goals.

Additional comment: Several of the Planning Commission goals include components of collaboration with and communication among groups. Collaboration among city groups, improved communication with the public, and the active and informed involvement of the public in Northfield’s planning processes seem to be important to this City Council.

How do they further your own mission and charge as directed in the charter, city code, state law or in your bylaws?

See references in goals above to our mission and charges.

Do you have the information and skills necessary to accomplish the tasks and objectives associated with these goals? If not, what resources will you need from staff or from outside experts (paid or volunteer)?

1. RE: Education about the Comprehensive Plan and Ordinances: City Council and other city boards. The Planning Commission will need the assistance of City staff in the Comp Plan educational efforts. In making recommendations to the Council, staff should routinely use and cite the Comp Plan Principles to guide their priorities and actions, and to integrate the Principles into their written recommendations to the City Council.

The general public: The Planning Commission will also need the assistance of City staff in planning and executing educational efforts with the public regarding the Comp Plan.

2. RE: Land Use Regulations. After the upcoming expiration of the consultant's contract, it will be the task of the Planning Commission, Land Use Advisory Group and City staff members to craft a final version of the ordinances to make certain that they are workable document, fit the context of Northfield and are consistent with the principles and strategies outlined in the Comprehensive Plan.

3. RE: Communication with public. Staff has told us it would be too expensive/time consuming to set up city e-mail addresses on the city site. The Planning Commission respectfully asks that members of the Planning Commission, and all Commissions and Boards, be assigned City email addresses. In the same way that the emails assigned to City Council Members have served to facilitate communication with the general public, this innovation for all Board and Commission members would facilitate citizen input to government processes, expedite communication, and save money by reducing the amount of paid staff time that is currently required to receive and respond to contact from the general public. Assigning email address to our Commission and Board members would go a long way to encourage public input and to head off the problems and mistrust that arise in the absence of easy access to decision makers.

In an age when most people use email as their principle form of communication, email addresses for Commission and Board members are frankly what the public likely expects.

4. RE: Balance between Commercial/Industrial: It is not immediately clear that we need a consultant to help us with articulating an acceptable balance between residential and commercial/industrial uses. We have a very capable Finance Director; it would take some research and work on her part, however, to come up with different models for estimating balance. Much might be achieved by dovetailing with other financial analysis projects rather than a stand-alone project.

5. RE: Land Protection Strategies: There are a number of resources that can be immediately engaged at no cost to the City, to inform our development of the requisite tools (or strategies) for open land preservation. These include offices and known contacts in Dakota and Rice Counties, State Offices and contacts with the MDNR and the Department of Agriculture, and an array of non-profit advisory and advocacy groups relating to land preservation in Minnesota, including the University of Minnesota's Center for Rural Design.

6. RE: Commission development. A more systematic training of incoming Planning Commission members (and all commission members) is needed.

3. Given the full council agendas and work sessions, how can we better facilitate communication between your group and the City Council?

Instituting a regular time at the Planning Commission meeting for report from and questioning of the liaison. The time consumed at the meeting would be reduced if the liaison were to provide a brief (no more than one page) report to the Commission for the meeting packet. In the packet and/or at the meeting the liaison could bring up issues that she knows are coming that relate to the PC, Comp Plan, etc. that we should be aware of. It would also provide the Planning Commission an opportunity to ask questions and convey information without an extra meeting. While the Planning Commission and the City Council may have a greater overlap in issues than other boards, this proposed use of the liaison role is one that might be effectively considered for all council liaisons.

4. a. Recognizing that there will be significant financial challenges ahead for the city, what suggestions do you have for cost savings or revenue enhancements in regards to your board/commission?

- Permanently eliminate the use of hard copy packets (and use of police department as delivery). Make Commission packets available for pick up at some central location, on those rare occasions when hard copies are necessary.
- Reduce the use of external consultants. When experts are needed, call on local professionals, if possible, to volunteer time through the Commissions instead of hiring outside consultants.
- Consider use of College Interns for research and other short-term projects.
- When hard copies are necessary, band the packet together and attach our names rather than using an envelope. Also, consider introducing a fleet of reusable envelopes that Commission members can be asked to return to City Hall for re-use.
- Avoid "lunch" meetings in which food is served. That decline has happened in the last year; it should continue. Coffee is fine; bottled water doesn't seem necessary. Paper cups and a pitcher of water from the fountain should be adequate.

What kind of direction would be most helpful from the Council as we move forward?

1. Comprehensive Plan Implementation. After the City Council has had a chance to function for several months, it would be helpful for the Planning Commission to obtain feedback

from them about their support of the Comprehensive Plan, in general, and the extent to which they believe they and city staff have the political will to support the Comprehensive Plan. This would provide valuable direction for the Planning Commission's end-of-year review of the Plan.

2. Communication with City Council. Recently the Planning Commission instituted a new procedure of providing a clear, concise rationale for our recommendations (either approval or denial). In the interest of enhancing the communication between the two bodies, it would be helpful if City Council could indicate the extent to which our forwarded rationale is helpful and to know if there is more we can do as a commission in terms of communication with the council that does not become time consuming for them.
3. Revision of City Web-site. In the interest of communication among bodies and with the public and relying more on electronic documents, revision of the city web site needs to take place to make it more user friendly and easily "searched. A college computer major with web-site expertise might be engaged in such a project as an independent study project that could be done at no expense to the city.

Respectfully Submitted to Mayor Rossing
February 2, 2009

Implementation

D. Implementation Matrix

Community Identity	Objective / Strategy
CI 1	Continue to preserve Northfield's rural heritage.
CI 1.1	Preserve the scenic quality of the rural landscape by defining the edge of the community and maintain the rural character of roadways on the edges of the community.
CI 1.2	Preserve, protect and enhance rural heritage preservation sites in collaboration with surrounding jurisdictions.
CI 1.3	Support small-scale, farm-to-table programs (such as a farmers' market) to promote the health of the local agricultural economy.
CI 1.4	Ensure that all development, redevelopment and expansion be compatible with the desirable features of the natural and man-made environment.
CI 2	Strengthen downtown as an historical and cultural center of the community.
CI 2.1	Maintain and enhance existing public spaces and create new public gathering places for social interaction.
CI 2.2	Identify strategic locations to more effectively integrate the Cannon River into the fabric of the downtown, while also protecting its environmental quality and enhancing its visual appearance.
CI 2.3	Create new educational, artistic, cultural and recreational activities along the Cannon River in and around the downtown.
CI 2.4	Identify and designate an arts and cultural district in the downtown.
CI 2.5	Support existing and new local businesses that provide dining, retail, arts and entertainment.
CI 3	Preserve historic sites and structures.
CI 3.1	Work with the Northfield Heritage Preservation Commission to create a priority list for designating buildings (those that aren't already listed), structures and districts on local, state and or national historic registers.
CI 3.2	Provide economic incentives and design flexibility to aid in the restoration and long-term economic vitality of historically significant buildings in the Downtown.
CI 3.3	Consider becoming an officially designated Mainstreet program by the National Trust for Historic Preservation, or incorporating Mainstreet's principles into existing economic development, historic preservation, or community planning programs.
CI 3.4	Cooperate with appropriate community groups, such as the Northfield Historical Society, in protecting and enhancing structures in the historic neighborhoods, and improving the general appearance of these areas.
CI 4	Encourage a traditional development pattern.
CI 4.1	Guide new development to be compatible with, and/or expand, on the existing grid network (see Figure 3.3).
CI 4.2	Provide for a mix of uses to create new neighborhood centers as new development occurs (see Figure 4.6).
CI 4.3	Ensure new development provides for areas that contribute to the public realm, such as plazas and other public gathering places.
CI 4.4	Require new neighborhoods to create neighborhood-scaled streets, with street trees and sidewalks (see Figure 4.4).

CI 4.5	Regulate the placement of buildings onsite by regulating short front yard setbacks to orient buildings to the street/public realm (see Figure 4.4).
CI 4.6	Encourage architectural styles and scales that contain a relationship to the overall community identity.
CI 5	Improve the entry points (gateways) into the community.
CI 5.1	Create gateways at the north and south Hwy 3 entryways near city limits.
CI 5.2	When appropriate, include attractive landscaping and public art at identified gateways.
CI 5.3	Modify the overlying zoning districts at targeted gateways to create a defined streetscape with building fronts oriented to the street and parking to the rear of the structure.
CI 5.4	Work with the State transportation department to implement traffic calming techniques and pedestrian-friendly crossings on Hwy 3 and Hwy 19.
CI 6	Continue to host and sponsor local arts and cultural activities and festivals.
CI 6.1	Develop initiatives in collaboration with the Arts and Culture Commission to promote the arts and cultural qualities of Northfield.
CI 6.2	Solicit input from members of the local design community when building or renovating public facilities to enhance the quality of these facilities and grounds.
CI 6.3	Create opportunities, in collaboration with local students and Northfield arts organizations, for the public to contribute to sense of place (e.g., public art, landscaping, and outdoor activity areas).
CI 6.4	Create a community seal to be used in a wide range of public improvements.
CI 6.5	Explore regulations to implement a “percent-for-arts” requirement in community-funded projects.
CI 6.6	Develop an “artist in residence” program in the public works department.
CI 6.7	Incorporate public art into the design of existing and public places including community buildings and infrastructure.
CI 7	Continue to support local schools and colleges.
CI 7.1	Coordinate with the school district on population growth and residential development trends in order to reserve sites for future school facilities as population growth may require.
CI 7.2	Cooperate with the local colleges to minimize negative impacts of parking and traffic on Northfield neighborhoods.
CI 7.3	Collaborate with the local colleges to provide the overall community with quality public programs and quality open spaces.
Land Use	Objective / Strategy
LU 1	Protect and enhance the small town character.
LU 1.1	Create regulations that yield commercial and office structures that reflect local vernacular (and minimize franchise/corporate structures).
LU 1.2	Create regulations that require coordination and blending of public realm/streetscape with new developments.
LU 1.3	Encourage the development of identifiable neighborhood districts within the community.
LU 1.4	Create regulations that allow for and encourage appropriately-scaled places for structured and casual interaction.
LU 1.5	Maintain the rural character of selected roads (see “Road” graphic in Figure 4.3). A road is typically a local slow movement thoroughfare for rural areas with rural characteristics including no curb and gutter.
LU 1.6	Annually monitor the land use of residential as compared to commercial and industrial land uses as shown in Table 4.1 and Map 4.1, as a means to accomplish the overall planning objectives of the city.

Implementation

LU 1.7	The City Council should determine, through a process involving the Planning Commission, Economic Development Authority, and citizens, what would constitute an acceptable balance between residential and commercial/industrial uses. This balance could be measured by analyzing tax revenues, jobs in Northfield versus commuters, and other factors. Once the definition of acceptable balance is determined, the City Council should prepare policies and ordinances to bring about the desired balance.
LU 2	The downtown core is an important aspect of community life.
LU 2.1	Promote general merchandise retailers, financial institutions, office developments and entertainment uses within the downtown core. Create new opportunities for businesses by reinvesting in the infrastructure and public spaces in and around the downtown.
LU 2.2	Provide and support new opportunities for residents to live in or near the downtown.
LU 2.3	Adopt a shared parking ordinance to facilitate new development in the downtown.
LU 2.4	Encourage pedestrian paths and trail connections from commercial uses to adjoining residential developments and places of employment.
LU 2.5	Encourage more compact housing as a component of infill, redevelopment or land intensification projects.
LU 2.6	Integrate the Cannon River, where feasible, into downtown development.
LU 3	Encourage a compact development pattern, and support infill, redevelopment and land intensification.
LU 3.1	Create incentives to encourage infill, redevelopment, and land intensification.
LU 3.2	Work collaboratively to identify structures and sites for redevelopment, intensification or reuse.
LU 3.3	The Economic Development Authority (EDA), with the assistance of City staff, will prepare a marketing program for targeted structures and/or sites for infill, redevelopment, and land intensification.
LU 3.4	Establish priorities for capital improvements that are directed toward infill sites and mature neighborhoods.
LU 3.5	Facilitate redevelopment of uses that do not fit the development pattern of downtown (i.e. single story uses surrounded by parking), but which with better design could increase density and provide more commercial, office or housing opportunities.
LU 4	Facilitate the creation of residential areas with strong neighborhood qualities.
LU 4.1	Require major subdivisions to complete a master plan, which incorporates the principles of traditional neighborhood design and addresses the environment, transportation system, park and open space system, and provision of municipal utilities.
LU 4.2	Permit small-scale neighborhood commercial services as part of master plan developments.
LU 4.3	Create standards for developments with neighborhood qualities.
LU 4.4	Create regulations that require high-quality pedestrian streets with sidewalks, street trees, and adequate lighting, where appropriate.
LU 4.5	Create regulations that allow for or require a mix of housing types within new and existing neighborhoods that are also compatible with development patterns in these neighborhoods.
LU 4.6	Permit accessory structures as residential housing units (granny flats or mother-in-law apartments) within existing neighborhoods, especially near downtown.
LU 4.7	Encourage connections among neighborhoods via roads, sidewalks and multi-use paths.
LU 5	Guide new commercial/retail and office developments in a mixed use pattern.
LU 5.1	Encourage small-scale retail and service commercial uses to locate in the downtown area.
LU 5.2	Create regulations that allow for mixed-use commercial developments.
LU 5.3	Create regulations that require future commercial developments to provide public space.

LU 5.4	Create design standards that orient commercial buildings in a way that helps to define the streetscape.
LU 5.5	Regulate additional “big box” and other large-format retail establishments to minimize their fiscal, transportation and infrastructure impacts. “Big box” establishments should also be compatible with the form and context of the area in which it is located.
LU 6	Be a good steward of the natural environment.
LU 6.1	When appropriate, establish development patterns that respect the natural environment by mandating conservation subdivisions.
LU 6.2	Prepare educational material on alternative development choices for protecting natural areas — for the public and development community.
LU 6.3	Modify existing regulations and create new policies that mandate environmentally-sensitive and sustainable planning and building practices, as identified and defined in the City’s Natural Resources Inventory Final Report adopted in 2005.
LU 6.4	Identify and prioritize land for open space preservation.
LU 6.5	Create a program to acquire open space and environmentally significant lands.
LU 6.6	Require dedication of existing significant tree stands and critical riparian habitat as part of the subdivision process for major subdivisions as identified in the Natural Resources Inventory.
LU 6.7	Conduct coordination meetings with neighboring jurisdictions on protecting and linking open space, especially as pertains to Rice Creek with Dundas and Bridgewater Township.
LU 6.8	Improve buffers along the Cannon River to enhance the natural qualities of the river. For the areas in and around downtown, care should be taken to improve the natural qualities of the river, while still respecting the existing built environment.
LU 7	Support local agriculture.
LU 7.1	Support and create opportunities for cooperative agricultural production to provide local residents with quality local foods by creating areas for farmers’ markets and community foods festivals.
LU 7.2	Encourage and/or support the dedication of underutilized or vacant sites that are not developable for community gardens.
LU 7.3	As part of the subdivision approval process, require new developments on the fringe to educate future residents of that neighborhood about the impacts of nearby agricultural operations to avoid future conflicts among uses. Examples of impacts from agricultural operations that may affect residents include: noxious odors from livestock, noise from the use of heavy machinery and stormwater issues.
LU 7.4	Encourage the use of conservation easements as a means to preserve productive agricultural land, greenways and environmentally significant areas.
LU 7.5	Work with other units of government, including Rice and Dakota Counties, to preserve agricultural land uses.
LU 8	Provide locations that facilitate economic development opportunities.
LU 8.1	Identify sites for commercial and industrial development.
LU 8.2	Identify sites for new office development.
LU 8.3	Facilitate the development of new business parks.
LU 8.4	Ensure land served by public infrastructure is available to accommodate future economic growth.
LU 8.5	Create architectural and site controls for development on Hwy 19 and Hwy 3, in order to present a high quality image for the character of the city.
LU 9	Improve transportation choices and efficiency.
LU 9.1	Incorporate “park once” site design requirements in areas that call for mixed use development.
LU 9.2	Expand the multi-use path system to connect neighborhoods, districts and corridors.
LU 9.3	Require site design principles that encourage the use of public transit (i.e., on street sidewalks and trails, parking lots at side or rear of buildings, sidewalk connections from the street to the building entrances). Sources of public transit include bus or vanpools from colleges, nearby towns, a possible future commuter rail station, taxi service, or the Northfield Transit service.

Implementation

LU 9.4	Improve walking and biking travel patterns by improving connections to the Northfield trail system, improved street crossings and foot-bridges.
LU 10	Improve the development review process.
LU 10.1	Improve the clarity and efficiency of the development review process.
LU 10.2	Seek acknowledgement and support of the Plan and its implementation strategies from counties and townships.
LU 10.3	Support multi-jurisdictional review of policy decisions affecting land-use, especially with Dundas.
LU 10.4	Streamline the development review process for projects that incorporate high-quality environmental and neighborhood standards.
LU 11	Monitor the effectiveness of the development regulations.
LU 11.1	Update the development regulations to be consistent with the recommendations in the Plan.
LU 11.2	Create new development regulations that are based on form and are prescriptive in nature, stating what is desired by the city.
LU 11.3	Periodically interview members of the development community to identify short falls in the regulations.
Environmental Resources	Objective / Strategy
ER 1	Develop and approve a city-wide sustainability plan.
ER 1.1	Promote education about energy and resource conservation in the community.
ER 1.2	Incentives should be developed to promote energy efficiency in the design, construction and operation of residential, commercial and industrial buildings.
ER 1.3	Natural resource conservation will be incorporated into the design and construction of residential, commercial and industrial development.
ER 1.4	New development will enhance conservation of surface water resources, including management of storm water runoff.
ER 2	Protect and enhance environmentally significant areas.
ER 2.1	Maintain standards and regulations to control development on steep slopes (generally those over 12 percent) to control soil erosion and sedimentation and to minimize the removal of natural vegetation.
ER 2.2	Preserve sufficient natural open space and greenway corridors, as identified in the 2008 Park System Plan and the Natural Resources Inventory, in order to provide habitat for wildlife and provide scenic and recreational qualities for the community.
ER 2.3	Encourage planting of native vegetation and development of habitat (such as native species, trees and grasses with deep root structures) within buffer areas and along streams and waterways as identified in the Greater Northfield Greenway System Action Plan and the Natural Resources Inventory (NRI), and educate residents about the benefits of using native plant species in residential landscaping.
ER 2.4	The NRI should be consulted when development is proposed to verify the presence of any significant natural resources. Also, land use decisions in natural areas should consider the connectivity of a given natural area to other nearby areas. The loss of lower quality natural areas can affect the ecological function of other nearby natural areas, including higher-quality areas. For this reason, the criteria for protecting or restoring a natural area should not be limited to the quality rank or restoration potential, but should also consider the location of a natural area in the local landscape and the potential utilization of the area by local wildlife.

ER 3	Protect and enhance water quality.
ER 3.1	As the City looks at infiltration practices in stormwater management, care will be taken to locate these features away from shallow bedrock areas that could increase the risk of groundwater contamination.
ER 3.2	Protect and enhance the quality of groundwater to minimize the potential of contamination to the drinking water supply.
ER 3.3	Protect and enhance the quality of surface waters including the Cannon River and its creek tributaries. The Surface Water Management Plan identifies current strategies that should be updated periodically to remain current with regulations and acceptable practices. The City may consult with other educational and technical agencies and/or organizations to achieve this strategy.
ER 3.4	The City will cooperate with Bridgewater Township, the City of Dundas, the Minnesota DNR and any other regulatory agency to manage the regional creeks, especially Rice Creek, which is a trout stream.
ER 4	Conserve energy in public and private sector development efforts.
ER 4.1	Encourage the use of energy conservation technologies and techniques, and promote the exploration and innovation of new methods to conserve energy.
ER 4.2	Strive to build or renovate city-owned buildings to meet LEED standards.
ER 4.3	Building design standards will allow for and accommodate changing solar technologies.
ER 4.4	Evaluate the recommendations of the Energy Task Force and promote implementation of the strategies as appropriate.
ER 5	Promote the reduction of solid waste generated.
ER 5.1	Promote programs to reduce the amount of solid waste generated in the City and to increase the use of recyclable, reusable or biodegradable materials.
ER 5.2	The City will work with its contracted waste haulers to provide volume pricing that encourages the reduction of waste.
ER 5.3	The City will develop programs that promote and facilitate the reuse of building and construction materials in demolition, remodeling and new construction projects in Northfield in consultation with regional conservation groups such as the Green Institute's Re-Use Center in Minneapolis.
ER 6	Minimize the negative consequences of hazardous materials.
ER 6.1	The City will review its use of hazardous materials and substitute safer alternatives wherever possible.
ER 6.2	Educate Northfield businesses and residents on the storage, use and disposal of hazardous materials.
ER 6.3	Promote organic pest management policies and objectives, including establishing a baseline inventory and reduction in the use of synthetic chemicals on City-owned properties.
ER 7	Work toward the goal of maintaining or improving air quality in the community.
ER 7.1	City will evaluate its current ordinances and policies that affect air quality and adopt ordinances and policies, as applicable.
ER 7.2	Plan and implement a multi-faceted program of education and regulation regarding the use of indoor fireplaces and wood and pellet burning stoves, and outdoor wood fired boilers, to protect residents from pollutants and unhealthy emissions from airborne toxins and fine particulate matter.
ER 7.3	Explore the possibility of incentives to encourage the use of high efficiency carbon neutral stoves.
ER 7.4	Educate businesses and residents on alternatives that can provide better air quality, such as encouraging the planting of perennials and groundcover or reducing lawn size, which leads to less frequency of use of gasoline-powered lawn mowers.
ER 8	Minimize negative noise impacts within the community.
ER 8.1	City will review ordinances and policies related to noise to see if improvements can be made.

ER 9	Increase the density of the community's urban forest.
ER 9.1	The City will develop an urban forest management policy that addresses protection or replacement of significant trees on developed property and all land scheduled for development. This management policy will also establish standards for tree species and location within and near public right-of-way and easements.
ER 10	The City will remain responsive to issues of climate change and will act to reduce Northfield's contribution to climate change.
ER 10.1	Continue to act on its commitment to the Cities for Climate Protection campaign begun in 2005.
ER 10.2	Develop land use policies to manage and reduce urban heat island effects, including promoting shading of streets and parking lots with more trees.
ER 10.3	Promote the reduction of green house gas emissions at residential, industrial and commercial scales.
ER 10.4	Encourage conservation standards at residential, industrial and commercial scales.
Sewer & Water Resources	Objective / Strategy
SW 1	Provide potable water, sanitary waste collection and treatment, and surface water management to existing and future development areas in the city in an environmentally sensitive, financially equitable and fiscally responsible manner.
SW 1.1	Provide a Level of Service to existing and future areas as defined in the Public Water and Sanitary Sewer sections above.
SW 1.2	Maintain an infrastructure replacement program for the city, as detailed in the Capital Improvement Plan.
SW 1.3	For orderly expansion of public services, new developments will be located in areas contiguous to existing development within the city limits.
SW 1.4	Address legal limitations, fairness, property benefits, and responsible use of public funds when financing public utility extensions that reinforce the City's growth and redevelopment objectives. Priority will be given to infill and redevelopment of the existing urbanized area to maximize efficiency of the existing water and sewer infrastructure systems.
SW 1.5	Provide the full range of public services to subdivisions at the time of development, including storm sewer, sanitary sewer, public water, sidewalks, parks and streets.
SW 1.6	Continue to implement and update, where necessary, the City's Well Head Protection program.
SW 1.7	Carefully evaluate and limit development in areas that require private sewer and water systems.
SW 1.8	Undertake a sewer capacity study for the Wastewater Treatment Plant sometime between 2011 and 2015.
SW 1.9	Carefully evaluate development that requires high levels of water and sewer services.
SW 1.10	Periodically review agreements with sewer system partners for any needed updating.
SW 2	Manage water resources so that the beneficial uses of wetlands, ponds and streams remain available to the existing and future community (sustainability).
SW 2.1	Require Stormwater Management and Erosion Control Plans, as described in the 2007 Surface Water Management Plan, for projects that may have an impact on local surface water.
SW 2.2	Work with the counties, townships, watershed organizations, citizens and upstream landowners (outside the city's jurisdiction) to encourage upstream pollutant reduction similar to those being used within city limits.
SW 2.3	In new developments, redevelopments, and expansion projects encourage creative stormwater management solutions that make use of the most current stormwater management strategies including the use of Best Management Practices and Low Impact Development techniques.
SW 2.4	Give special attention to surface water management runoff controls in projects that might affect Rice Creek and the Rice Creek Watersheds.

SW 2.5	Evaluate and update current storm water fees and consider other funding mechanisms such as a trunk sewer fee, pond fee, and/or a sewer availability charge.
SW 3	Heighten community awareness of sustainability issues through education and training.
SW 3.1	Educate the public and business community on the use of potable water conservation practices (such as water saver faucets, yard watering bans and strategic landscaping).
SW 3.2	Develop and implement a public education and outreach program for all ages for stormwater in accordance to the requirements of Phase II of the National Pollution Discharge Elimination System (NPDES).
Transportation	Objective / Strategy
TR 1	Complete the revision of the Transportation Plan in 2008. Effectively manage the transportation needs of a vibrant, growing town and the surrounding area for residents, businesses and visitors.
TR 1.1	Develop and implement corridor design guidelines that enable safe and efficient travel for all modes of transportation within the context of the natural and developed environment.
TR 1.2	Ensure adequate access into the downtown area for vehicles, pedestrians, and bicycles to support public activities and events, private business uses and residences.
TR 1.3	Maintain and, where possible, improve access to business concentrations that enable successful business practices while managing safe traffic operations.
TR 1.4	Promote multi-modal transportation uses and principles throughout the city.
TR 1.5	Establish bicycling as a sustainable, safe and convenient, year-round mode of transportation in Northfield.
TR 1.6	Enhance and expand public transit services to ensure mobility for all residents and visitors.
TR 1.7	Require local street and trail connectivity between adjacent residential neighborhoods and other land uses for newly developing areas.
TR 1.8	Create opportunities to improve existing local street and trail connectivity between adjacent residential neighborhoods and other land uses.
TR 2	Facilitate the movement of people, goods, and services within and through the city on a safe, convenient, coordinated, and fiscally-responsible network of routes using a variety of transportation modes.
TR 2.1	Provide a transportation system for vehicles, bicycles, and pedestrians balancing safety and fiscal resources.
TR 2.2	Establish a balanced roadway network based on the principal of roadway functional classification.
TR 2.3	Provide adequate roadway and intersection capacity to accommodate anticipated growth of the community and resulting forecasted traffic volumes.
TR 2.4	Establish a pedestrian walkway system connecting residential, educational, commercial/retail, employment and recreational destinations throughout the city.
TR 2.5	Establish trails and on-street routes for the use of bicycles as a year-round mode of transportation.
TR 2.6	Determine and enhance designated public service routes to provide priorities to emergency, civil and transit services.
TR 3	Balance transportation needs with the Land Use Principles identified in Chapter 4 of the 2008 Comprehensive Plan.

Implementation

TR 3.1	Establish a transportation system vision to provide the necessary transportation network to support the density and type of existing and future land uses.
TR 3.2	Enhance the small-town character of the city through multi-modal transportation choice and context-sensitive corridor design.
TR 3.3	Balance the transportation system needs with the potential impacts and affects upon the natural features of the community.
TR 3.4	Enhance the community by providing convenient access to natural features and opportunities to support active and healthy lifestyles.
TR 3.5	Encourage interconnected development patterns to create more convenient travel options for residents, foster a sense of neighborhood and maintain acceptable traffic volume levels.
TR 4	Implement the transportation vision through strategic funding, and objective and definitive decision making, with the collaboration of surrounding jurisdictions.
TR 4.1	Establish concentrated and consistent support for local and regional political leadership to achieve components of the transportation system vision.
TR 4.2	Empower City staff to pursue state and federal transportation funding and evaluate non-traditional transportation funding mechanisms.
TR 4.3	Establish an area transportation advisory committee with the state, Rice and Dakota Counties, the City of Dundas and surrounding townships to coordinate and strategize regional transportation planning initiatives. (Hwy 19 between Northfield and I-35, Cannon River Crossing/CSAH I Preservation, NW Corridor).
TR 4.4	Plan for and preserve opportunities for necessary transportation system improvements.
TR 4.5	Achieve necessary transportation system improvements in a cost-effective, timely fashion.
TR 4.6	Establish momentum in the pursuit of the transportation system vision by periodic recognition of basic accomplishments and celebration of milestone achievements.
TR 4.7	Encourage business owners, residents and community groups to be active participants in seeking funding by contacting local, state and federal decision makers in support of transportation funding
Parks & Recreation	Objective / Strategy
PR 1	Implement a cohesive, effective and efficient comprehensive system plan.
PR 1.1	Routinely evaluate and update the 2008 Park System Plan and recreational needs of the community to ensure adequate parks, athletic facilities, open space and trails are provided.
PR 1.2	Use the 2008 Park System Plan for the purpose of guiding implementation.
PR 2	Provide residents with parks and natural areas for recreational uses, protection of the natural environment, and visual/physical buffering of land development as a means to maintain the sense of place, ambiance, appearance and history of the community.
PR 2.1	Enhance the quality of life within the city by providing adequate parkland and natural areas to fulfill the present and future needs of residents.
PR 2.2	Use the parks, natural areas and interconnecting trail corridors as a major factor in shaping development.
PR 2.3	Maintain and enhance the natural character of the community by providing parks and natural areas.
PR 2.4	Encourage sequential growth within the city in harmony with the natural environment.
PR 3	Provide residents with a high-quality interconnected trail system for recreation and transportation as a means to tie parks and open space together.
PR 3.1	Provide a trail system that emphasizes harmony with the natural environment.

PR 3.2	Allow for relatively uninterrupted pleasure hiking, biking, and other uses to and through the City's park and open space system and developed areas.
PR 3.3	Effectively tie the various parks together into an interconnected, high-quality system and effectively tie the City trail system with those of the adjacent townships and regional park and trail system.
PR 3.4	Protect trails from future development and from vehicular traffic.
PR 4	Provide for the preservation and conservation of ecological systems and natural resources within the city.
PR 4.1	Preserve significant natural resources as open space and a highly-valued aspect of the overall open space system.
PR 4.2	Maintain and enhance the character or appeal of the community through interconnected natural open spaces.
PR 4.3	Encourage orderly and sequential growth within the community and in harmony with the natural environment.
PR 4.4	Ensure sustainable and desirable natural resource areas and ecological systems are protected and managed within the city.
PR 5	Establish an effective, ongoing means of communicating and interacting with residents about issues related to parks and recreation facilities, programs, and future development. Provide residents with opportunities to participate in recreational activities and programs throughout the City and various civic and volunteer organizations.
PR 5.1	Promote active and ongoing interaction between the City and its constituents to ensure effective recreational programming and facility development.
PR 5.2	Promote ongoing communication between the Park and Recreation Advisory Board (PRAB) and residents.
PR 5.3	Promote ongoing volunteer programs and civic and athletic/youth organizations to encourage residents and community organizations to assist in park improvements, maintenance and providing recreation programs.
PR 6	Maximize the park and recreational opportunities available to residents through the development of fair and equitable working partnerships between the City and the local recreational program providers, local school district, adjacent cities and townships, counties, churches, and civic organizations.
PR 6.1	Fairly and equitably integrate the City's park and recreation facilities with those of the other partners.
PR 6.2	Fairly and equitably integrate the City's programs with those of the other partners.
PR 7	Secure the funding necessary to carry out the mission of the 2008 Park System Plan.
PR 7.1	Define the funding options available for implementation of the 2008 Park System Plan, and to maximize the use of each source.
PR 7.2	Prepare an implementation plan that defines the relative timing and extent of acquisition and development of system components.
PR 8	Working with local recreational program providers, the City will strive to provide residents with the opportunity to participate in recreation activities and programs through well-designed, effective, and interesting recreation programs.
PR 8.1	Support local recreational providers' efforts to meet local needs, including those of children, teens, adults, elderly and the disabled.
PR 8.2	Support and encourage a wide diversity of recreation interests within the community.
PR 8.3	Work with program providers to provide adequate facilities for programmed use on a fair and equitable basis to ensure that all individuals receive reasonable access to facilities.
Community Facilities	Objective / Strategy

Implementation

CF 1	Provide key facilities that reflect the community's values and needs, and support the functioning of those who serve the public.
CF 1.1	The City's Capital Improvement Plan should include funding for future building renovations and/or new construction.
CF 1.2	The City should prioritize which facilities will be renovated and/or replaced.
CF 1.3	City-owned facilities will add to the community's sense of place through high-quality architectural design and site orientation that follows the land use principles of Chapter 4.
CF 2	For those community facilities considering expansion or relocation, ensure that new facilities have a positive impact on surrounding neighborhoods.
CF 2.1	Expansion of such facilities should be closely monitored so that facilities do not negatively impact (with excessive parking, traffic, and noise) the character of a neighborhood. New facilities should reflect, whenever possible, the character of the existing neighborhood.
CF 2.2	Locate and retain community facilities within the downtown area where appropriate and possible.
CF 2.3	Construction or renovation of publicly-owned buildings should be environmentally responsible and energy efficient.
CF 2.4	Whenever possible, the City should encourage civic uses such as schools and houses of worship to locate as part of a residential neighborhood.
Economic Development	Objective / Strategy
ED 1	The City will support existing businesses.
ED 1.1	Seek opportunities to address barriers to retention and expansion of existing businesses.
ED 1.2	Assure availability of key informational resources to support decision-making of existing businesses.
ED 1.3	Offer leveraging financial tools to strengthen businesses and promote business expansions.
ED 1.4	Adopt a regulating policy that accommodates and provides incentives for infill and redevelopment opportunities.
ED 2	The City will make sufficient land resources available for the needs of existing and future businesses in line with the strategies outlined in the 2006 Economic Development Plan.
ED 2.1	Land resources within the community that are served or can be easily served by infrastructure and are suited for commercial and industrial intensification and redevelopment will be zoned appropriately to enable full and efficient utilization.
ED 2.2	Land resources that are adjacent to the city limits of Northfield and are relatively easy to serve with the extension of infrastructure should be pursued for future commercial and industrial development.
ED 2.3	The City will support strategies of annexation that are designed to provide additional land resources for commercial and industrial development, and that are in compliance with the overall objectives of the Comprehensive Plan.
ED 2.4	The areas that have been identified west of the Northfield Hospital, west of the existing industrial area and south of Hwy 19, and north of the city limits in Waterford Township along the Thye Parkway corridor should be viewed as priority areas for additional evaluation and possible annexation into the city. When these areas are considered for annexation, the City will review the requests with a Master Plan for the area.
ED 3	Expanding and revitalizing the Cannon River corridor will be a pivotal part of the strategy to maintain the historic character that is Northfield.
ED 3.1	Sites that are suitable for land infill and redevelopment/intensification along the Cannon River south of 5th Street should be identified, and strategies to encourage new investment in these areas should be pursued.
ED 3.2	Any infill and redevelopment/intensification along the Cannon River corridor should be oriented to maximize the advantage that the river corridor creates for such opportunities.

ED 3.3	Development design along the Cannon River should incorporate the following concepts: <ul style="list-style-type: none"> * A distinctive pattern of architectural and urban design elements that includes many of the design concepts that have been developed from the Downtown Streetscape Framework Plan. * Link existing pedestrian improvements, including walks and trails, with similar improvements that are required as infill and redevelopment/intensification occurs along the corridor. * A development pattern that emphasizes pedestrian scale, minimizes building setbacks, ensures the public's health and safety by protecting the floodplain, and discourages large parking areas in front of buildings.
ED 3.4	Encourage further redevelopment/intensification in downtown as a means to maintain and add to the vitality of this area. Downtown redevelopment/intensification should focus on retail uses, professional services, arts activities including opportunities for live-work development, businesses that support other businesses, and downtown housing.
ED 3.5	Establish regulations for locating neighborhood serving commercial nodes. These regulations will address the viability of the commercial node, the relation of the commercial node to the surrounding neighborhood, and strategies to prevent commercial nodes from competing with other commercial areas.
ED 4	Support the economic vitality of the community through business retention and recruitment and enhancement of tourism opportunities.
ED 4.1	Target the retention and recruitment of those industries having the highest potential for success in Northfield, as outlined in the Economic Development Plan, such as logistics, specialty manufacturing, environmental technologies, healthcare and medical, professional and technical services and information technology.
ED 4.2	Seek opportunities for the Northfield Hospital to be a stimulus for economic development.
ED 4.3	Promote economic development opportunities that arise from the development of intellectual capital at Carleton and St. Olaf Colleges.
ED 4.4	Seek ways to better integrate the economically-challenged into the economic life of Northfield, such as providing for affordable housing and targeting small business incentive programs to this segment of the economy.
ED 4.5	Generate the type of economic growth that preserves the small-town character and is consistent with the overall objectives of the Comprehensive Plan.
ED 4.6	Support programming efforts to further tourism in Northfield, e.g., Historic and Festival Programs, Arts and Cultural Programs and Tours.
Housing	Objective / Strategy
HS 1	Housing will strengthen the unique physical character of the community.
HS 1.1	For new developments, establish standards for creating a rich diversity of architectural housing styles appropriate for Northfield in order to avoid monotony.
HS 1.2	Revise zoning and subdivision ordinances to ensure opportunities for development of alternative housing types and styles, including mixed-use neighborhoods, accessory or mother-in-law apartments, modular homes, manufactured home parks and other innovative approaches to housing.
HS 1.3	Establish development regulations that provide for a greater degree of connection between neighborhoods through efficient street design and use of pedestrian trails and sidewalks.
HS 1.4	Establish standards for creative mixed-use development that integrates housing with public places, retail and service commercial.
HS 1.5	As determined necessary, conduct a city-wide housing analysis to identify current housing types, densities, values, vacancy rates and locations for use as a guide to future housing development and as a measure of affordable housing.
HS 1.6	Establish standards for compact residential development and intensified land uses.

Implementation

HS 1.7	The preference for new residential development should be for infill, then redevelopment, and then greenfields within the city limits, and then within in the Priority Growth Area.
HS 1.8	The needed balance between housing and commercial/industry and the current supply of housing will be important factors in consideration of annexation requests for additional housing.
HS 2	Preserve the character and style of existing neighborhoods that have created Northfield's sense of place.
HS 2.1	Establish standards for replacement of homes in existing neighborhoods to ensure new homes are compatible with the design and scale of the neighborhood.
HS 2.2	Encourage the preservation of existing neighborhoods by rehabilitating deteriorating houses where practical, adaptive reuse of existing buildings and construction of new homes on infill lots and redevelopment sites.
HS 2.3	Establish regulations for the demolition or moving of buildings in neighborhoods.
HS 2.4	Consider establishing a review board to determine if infill housing is compatible with the design and scale of the existing neighborhood.
HS 2.5	Encourage the preservation of historically-significant structures, business and commercial areas and neighborhoods. Historical significance includes architectural features as well as significant historical and cultural events.
HS 2.6	Consider creating historic neighborhood conservation overlay district(s).
HS 3	The City should assist in providing affordable housing.
HS 3.1	Encourage private developers to provide a variety of housing options by providing financial assistance, and assistance in planning, building and renovation, and by reducing right-of-way and street widths, waiving various City fees, reducing minimum lot sizes and increasing densities, consistent with the Comprehensive Plan.
HS 3.2	Encourage joint public and private participation through local, state and federal programs to help cover the financial gap between affordable housing and the actual cost of developing housing.
HS 3.3	Encourage developments with a mix of housing price ranges and incomes. Options should be considered for both owner-occupied and renter-occupied units.
HS 3.4	Continue to utilize community organizations and area agencies that promote affordable housing, such as the Rice County HRA, and land trust organizations, non-profit organizations familiar with affordable housing, and Habitat for Humanity, to plan and develop affordable housing.
HS 3.5	Provide housing that is accessible to community resources such as jobs, commercial districts, and bike and pedestrian paths.
HS 3.6	Research available funding for programs that rehab existing rental or single-family homeowner properties.
HS 3.7	Provide public education of various federal, state, county and local financial assistance programs for first time homebuyers.
HS 3.8	Work with local lending institutions, real estate professionals and government agencies to provide homebuyer and seller education seminars, and to provide a publication identifying local resources for homebuyer assistance.
HS 3.9	Strive to identify and subsequently eliminate or reduce the impact of various factors that increase housing prices.
HS 3.10	Encourage the availability and upgrading of manufactured home parks for affordable housing.
HS 3.11	Encourage local employers to identify and meet the housing needs of their workforce by providing opportunities for local government and employers to cooperate in the provision of housing. Cooperation could occur through low-interest loans, employee-buyer programs and other housing-related benefits.
HS 4	The City will encourage homes to be well-maintained, environmentally friendly and energy efficient.
HS 4.1	Establish standards for and encourage the use of "green" building techniques to provide housing that is energy-efficient and environmentally friendly.
HS 4.2	Investigate "green" practices that would reduce the costs of housing.

HS 4.3	Review the City's non-conforming structures ordinance for mechanisms to allow homeowners to intensify, rehabilitate and maintain nonconforming structures.
HS 4.4	Enforce rental ordinances that provide for minimums in housing maintenance.
HS 4.5	Enforce blight standards for all city residences.
HS 4.6	Revise City zoning and other applicable ordinances to ensure implementation of these Objectives and Strategies.

ITEM: Discuss 2010 Planning Commission Meeting Date

SUMMARY AND ACTION REQUESTED:

The Planning Commission is being asked to discuss the possibility of a new regular Commission meeting date starting in 2010. At the December 7, 2009, City Council meeting, the Council expressed a clear interest in moving their regular meeting date to the first and third Tuesdays of the month (with an additional Work Session on the second Tuesday of the month). The Council is considering moving their meeting date to avoid meeting on Mondays, when there have been many holidays requiring a rescheduling of their meetings, and to accommodate development review in conjunction with the Planning Commission. A final decision as to whether Tuesdays will be their meeting night is expected at the Council meeting on December 21, 2009. If the Council moves their meeting date, the Planning Commission would move their meeting date.

RELATED INFORMATION:

If the City Council decides to meet on Tuesday nights, the Planning Commission could meet on Monday, Wednesday, or Thursday nights. Since the Commission's main task is providing recommendations to the City Council, in deciding which day to meet, the most compelling reason to choose one night over another is to make development review and other decisions made by the Council more efficient. This is accomplished by coordinating meeting schedules with the City Council so that development review and approval happens in the most efficient manner. City Council agendas are determined one week before the City Council meeting, and packets are sent out six days before the City Council meeting. With some proposed meeting dates below, there is not sufficient time to meet these timelines and place a Planning Commission agenda item on the City Council's agenda.

Monday night meeting date:

Attachment #1 is a sample meeting schedule if the meeting was held on the first and third Mondays. Attachment #2 is a sample meeting schedule if the meeting was held on the second and fourth Mondays. Issues to consider with a Monday meeting date are:

- If the Commission meets on the first and third Monday, there would be an average 15 day gap before the proposed project can be on the Council's agenda. If the Commission meets on the second and fourth Monday, there is even a longer gap of approximately 22 days.
- There are five public holidays in 2010 that fall on a Monday in which the City Hall is closed (Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, and Labor Day). If the Commission meets the first and third

Monday, then four meetings would have to be rescheduled, which further adds to the process review timeline. None would have to be rescheduled for the second and fourth Monday.

Wednesday night meeting date:

- If the Commission meets on the first and third Wednesday, there would be an average 13 day gap before the proposed project can be on the Council's agenda (Attachment #3). If the Commission meets on the second and fourth Wednesday, there is even a longer gap of approximately 20 days (Attachment #4).
- There are no public holidays in 2010 that fall on a Wednesday in which City Hall is closed.

Thursday night meeting date:

- If the Commission meets on the first and third Thursday, there would be an average 12 day gap before the proposed project can be on the Council's agenda (Attachment #5). If the Commission meets on the second and fourth Thursday, there is even a longer gap of approximately 19 days (Attachment #6).
- There are three public holidays in 2010 that fall on a Thursday in which the City Hall is closed (Veteran's Day, Thanksgiving, and Christmas Eve). If the Commission meets the first and third Thursday, no meetings would have to be rescheduled. If the Commission meets on the second and fourth Thursday, three meetings would have to be rescheduled, which further adds to the application review timeline.

RECOMMENDATION:

If the City Council moves their regular meeting to Tuesday nights, Staff recommends that the Planning Commission begin meeting in January on the first and third Thursday in the Council Chamber. This is due to the fact that these meeting nights afford the most efficient review process between the Commission and the Council. Also, no meetings would have to be scheduled due to holidays if the Commission met on the first and third Thursday.

SUBMITTED BY: Dan Olson, City Planner

ATTACHMENTS:

1. Sample first and third Monday night meeting schedule
2. Sample second and fourth Monday night meeting schedule
3. Sample first and third Wednesday night meeting schedule
4. Sample second and fourth Wednesday night meeting schedule
5. Sample first and third Thursday night meeting schedule
6. Sample second and fourth Thursday night meeting schedule

JANUARY 2010 (PC ON FIRST AND THIRD MONDAY)

ATTACHMENT 1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			30 CC PACKETS DELIVERED	31	1 NEW YEAR'S DAY	2
3	4 PC MEETING	5 CC MEETING	6	7	8	9
10	11	12	13 CC PACKETS DELIVERED	14	15	16
17	18 MARTIN LUTHER KING JR. DAY (PC RESCHEDULED)	19 CC MEETING (REVIEW 1/4/10 PC AGENDA ITEM)	20	21	22	23
24	25	26	27 CC PACKETS DELIVERED	28	29	30
31						

FEBRUARY 2010 (PC ON FIRST AND THIRD MONDAY)

ATTACHMENT 1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 PC MEETING	2 CC MEETING	3	4	5	6
7	8	9	10 CC PACKETS DELIVERED	11	12	13
14	15 PRESIDENT'S DAY (PC MEETING RESCHEDULED)	16 CC MEETING (REVIEW 2/1/10 PC AGENDA ITEMS)	17	18	19	20
21	22	23	24 CC PACKETS DELIVERED	25	26	27
28						

MARCH 2010 (PC ON FIRST AND THIRD MONDAY)**ATTACHMENT 1**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 PC MEETING	2 CC MEETING	3	4	5	6
7	8	9	10 CC PACKETS DELIVERED	11	12	13
14	15 PC MEETING	16 CC MEETING (REVIEW 3/1/10 PC AGENDA ITEM)	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 CC PACKETS DELIVERED			

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JANUARY 2010 (PC ON SECOND AND FOURTH MONDAY) ATTACHMENT 2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			30 CC PACKETS DELIVERED	31	1 NEW YEAR'S DAY	2
3	4	5 CC MEETING	6	7	8	9
10	11 PC MEETING	12	13 CC PACKETS DELIVERED	14	15	16
17	18 MARTIN LUTHER KING JR. DAY	19 CC MEETING	20	21	22	23
24	25 PC MEETING	26	27 CC PACKETS DELIVERED	28	29	30
31						

FEBRUARY 2010 (PC ON SECOND AND FOURTH MONDAY)

ATTACHMENT 2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 CC MEETING (REVIEW 1/11/10 PC AGENDA ITEM)	3	4	5	6
7	8 PC MEETING	9	10 CC PACKETS DELIVERED	11	12	13
14	15 PRESIDENT'S DAY	16 CC MEETING (REVIEW 1/25/10 PC AGENDA ITEMS)	17	18	19	20
21	22 PC MEETING	23	24 CC PACKETS DELIVERED	25	26	27
28						

MARCH 2010 (PC ON SECOND AND FOURTH MONDAY)**ATTACHMENT 2**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 CC MEETING (REVIEW 2/8/10 PC AGENDA ITEMS)	3	4	5	6
7	8 PC MEETING	9	10 CC PACKETS DELIVERED	11	12	13
14	15	16 CC MEETING (REVIEW 2/22/10 PC AGENDA ITEM)	17	18	19	20
21	22 PC MEETING	23	24	25	26	27
28	29	30	31 CC PACKETS DELIVERED			

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JANUARY 2010 (PC ON FIRST AND THIRD WEDNESDAY) ATTACHMENT 3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			30 CC PACKETS DELIVERED	31	1 NEW YEAR'S DAY	2
3		5 CC MEETING	6 PC MEETING	7	8	9
10	11	12	13 CC PACKETS DELIVERED	14	15	16
17	18 MARTIN LUTHER KING JR. DAY	19 CC MEETING (REVIEW 1/6/10 PC AGENDA ITEM)	20 PC MEETING	21	22	23
24	25	26	27 CC PACKETS DELIVERED	28	29	30
31						

FEBRUARY 2010 (PC ON FIRST AND THIRD WEDNESDAY) ATTACHMENT 3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 CC MEETING (REVIEW 1/20/10 PC AGENGA)	3 PC MEETING	4	5	6
7	8	9	10 CC PACKETS DELIVERED	11	12	13
14	15 PRESIDENT'S DAY	16 CC MEETING (REVIEW 2/3/10 PC AGENDA ITEMS)	17 PC MEETING	18	19	20
21	22	23	24 CC PACKETS DELIVERED	25	26	27
28						

MARCH 2010 (PC ON FIRST AND THIRD WEDNESDAY)

ATTACHMENT 3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 CC MEETING (REVIEW 2/17/10 PC AGENDA ITEM)	3 PC MEETING	4	5	6
7	8	9	10 CC PACKETS DELIVERED	11	12	13
14	15	16 CC MEETING (REVIEW 3/3/10 PC AGENDA ITEM)	17 PC MEETING	18	19	20
21	22	23	24	25	26	27
28	29	30	31 CC PACKETS DELIVERED			

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JANUARY 2010 (PC ON SECOND AND FOURTH WEDNESDAY) ATTACHMENT 4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			30 CC PACKETS DELIVERED	31	1 NEW YEAR'S DAY	2
3	4	5 CC MEETING	6	7	8	9
10	11	12	13 PC MEETING CC PACKETS DELIVERED	14	15	16
17	18 MARTIN LUTHER KING JR. DAY	19 CC MEETING	20	21	22	23
24	25	26	27 PC MEETING CC PACKETS DELIVERED	28	29	30
31						

FEBRUARY 2010 (PC ON SECOND AND FOURTH WEDNESDAY) ATTACHMENT 4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 CC MEETING (REVIEW 1/13/10 PC AGENDA ITEM)	3	4	5	6
7	8	9	10 PC MEETING CC PACKETS DELIVERED	11	12	13
14	15 PRESIDENT'S DAY	16 CC MEETING (REVIEW 1/27/10 PC AGENDA ITEMS)	17	18	19	20
21	22	23	24 PC MEETING CC PACKETS DELIVERED	25	26	27
28						

MARCH 2010 (PC ON SECOND AND FOURTH WEDNESDAY) ATTACHMENT 4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 CC MEETING (REVIEW 2/10/10 PC AGENDA ITEMS)	3	4	5	6
7	8	9	10 PC MEETING CC PACKETS DELIVERED	11	12	13
14	15	16 CC MEETING (REVIEW 2/24/10 PC AGENDA ITEM)	17	18	19	20
21	22	23	24 PC MEETING	25	26	27
28	29	30	31 CC PACKETS DELIVERED			

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JANUARY 2010 (PC ON FIRST AND THIRD THURSDAY) ATTACHMENT 5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			30 CC PACKETS DELIVERED	31	1 NEW YEAR'S DAY	2
3	4	5 CC MEETING	6	7 PC MEETING	8	9
10	11	12	13 CC PACKETS DELIVERED	14	15	16
17	18 MARTIN LUTHER KING JR. DAY	19 CC MEETING (REVIEW 1/7/10 PC AGENDA ITEMS)	20	21 PC MEETING	22	23
24	25	26	27 CC PACKETS DELIVERED	28	29	30
31						

FEBRUARY 2010 (PC ON FIRST AND THIRD THURSDAY) ATTACHMENT 5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 CC MEETING (REVIEW 1/21/10 PC AGENDA ITEM)	3	4 PC MEETING	5	6
7	8	9	10 CC PACKETS DELIVERED	11	12	13
14	15 PRESIDENT'S DAY	16 CC MEETING (REVIEW 2/4/10 PC AGENDA ITEMS)	17	18 PC MEETING	19	20
21	22	23	24 CC PACKETS DELIVERED	25	26	27
28						

MARCH 2010 (PC ON FIRST AND THIRD THURSDAY) ATTACHMENT 5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 CC MEETING (REVIEW 2/18/10 PC AGENDA ITEMS)	3	4 PC MEETING	5	6
7	8	9	10 CC PACKETS DELIVERED	11	12	13
14	15	16 CC MEETING (REVIEW 3/4/10 PC AGENDA ITEM)	17	18 PC MEETING	19	20
21	22	23	24	25	26	27
28	29	30	31 CC PACKETS DELIVERED			

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JANUARY 2010 (PC ON SECOND AND FOURTH THURSDAY) ATTACHMENT 6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			30 CC PACKETS DELIVERED	31	1 NEW YEAR'S DAY	2
3	4	5 CC MEETING	6	7	8	9
10	11	12	13 CC PACKETS DELIVERED	14 PC MEETING	15	16
17	18 MARTIN LUTHER KING JR. DAY	19 CC MEETING	20	21	22	23
24	25	26	27 CC PACKETS DELIVERED	28 PC MEETING	29	30
31						

FEBRUARY 2010 (PC ON SECOND AND FOURTH THURSDAY) ATTACHMENT 6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 CC MEETING (REVIEW 1/14/10 PC AGENDA ITEM)	3	4	5	6
7	8	9	10 CC PACKETS DELIVERED	11 PC MEETING	12	13
14	15 PRESIDENT'S DAY	16 CC MEETING (REVIEW 1/28/10 PC AGENDA ITEMS)	17	18	19	20
21	22	23	24 CC PACKETS DELIVERED	25 PC MEETING	26	27
28						

MARCH 2010 (PC ON SECOND AND FOURTH THURSDAY) ATTACHMENT 6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 CC MEETING (REVIEW 2/11/10 PC AGENDA ITEMS)	3	4	5	6
7	8	9	10 CC PACKETS DELIVERED	11 PC MEETING	12	13
14	15	16 CC MEETING (REVIEW 2/25/10 PC AGENDA ITEM)	17	18	19	20
21	22	23	24	25 PC MEETING	26	27
28	29	30	31 CC PACKETS DELIVERED			