

| Powers and Duties ¹ | Objective ² | Strategy ³ | Partnerships ⁴ | 2022-2023 Priority Levels ⁵ | Action Year ⁶ | | | |
|--|--|---|--|---|--|--|---|---|
| | | | | | 2022 | 2023 | Notes: | |
| Review and make decisions on Certificates of Appropriateness | Ensure that proper preservation, rehabilitation, and restorations standards and guidelines are followed consistently (CI 3.2; CI 3.4; HS 2.2; HS 2.5) | Issue Certificates of Appropriateness for Historically Designated properties | •Historic District business owners | 1 | Ongoing | | Ongoing work as we receive applications. Anticipated applications: Imminent Brewing, Archer House | |
| Act as a resource and in an advisory capacity | Reinforce preservation, restoration, and rehabilitation standards on Historically Designated properties (CI 3.3 and MN Main Street Design Principle; CI 3.4; HS 2.5) | Provide guidance on proposals for Historically Designated properties (signage, remodel, repair, construction, moving, and/or demolition) | •Historic District business owners •Locally designated property owners | 1 | Ongoing | | Ongoing work as we receive questions | |
| | | Identify local preservation specialists and request that they apply for placement on Minnesota Historical Society's Preservation Specialists Directory | •Historic District business owners •Local Preservation Specialists •MNHS | 3 | | | Add link to website for specialists to apply for placement & for property owners to find local preservation specialists | |
| | Advise on the planning and implementation of activities within the downtown Historic District and historic residential areas (CI 3.2; CI 3.3; CI 3.4) | Propose or review/comment on proposed city policy creation, revision, and/or implementation affecting the downtown Historic District -Signage Ordinance, in progress -Bridge Sq., Riverfront enhancement -Mural policy | •City Council •City Commissions •Historic District business owners | 1 | Signage Ordinance; Mural Policy; Bridge Square | Bridge Square; Riverfront | Sign Ordinance anticipated to be completed in 2022, recommendations on Bridge Square Phase 1 in 2022, Riverfront Enhancement ongoing, Mural policy finalize in 2022 | |
| | | Propose or review/comment on proposed city policy creation, revision, and/or implementation affecting historic residential areas -Watch PC for updates to LDC -updates to Comp Plan | •City Council •City Commissions | 2 | Ongoing | | Comp Plan updates initiated in 2022, expected to take 2-3 years | |
| | | Review proposed citywide programs to identify elements that may be synergistic with the HPC -Historic District Façade Improvement -Climate Action -Age-Friendly Northfield -Racial Equity Action Plan -Riverfront Enhancement Plan & Grant program | •City Council •City Commissions •City program leaders | 2 | Ongoing | | | |
| | | Finalize the sign checklist: Share and promote with stakeholders, add to website | •NDDC •Chamber of Commerce •NHS •Historic District business owners | 1 | X | | Revising final draft, planning to bring to April HPC meeting | |
| | | As part of Riverfront enhancement, look into incorporating wayfinding/storyboards along Riverwalk (Include Native American history, minority history) | •NHS •MNHS •Economic Development Authority •Human Rights Commission •Rice County Historical Society | 2 | | | | |
| | | Provide information and guidance to property owners interested in locally or nationally designating their homes (flowchart, detailed list of steps and resources, HPC Resource document) | •NHS •MNHS •Northfield Residents •Rice County Historical Society | 3 | | | AT initiated. Add HPC resource document to website/reorder links on website | |
| | | Educate on preservation grant programs (CI 3.2; CI 3.3; HS 2.5) | Create a matrix outlining CLG, ACHF (Legacy), and MN Mainstreet grant categories and deadlines and distribute to relevant partners. Add information on grants for preservation of minority history | •MN SPHO •MNHS •Rethos •NDDC •Historic District business owners | 2 | X | | Need to finalize this and update with 2022/2023 dates -Add to Website -Share with relevant stakeholders once per year |
| | | Educate on historic preservation techniques (CI 3.4; HS 2.5) | Determine feasibility of holding Rethos (PAM) preservation workshop in Northfield (topic, timing, resource requirements, etc.) & host workshop | •Rethos •Northfield residents •Historic District business owners | 3 | | | Possible topic ideas: choosing historic colors, beautifying rear facades |
| Share information on preservation workshops/webinars/trainings being offered | •Rethos •Historic District business owners •Northfield residents •NHS •Main Street America •MN SPHO | | 2 | Ongoing | | Add to website, distribute to relevant stakeholders | | |
| Educate on civic and architectural heritage (CI 3.3 and Main Street Design and Promotion principles) | Discuss opportunities at Northfield Historical Society for a rotating exhibit featuring historic buildings | •NHS | 2 | | | Include: Central Block. Archer House | | |
| | Work with Northfield Historical Society to implement a plaque program for historic residences and businesses | •NHS | 3 | | | | | |
| | Attend national, state, or local conferences and workshops on heritage preservation | •MN SPHO •MNHS •Rethos •NHS | 1 | Ongoing | | Share conferences as they become available. (PastForward, PreserveMN, HAPC Forum, Main Street America, Rethos) | | |

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| Recommend the acceptance of gifts and contributions & assistant staff in preparation of applications for grant funds | Assist city staff in application for heritage preservation funds (CI 3 and Main Street Promotion principle) | Prepare grant application for Historic signage for the District & properties | •MNHS | 2 | | | |
| | Recommend to the city the acceptance of gifts and contributions (CI 3; HS 2) | Recommend to the city the acceptance of gifts and contributions | | 2 | | | |
| Establish and monitor an archive policy | Identify and monitor Northfield's current archive policy & Ensure that relevant documents are being archived (HS 2.5) | Prepare a flow chart describing the archival of heritage preservation documents within the City. Review existing records retention policy & update policy if needed. | •NHS •City Staff | 3 | | | Older documents have been given to NHS. |
| Hold Public hearings for designating preservation sites | Recommend preservation site(s) for local and/or national designation (CI 3.4; HS 2.5) | Process site designation applications as we receive them | •MN SPHO •NHS •Residents | 1 | Ongoing | | One application received for 2022 |
| Recommend preservation site designation | Recommend preservation site(s) for National designation (HS 2.5) | Recommend revision Historic District boundaries as needed -Assist property owners interested in national designation | •MN SPHO •National Park Service | 3 | | | |
| | Recommend preservation site(s) for local designation (CI 3.4; HS 2.5) | Assist property owners interested in local designation - provide information -creating a flowchart on what the process looks like | •City Council •City Planning Commission •Northfield residents •MN SPHO | 2 | | | |

¹ From LDC Section 34 - 7.5.4 Heritage Preservation Commission (HPC) Powers and Duties and Bylaws of the Northfield Heritage Preservation Commission Article III - Section 2.

² HPC Objectives should align with Northfield's Comprehensive and Strategic Plans, SHPO's Goals and Strategies, and MN Main Street Approach. Item(s) in parentheses identifies specific tie-in with 2008 Northfield Comprehensive Plan.

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

⁴ Identifies the partner(s) with whom the HPC may collaborate to accomplish the Objective

Common Partner Acronyms: MN SPHO (Minnesota State Historic Preservation Office), NHS (Northfield Historical Society), MNHS (Minnesota Historical Society), NDDC (Northfield Downtown Development Corporation), Rethos (MN Main Streets program)

⁵ Priority 1 Objectives are those ongoing and continual activities that take precedence over lesser priorities

Priority 2 Objectives are what the HPC realistically anticipates to complete or work on in 2022

Priority 3 Objectives are less important and may be worked on as time/resources allow or carried into the next year

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