

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)	•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)		

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).