

2025-2026 HPC Workplan

Powers and Duties

Review and make decisions on Certificates of Appropriateness

- Issue COAs for Historically Designated Properties

Act as a resource and in an advisory capacity

- Provide guidance on proposals for Historically Designated properties.
- Identify local preservation specialists and request that they apply for placement on MN Historical Society's Preservation Specialists Directory
- Propose or Review/comment on proposed city policy creation, revision, and/or implementation affecting the Downtown Historic District or historic residential areas.
 - o Ames Mill Dam
 - o 5th and Washington
 - o LDC Amendments –
 - Balconies, riverfront enhancement, Solar Panels, Mural (public art) Policy
- Review proposed citywide programs to identify elements that may be synergistic with the HPC
 - o Historic district façade improvement, Climate Action, Age-friendly Northfield, Racial Equity Action Plan, Riverfront Enhancement Plan & Grant
 - o As part of Riverfront Enhancement, look into incorporating wayfinding/storyboards along Riverwalk

Provide continuing education

- 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.
- Share information on preservation workshops/webinars/trainings being offered.
- Discuss opportunities at Northfield Historical Society for a rotating exhibit.
- Presentations/updates from Rice County Historical Society, Northfield Historical Society, and Dakota County Historical Society
 - o Identify topics to be presented on
- Work with Friends of Downtown to develop walking tours for events including First Thursdays. Explore podcasts or NPB adaptation of historical tours.

- Attend national, state, or local conferences and workshops on heritage preservation.

Recommend the acceptance of gifts and contributions & assist staff in preparation of applications for grant funds

- Prepare grant application for Historic signage for the District and Properties
- Recommend to the city the acceptance of gifts and contributions

Establish and monitor an archive policy

- Prepare a flow chart describing the archival of heritage preservation documents within the city. Review existing records retention policy & update policy if needed.

Hold public hearings for designating preservation sites

- Process site designation applications as we receive them.

Recommend preservation site designation

- 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)
- Recommend revision of Historic District boundaries as needed
- Assist property owners interested in National Register nominations
 - o Central Park
- Assist property owners interested in local designation - provide information
 - o Create flowchart & resources list, and tips/tricks/best practice guidance.