

Powers and Duties ¹	Objective ²	Strategy ³	Partnerships ⁴	2019 2020-2021 2022-2023 Priority Level ⁵	Action Year ⁶					Notes:
					2019	2020	2021	2022	2023	
Review	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	X	X			list some project that we know are coming, Archer House, Imminent, other?
		Develop a Dichotomous Key or Yes/No checklist for evaluating Historic District sign proposals		1	Initiated 9/19 (JM) Draft completed by AT	X				Completed, staff to provide final draft of the checklist
		Finalize the sign checklist: Share and promote with stakeholders, add to website	•NDDC •Chamber of Commerce •NHS •Historic District business owners	2						moved to section below on "Act as a resource"
		Add an architect to the HPC	Northfield residents	1	Completed—Mike Meehan elected to the HPC in 2020	X				Completed.
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	X	X			
		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 •MN Historical Society	1	Ongoing	X	X			Add to the city website a link to this offering
		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)	•Northfield Historical Society •MN Historical Society •Northfield Residents •Rice County Historical Society							AT initiated. Add HPC resource document to website/reorder links on website
	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 -Banner Policy •2019 Downtown Banner	•City Council •City Commissions •Historic District business owners	1	Ongoing	X	X			Ongoing work to the Sign Ordinance The Downtown Banner policy was adopted 10/2/2018 - more info available on Northfield website Changes to Bridge Square (add to the list)
		Propose or review/comment on proposed city policy creation, revision, and/or implementation affecting historic residential areas -Keep an eye on PC items that may change, update to the Comp. Plan -Chair's letter on proposed ADU ordinance	•City Council •City Commissions	1	Ongoing	X	X			
		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	1	Ongoing	X	X			
		As part of Riverfront enhancement, look into incorporating wayfinding/storyboards along Riverwalk (include Native American history, minority history)	•Northfield Historical Society •Economic Development Authority •Human Rights Commission •Rice County Historical Society							
	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 -Look into grant opportunities for preserving minority history	•MN SPHO •MN Historical Society •Rethos •NF Downtown Development Corp •Historic District business owners •City staff •City Commissions •MN Society of Architectural Historians	1	Initiated 9/19 (JG)					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) -Don't duplicate efforts, utilize and share the	**Determine feasibility of holding Rethos (PAM) preservation workshop in Northfield (topic, timing, resource requirements, etc.)	•Rethos: Places Reimagined	1	Initiated 9/19 (BE)					combine these two into one cell; possible topic ideas: choosing historic colors, beautifying the rear facades of buildings (Riverfront)
		**Host or co-host public preservation workshop	•Rethos: Places Reimagined •HPCs in neighboring cities •Historic District business owners •Northfield residents			X	X			

Provide continuing education	work and webinars, trainings that are already in the works	Share Information on preservation workshops already being offered	<ul style="list-style-type: none"> •Rethos: Places Reimagined •Historic District business owners •Northfield residents •Main Street America •MN SPHO 							Add to website
	Educate on civic and architectural heritage (CI 3.3 and Main Street Design and Promotion principles)	**Make "Northfield Historical" app available to public •Look into retrieving the info from the Northfield Historical app and if possible, add to website	<ul style="list-style-type: none"> •Carleton College •Northfield Historical Society •St Olaf College 			X				App is no longer viable
		**Discuss opportunities at Northfield Historical Society for a rotating exhibit featuring historic buildings	•Northfield Historical Society			X			Include: Central Block, Archer House	
		**Work with Northfield Historical Society to implement a plaque program for historic residences and businesses	•Northfield Historical Society			X				
		Attend national, state, or local conferences and workshops on heritage preservation	<ul style="list-style-type: none"> •MN State Heritage Preservation Office •MN Historical Society •MN Main Street •Northfield Historical Society 	1	Ongoing	X	X			Share conferences/workshops as they become available. (PastForward, PreserveMN, HAPC Forum, Main Street America, Rethos)
Recommend the acceptance of gifts and contributions	Assist city staff in application for heritage preservation funds (CI 3 and Main Street Promotion principle)	Prepare Legacy Grant application for "Historic District" sign on Hwy-3 Prepare grant application for Historic signage for the District & properties	•MN Historical Society	1	Initiated 9/19 (AT)					Hwy 3 has too many signs. Look into grant applications for other signage for the Historic District/properties
		Apply for CLG grant to prepare national designation form to revise the boundaries of the downtown Historic District	MN State Heritage Preservation Office	1	Completed 7/19					Completed
		**Apply for CLG and/or Legacy grant(s) to resurvey Northfield residential area(s) in support of neighborhood preservation effort	<ul style="list-style-type: none"> •MN State Heritage Preservation Office •MN Historical Society 	1						Completed
	Recommend to the city the acceptance of gifts and contributions (CI 3; HS 2)									
Establish and monitor an archive policy	Identify and monitor Northfield's current archive policy (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.	<ul style="list-style-type: none"> •Northfield Historical Society •City Staff 	1	Initiated 9/19 (AT)					Older documents have been given to the NHS
	Ensure that relevant documents are being archived (HS 2.5)	Archive the Central Block restoration project	Northfield Historical Society	2						Completed.
Hold public hearings		Process site designation applications as we receive them	<ul style="list-style-type: none"> •MN State Heritage Preservation Office •Northfield Historical Society •Residents 							We have received one application for local designation in 2022
Recommend preservation site designation	Recommend preservation site(s) for National designation (HS 2.5)	Prepare national designation form to revise boundaries of the Historic District to include locally designated properties at 515, 517, and 519 Division Street South, and 107 3rd Street South <ul style="list-style-type: none"> •Recommend revision Historic District boundaries as needed •Assist property owners interested in national designation 	<ul style="list-style-type: none"> •MN State Heritage Preservation Office •National Park Service 	1	Completed (6/19)					
	Recommend preservation site(s) for local designation (CI 3.4; HS 2.5)	Identify properties currently eligible for local designation, e.g., already on National Historic Registry. Prepare designation form based on property owner interest -creating a flowchart on what the process looks like -assist local property owners in locally designating their home	<ul style="list-style-type: none"> •City Council •City Planning Commission •Northfield residents 	1	Initiated 9/19 (BE)					Completed.
	Prepare Research and explore options for historical neighborhood designation (HS 2)	Prepare a list of questions for SHPO regarding neighborhood preservation	Published heritage preservation literature	1						HPC have researched this and concluded it is not something to pursue at this time
		Schedule SHPO representative to attend HPC meeting	MN State Heritage Preservation Office	1						
		Prepare a list of questions for other HPCs regarding neighborhood preservation	Published heritage preservation literature	2						
		Schedule member(s) from other HPC(s) to attend local HPC meeting	HPCs currently regulating Conservation and/or Historic Districts			X				

		<p>Prepare a matrix comparing residential designation options (e.g., individual registry, Conservation District, Historic District, etc.) to assist in HPC in making a recommendation or a proposal to Council and staff review/recommendation decision making</p>	<ul style="list-style-type: none"> •MN State Heritage Preservation Office •HPCs currently regulating Conservation and/or Historic Districts •Published heritage preservation literature— 	1	Initiated 9/19 (BE/JG)						
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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.

~~**Asterisked items have been carried forward from City Staff's 2017 HPC Work Plan.~~

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

Common 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 the HPC realistically expects to work on during the current year.

~~Priority 2 Objectives are important but less critical than P1s.~~

~~P2s may be worked on as time/resources become available in current year or carried over to next year.~~

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).