

### HPC Work Plan Template

Powers and Duties <sup>1</sup>	Objective <sup>2</sup>	Benefit <sup>3</sup>	Partnerships <sup>4</sup>	Priority <sup>5</sup>	Status <sup>6</sup>
Review				1	Ongoing
Act as a resource and in an advisory capacity					
Provide continuing education					
Recommend the acceptance of gifts and contributions					
Establish and monitor an archive policy					
Hold public hearings					
Recommend preservation site designation					

<sup>1</sup> 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 .

<sup>2</sup> HPC Objectives should align with Northfield's Comprehensive and Strategic Plans as well as SHPO's Goals and Strategies.

<sup>3</sup> Identifies the specific outcome and/or improvement the Objective will provide.

<sup>4</sup> Identifies the stakeholder(s) whom the HPC will collaborate with to accomplish the Objective, e.g., SHPO, the Planning Commission, NDDC, Neighborhood groups, etc.

<sup>5</sup> Priority 1 Objectives identify those the HPC realistically expects to work on during the current year. Priority 2 Objectives reflect those that are important, but less critical than P1s. P2s will be worked on as time and resources become available.

<sup>6</sup> Status to be identified as Ongoing (continuous throughout year) -OR- Initiated (w/ date) and Completed (w/date).