



Legislation Details (With Text)

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**Attachments:** 1. Heritage Preservation Site Designation ordinance, 2. Heritage Preservation Commission LDC duties, 3. 2016 Annual Report FINAL, 4. HPC goals and work plan 2.14.2014, 5. MSG-ROBERTS\_RULES\_CHEAT\_SHEET, 6. Roberts-Rules-of-Order-Cheat-Sheet

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**DATE:** February 16, 2017

**TO:** Members of the Northfield Heritage Preservation Commission

**FROM:** Scott Tempel, City Planner

HPC work plan and goal setting

**SUMMARY AND ACTION REQUESTED:**

The HPC is requested to hold a discussion on the goals and work plan for the Commission in 2017.

**BACKGROUND:**

With so many new members on the HPC, staff felt it important to take some time to ensure all Commissioners understand the purpose of the HPC, their role as a commissioner, and what we hope to accomplish this year. Attached to this staff report are excerpts from the Land Development Code (LDC) specifying the roles and duties of the HPC, and the process for local designation of Heritage Preservation Sites.

Generally, the HPC is to act as a resource and in an advisory capacity to historic property owners. We are here to help owners preserve, restore and rehabilitate significant heritage preservation sites. Specifically, the LDC grants the HPC review authority over any designated Heritage Preservation Site prior to work being done. No zoning certificate or building permit for construction, exterior alteration or rehabilitation, moving, or demolition of a building or structure on a heritage preservation site shall be issued until the project has been submitted to, and received approval of a certificate of appropriateness from the Heritage Preservation Commission.

Local designation of a historic building or district does not prohibit owners from making changes to their property. However, any exterior changes made must meet local preservation guidelines, which are based on the Secretary of the Interior's Standards, and must be approved by the HPC. This

review process ensures that proposed alterations are compatible with the historic nature of the property.

It has been the intent of the HPC that the properties recommended for inclusion in the district by the recent survey project be designated both locally and nationally. The State Historic Preservation Office has approved the survey work done last year. The designation process can be initiated at next month's meeting. We have been advised to ensure we are following rules and protocol when making changes to the district. Attached are reference sheets on Robert's Rules of Order. We shall endeavor to tighten up our process.

**RECOMMENDATION:**

1. Commissioners state goals
2. Prioritize goals
3. Update goal spreadsheet
4. Direction to proceed with projects