

HERITAGE PRESERVATION COMMISSION ACTION PLAN

Powers and Duties ¹	Objective ²	Strategy ³	Partnerships ⁴	2019 Priority Level ⁵	Action Year ⁶		
					2019	2020	Beyond
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
		Develop a <i>Dichotomous Key</i> or <i>Yes/No checklist</i> for evaluating Historic District sign proposals		1	Initiated 9/19 (JM)		
		Add an architect to the HPC	Northfield residents	1	Ongoing		
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)	<ul style="list-style-type: none"> •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	<ul style="list-style-type: none"> •Historic District business owners •Local Preservation Specialists •MN Historical Society 	1	Ongoing	X	X
	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 <ul style="list-style-type: none"> •Signage Ordinance •Banner Policy •2019 Downtown Banner 	<ul style="list-style-type: none"> •City Council •City Commissions •Historic District business owners 	1	Ongoing	X	X
		Propose or review/comment on proposed city policy creation, revision, and/or implementation affecting historic residential areas <ul style="list-style-type: none"> •Chair's letter on proposed ADU ordinance 	<ul style="list-style-type: none"> •City Council •City Commissions 	1	Ongoing	X	X
		Review proposed citywide programs to identify elements that may be synergistic with the HPC <ul style="list-style-type: none"> •Historic District Façade Improvement •Climate Action •Age-Friendly Northfield 	<ul style="list-style-type: none"> •City Council •City Commissions •City program leaders 	1	Ongoing	X	X
Provide continuing education	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	<ul style="list-style-type: none"> •MN State Heritage Preservation Office •MN Historical Society •MN Main Street •NF Downtown Development Corp •Historic District business owners •City staff •City Commissions 	1	Initiated 9/19 (JG)		
	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.)	•Rethos: Places Reimagined	1	Initiated 9/19 (BE)		
		**Host or co-host public preservation workshop	<ul style="list-style-type: none"> •Rethos: Places Reimagined •HPCs in neighboring cities •Historic District business owners •Northfield residents 			X	X

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	Educate on civic and architectural heritage (CI 3.3 and Main Street Design and Promotion principles)	**Make "Northfield Historical" app available to public	•Carleton College •Northfield Historical Society			X		
		**Discuss opportunities at Northfield Historical Society for a rotating exhibit featuring historic buildings	•Northfield Historical Society			X		
		**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	•MN State Heritage Preservation Office MN Historical Society •MN Main Street •Northfield Historical Society	1	Ongoing	X	X	
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	•MN Historical Society	1	Initiated 9/19 (AT)			
		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			
		**Apply for CLG and/or Legacy grant(s) to resurvey Northfield residential area(s) in support of neighborhood preservation effort	•MN State Heritage Preservation Office •MN Historical Society	1				
	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	•Northfield Historical Society •City Staff	1	Initiated 9/19 (AT)			
	Ensure that relevant documents are being archived (HS 2.5)	Archive the Central Block restoration project	Northfield Historical Society	2				
Hold public hearings								
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	•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	•City Council •City Planning Commission •Northfield residents	1	Initiated 9/19 (BE)			
	Prepare for historical neighborhood designation (HS 2)	Prepare a list of questions for SHPO regarding neighborhood preservation	Published heritage preservation literature		1			
		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	

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		Prepare a matrix comparing residential designation options (e.g., individual registry, Conservation District, Historic District, etc.) to assist in HPC decision making	<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

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.

⁶ Status for current year Objectives; to be identified as Ongoing (continuous) -OR- Initiated (w/ date) and Completed (w/date).