

Steps in Designating a Heritage Preservation Landmark or District

☐	Step 1.	Prepare a Designation Report.	<i>Prepared by the HPC or person seeking designation.</i>
☐	Step 2.	HPC reviews Designation Report.	<i>If recommended, go to Step 3.</i>
☐	Step 3.	Planning Commission reviews Designation Report.	<i>If recommended, go to Step 4.</i>
☐	Step 4.	Minnesota State Historic Preservation Officer reviews Designation Report.	<i>If recommended, go to Step 5.</i>
☐	Step 5.	HPC publishes a public hearing notice in The Journal at least 10 days prior to the date of the scheduled hearing. HPC mails a notice of the public hearing to the owner(s) of the subject property/ properties.	
☐	Step 6.	HPC holds public hearing to seek the recommendation of all concerned citizens.	
☐	Step 7.	HPC transmits to the City Council a complete report to include: 1. Initial Designation Report 2. Comments made by the Planning Commission 3. Comments by the State Historic Preservation Office 4. Proposed heritage preservation guidelines	
☐	Step 8.	City Council receives HPC recommendation. City Council may hold a public hearing. If a public hearing is held, a notice shall be published in The Journal at least 10 days prior to the date of the scheduled hearing. Notice of the public hearing is mailed to the owner(s) of the subject property/properties.	
☐	Step 9.	If approved, the City Council by ordinance will designate a heritage preservation landmark or district.	
☐	Step 10.	Zoning Administrator shall maintain an official list of all locally designated heritage preservation landmarks and districts and shall forward the same to the Minnesota State Historic Preservation Officer.	
☐	Step 11.	Zoning Administrator shall record or file with the Brown County Recorder the legal description of all properties designated as heritage preservation landmarks or districts by the City.	
☐	Optional	HPC may nominate a heritage preservation landmark or district to the National Register of Historic Places, but only with the consent of the City Council.	