

2021 *Draft* HP Team Workload				
Type	Work	Details	Staff	Insight
Regulatory Review	Design Review, Historic Use Variances, City Department recommendations.	Saint Paul Legislative Code Chapter 73 & 74 states that any new construction, demolition or exterior changes to historic district or site requires design review prior to receiving a building permit. Design Review is the process to ensure that any alterations to a building do not adversely affect that building's historic character or integrity. City projects within the districts the HPC has the ability to make a recommendation per §73.06.(b). This affects approximately 2200 properties in Saint Paul.	George Gause-lead	With COVID-19 there has been a 48% drop in application submissions to the HPC and HP staff (599 applications in 2020. Prior to 2020, our 5 year average was 380 applications annually).
	Certified Local Government Reviews	The City of Saint Paul participates in the Certified Local Government (CLG) program. The CLG Program is a partnership between the local, state, and federal government to preserve the historic character of a community. Part of the CLG program includes local comments on properties nominated to the National Register of Historic Places. In Saint Paul, these comments are made by the Saint Paul Heritage Preservation Commission (HPC).	George Gause-lead	These reviews have slowed considerably because of COVID-19 and delays in review at the SHPO. CLG obligations typically result in 4-5 reviews annually.
	Federal Environmental Review	Any undertaking identified in the National Historic Preservation Act (36 CFR 800) as a project, activity, or program that is funded in whole or in part with federal financial assistance requires that affects to designated or potentially eligible structures are identified and assessed. This review is commonly referred to as the section 106 review process. This review is handled by the funding federal agency with assistance of the Minnesota State Historic Preservation Office (SHPO). Occasionally (depending on the proposal) comments are made by the Saint Paul Heritage Preservation Commission (HPC) and forwarded to the Minnesota State Historic Preservation Office (SHPO).	George Gause-lead	GOLD line BRT and RUSH line BRT are ongoing from 2020 and will continue well into 2021. Section 106 typically results in 2-3 reviews annually.
	Environmental Reviews: Wireless and Telecom	The National Historic Preservation Act (NHPA) is one of the federal environmental statutes implemented in the FCC's NEPA rules. Under the NHPA, FCC licensees and applicants are required to consider the effects from its construction of antenna facilities or structures on or near sites that are listed or eligible for listing in the National Register of Historic Places. FCC rules implementing National Environmental Policy Act (NEPA) are found at Title 47 of the Code of Federal Regulations, Part 1, Subpart I, rule sections 1.1301 to 1.1319.	Allison Suhan-Eggers	Staff picked up wireless and telecom in mid 2020 to help out planning staff. HP staff is more familiar with NHPA regulations and policies. These reviews should stay with the HP section. Anticipated annual reviews approximately 50-60 (5 per month).
	Environmental Assessment Worksheet Review	For any property that is listed on the Minnesota State Register of Historic Places, Minnesota Statutes 155D.04 and Minnesota Rule 4410.4300 Subp. 31 states that demolition must be reviewed. The proposed work is reviewed to determine if it meets the threshold of destruction (demolition). Threshold of destruction is defined as removal of more than 60% of the overall envelope of the structure. This affects approximately 1800 properties in Saint Paul.	George Gause-lead	There are two steps to EAW's, an initial review which we average 7 per month annually and full EAW reviews which we average 1 per year.
	Ongoing Work	Historic Designation	Historic designation is used to recognize and protect identified historically, culturally or architecturally significant resources. Designation can be of a contiguous neighborhood, similar scattered sites or an individual site. Designation applications are typically initiated by property owners, residents and/or local business owners. Local designation does enact regulations for exterior work to a property.	George Gause-lead
Planning team support		HP staff provide technical advice to the planning team with research and advice on historic properties and preservation.	George Gause-lead	Current projects include Tangle Town design review, Downtown Development Strategy, 1-4 unit building study and Cultural Destination Areas. Project amounts vary.
Legislative Hearings for Category III Remove & Repair Orders		HP staff review and comment on potential historic resources properties that are classified as vacant buildings and are scheduled for legislative hearings. If demolition of a potential historic resource is proposed to City Council, the HPC will be given the opportunity to comment.	Christine Boulware	Approximately 57 potential historic resources are listed on the Vacant Building List. Staff will work on possible amendments to the process that recognize and protect historic resources. (see preservation planning)
Heritage Preservation Week		Heritage Preservation Week engages the community in various forms of preservation education with a variety of events that span preservation of the built and natural environment, exploration of our historic neighborhoods, and celebration of our diverse communities that define Saint Paul's history. The schedule is designed with all ages in mind and with the flexibility to add and change individual events from year to year in order to make this an annual event that stays fresh and exciting.	Allison Suhan-Eggers	Planning occurs year round. Event has been on hold due to COVID-19. We are planning for a fall 2021 event.
Survey Prep		Prepare for annual survey	George Gause-lead	Staff would prepare for annual survey by gathering basic documents, alerting departments and agencies, and preparing BPP's and other City requirements.
Annual HPC Commission in the Community Meeting.		HP staff and Commissioners annually go into the community to give the historic district residents a chance to voice opinions about preservation in Saint Paul.	George Gause-lead	Event has been on hold due to COVID-19.
Preservation Planning		Individual Designation process and guide	A guide to the steps and process of historic designation of an individual site. Staff worked on a historic district guide as part of the 2020 workplan.	Allison Suhan-Eggers
	Explore Economic Hardship and Regulatory Flexibility policy	Establish a definition and standard for application of guideline and regulation flexibility. Establish standards for stating economic value, Cost Benefit Analysis, and owner hardship. EH instead of CC special? Demolition or rehab or both?	George Gause	We need a good options for difficult situations.
	Research and policy recommendation for vacant buildings & repair orders	Exploration of policy, ordinance changes and/or strategy to avoid category 3 demolition requests. Possibly find solutions on how to move a property off of category 3 status or allow for an expanded period for historic resources.	Christine Boulware	Too many historic structures are threatened by City demolition. This is counter to our CLG contract with the SHPO and could affect our ability to use CDBG funds for any project. Remove barriers.
	Equity Training for Commissioners	Seek professional equity training for the Commission. Have permission to show "Race The Power of History" video.	George Gause	Commissioners have expressed need for training. This may be one event or a series of events.
	Explore (?) HPC equity & inclusion goals with specific policy objectives????	Measuring benefits and burdens and the distributions of them. Look at important specifics. Impacts of HP.	Allison Suhan-Eggers	This would be expanding on Comp-Plan equity statements and application to HP regulations.
	Explore establishment of a cultural district	Survey first? What informs this? How do we define? Different than CDA. Could have issues. Need community input.	Christine Boulware	Maybe not 'official' through CC, but just recognition? This is a HPC item that they have asked us to work on. In our roundtable and listening session there was support for this. Assists with planning and possible grant awards (Egan?).
	PEI "Historic Review" sheet	Work with ED, DSJ, Housing team and SHPO to redefine CDBG review within Section 106 regulations	George Gause	SHPO has an issue with these 'sheets'. SHPO has been treating them as our request for their determinations. HP staff should be involved with these projects and making determinations. Estimated annual workload.
	System of Inventory for Saint Paul	Documenting how we inventory historic resources.	George Gause Bob Spaulding	Part of our CLG contract obligation. This also part of Bob's GIS data analysis project. Recommendations on possible collector sets.
	Virtual Guides and Tours	Online video explaining process and promotion of Saint Paul Heritage Sites.	Allison Suhan-Eggers	Short videos that can range from filling out an application, what to expect at a commission meeting or heritage resources of an area. This is a continuation from the '15py' interactive pages completed earlier this year.