



CITY OF SAINT PAUL
Melvin Carter, Mayor

25 West Fourth Street
Saint Paul, MN 55102

Telephone: 651-266-9078

Heritage Preservation Commission Policy #21-001
Public Notice Policy and Procedure
Effective: xxxxxxxxx

Information about Heritage Preservation Commission (HPC) activities must be publicized in order for people to make well-informed decisions. Public notices provide transparency and accessibility to citizens who want to know more about Commission actions and allows the public to be an active participant in a democratic society.

Public written notice will be provided with the following conditions:

1. Only projects that are reviewed by the Heritage Preservation Commission will be noticed.
2. 350 feet from the property line where the project takes place for any new primary structure construction, primary structure demolition or appeals of HPC decisions.
3. 100 feet from the property boundary where the project takes place all other projects.
4. It will go to property owners, identified neighborhood organizations, District Councils and the Ward Council Office in the notice area.
5. Any project on the agenda with an address (public hearings, pre-applications, CLG reviews, Section 106 reviews, Legislative Hearing reviews, etc.) will cause notice.
6. It will be sent 16 days prior to the HPC meeting.
7. HPC meeting agenda will be sent via City of Saint Paul Early Notification System (ENS) two weeks prior to the meeting.
8. HPC meeting agenda will be published in the Pioneer Press legal notice section ten (10) days prior to the meeting.

The written notice letter will include:

1. Description of the project.
2. Website URL to the HPC agenda and submitted plans.
3. HPC meeting call-in number and ID or location of meeting.
4. Instructions on written testimony.
 - a. Name and address must be included on testimony.
 - b. Can be an email or a letter.
 - c. Due by Friday prior to the HPC meeting 5:00 PM.
 - d. Staff will forward letters to HPC in advance of the meeting.

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