



CITY OF SAINT PAUL
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Heritage Preservation Commission Policy #17-003

HISTORIC PROPERTIES ENVIRONMENTAL ASSESMENT WORKSHEET (EAW) INITIAL REVIEW PROCESS

Effective: April 12, 2018

I. Purpose

This policy summarizes the Heritage Preservation Commission (HPC) process for initial reviews of Environmental Assessment Worksheets (EAW). By adopting policies and procedures, equitable to all, the Heritage Preservation Commission aspires to conduct efficient and effective meetings. The Heritage Preservation Commission has the authority to set policies and procedures as per Legislative Code Sec. 73.03.

The Heritage Preservation Commission endeavors to treat all with dignity and respect, regardless of their race, religion, gender, ethnicity, age, or ability.

II. Statement of Policy

The HPC acting under the authority of the RGU shall review any proposal which includes potential destruction or partial destruction within State Historic Districts/Sites or National Historic Districts/Sites that are not locally designated, and determine if they meet the threshold for review and determine if they are a contributing structure.

This will fulfill the City of Saint Paul's responsibilities under Minnesota Administrative Rules 4410.4300 Subpart 31.

III. Definitions:

Destruction-Partial Destruction

*The whole destruction of any structure or the removal of components that would have an adverse impact on the ability of the property to exist as it had historically by elimination of features that characterize the architectural style or design of the building, structure or site.
(It is assumed that destruction and demolition are synonyms.)*

Principal Elevation

Straight-on view of the building or structure from the public street. Shows features such as entry doors, windows, the front porch and any items that protrude from the home, such as side porches, wing additions, bays or chimneys.

IV. Initial Review Process

Staff will perform an initial review of applications to determine (1) Threshold and (2) Determination of Property Status. Properties that meet both criteria of the threshold and are contributing historic structures will be referred on to the Environmental Assessment Worksheet (EAW) Process and given further instructions. Projects that meet one or none of the criteria will be released for permitting.

a. Determination of Threshold:

Proposal Types that Meet Threshold

Whole Destruction of any structure built within the period of significance (1854-1930)

Including, but not limited to houses, structures, buildings, garages, carriage houses, sheds, summer kitchens, barns, etc.

Removal of principal elevation component that alters the envelope of the structure built within the period of significance (1854-1930)

Including, but not limited to porch, portico, turret, balcony, dormers, bay, principal entry, oriel window, palladian window, bow window, wheel window, lanterns, cupolas, etc.

Removal of principal elevation component of a particular architectural style from a structure built within the period of significance (1854-1930)

Including, but not limited to columns, detailed trim work, entablature features, bargeboard, gauged or corbeled brick work, chimney pots, pilasters, finials, ridge caps, trim work, timbering, etc.

Structures built within the period of significance (1854-1930)

Proposal Types that do not meet Threshold

The re-establishment of historic features from the period of significance that are supported through physical or documented evidence.

Structures built after the period of significance (after 1930)

Removal of:

- Secondary elevation porches or bays (*only if they do not affect the principal elevation and are not visible from the public street*)
- Later Additions which are unsuitable or not genuine to the original architecture
- Siding
- Window(s)
- Roofing
- Decks
- Signage
- Mechanical
- Skylights or solar

b. Determination of Status:

HP Staff will determine if property is contributing or non-contributing. Any issues relating to property status will be forwarded on to State Historic Preservation Office (SHPO).

HPC staff will determine contributing status* of a property based on the following:

- a. Structures built during the period of significance (1854-1930).
- b. Structures which retain architectural integrity.
- c. Structures specifically listed in the State or National nominations.
- d. The professional discretion of HPC staff as to the determination classification.

Structures found to meet these categories will be deemed contributing

HPC staff will determine non-contributing status* of a property based on the following:

- a. Structures built after 1930.
- b. Structures which have lost integrity.
- c. Structures which lack distinct features of an architectural style.
- d. Emergency situations and/or orders.
- e. The professional discretion of HPC staff as to the determination classification. Structures which appear to be non-contributing will be released for permit issuance

*Based on SHPO criteria