



**CITY OF SAINT PAUL**  
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Date: December 16, 2019  
To: Heritage Preservation Commission  
From: George Gause  
Re: Paperless HPC Plan

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## **BACKGROUND**

The City of Saint Paul, in partnership with the Great Plains Institute, has developed a Climate Action & Resilience Draft Plan. The draft plan focuses on achieving carbon neutrality in city operations by 2030, and citywide by 2050. Strategies to lessen the impacts of climate change has policy and regulatory actions the City can take, to dramatically reduce greenhouse gas emissions, adapt to the changing climate, and improve quality of life in the city. The City has taken, and will continue to take steps for sustainability. In this way, Saint Paul leads by example, encouraging our business, industrial, institutional, educational, and residential communities to implement aggressive strategies of their own.

The City entered the ***Minnesota Green Step Cities Program*** in June 2014. Since the initial date, Saint Paul became a step 5 city in May 2019. City departments are looking for ways to continue to innovate for better sustainability.

## **THE PLAN**

The Department of Planning and Economic Development (PED) has been working to reduce paper output in the department. Strategy #2 of the Green Step program promotes this effort:

### ***Minnesota Green Step Cities Program***

*2. Address concerns over consumer products and packaging through encouragement/implementation of one or more of:*

*e. Mandate bans on needless consumption, institute waste prevention and alternatives, including product stewardship / producer responsibility.*

Going paperless helps reduce our carbon footprint, increases meeting preparation time and saves money.

PED has a goal of having the various Boards and Commissions staffed by the department paperless by 2021. The Heritage Preservation Commission (HPC) will take the lead in the paperless effort. Beginning at the first January (1/13) meeting in 2020, staff will begin to institute the paperless plan.

## TIMELINE

### 1. Posting of Commissioner Packets online.

Components of our commissioner packets have been accessible online. With this effort the supporting documents for the HPC meeting agenda will be posted online at <https://www.stpaul.gov/departments/planning-economic-development/heritage-preservation/heritage-preservation-commission>

This will begin with the January 13, 2020 HPC meeting.

### 2. Elimination of Packet Mailings.

Mailing of packets is time consuming, costly and delays information getting to Commissioners. Eliminating mailings can save the department on average \$3,550.00 (\$2,500 postage & \$1,050 staff preparation time). It will also increase the time that Commissioners have to review submittal documentation. This will also end lost or late packets. Staff will send a reminder to Commissioners when packets are online and ready for review. Full packets will be available for Commissioners at meetings. This will begin with the January 13, 2020 HPC meeting.

### 3. Reduction of Packet Materials at Meetings.

Paper packets at meetings will be reduced to a boilerplate staff report and significant plans. Five reduced packets will be made available to Commissioners for reference. Staff report and full documentation will be online only. Reduction of 12+ reams of paper (6,400 sheets)

This will begin with the April 6, 2020 HPC meeting.

### 4. Introduction of Tablets to View Packet Materials.

In the second quarter on 2020, the City of Saint Paul will provide tablets for use at HPC meetings to access the online submittal documentation, preloaded files such as district guidelines, and reviewing street view photos on Google or Bing. The Office of Technology & Communication (OTC) will assist with technical support.

Commissioners can use their own devices if they choose.

This is anticipated to occur by the June 29, 2020 HPC meeting.

### 5. Elimination of Paper Packets.

Paper packets will be eliminated. Commissioners can access submittal packets with City provided tablets at HPC meetings or their own device. This will cut 5+ reams of paper used for application packets.

This is anticipated to occur by the June 29, 2020 HPC meeting.

The HPC will be a leader for this effort within the PED boards/commissions and the other 40 boards/commissions administered by the City of Saint Paul. This will be a six month plus learning process. There will be some hurdles to overcome. We will work through issues as they arise. Overall savings \$3,550.00 with the reduction of 17 reams of paper (11,500 sheets)