

**CITY OF SAINT PAUL
HERITAGE PRESERVATION COMMISSION STAFF MEMORANDUM**

FILE NAME: Resolution Designating HP Staff as Commission Designee

DATE OF MEETING: January 11, 2018

STAFF MEMORANDUM: George Gause

A. DESCRIPTION:

August 2017, the Heritage Preservation Commission adopted policy #17-001: Applications that require HPC review. This document outlines various application types and what level of review is required per project type within a heritage district or at a heritage site. HP staff is responsible for review of submitted applications and issuing administrative approvals for certain applications as per policy #17-001.

Legislative Code Chapter 73 (existing version and draft future update) mentions the Commissions 'designee' in regards to conducting administrative reviews and other forms of representing the Heritage Preservation Commission (HPC).

Section B of this memo is a resolution appointing the three current, full time staff as the Commissions designee.

B. RESOLUTION:

**CITY OF SAINT PAUL
HERITAGE PRESERVATION COMMISSION RESOLUTION**

DATE: January 11, 2018

WHEREAS, the Saint Paul Heritage Preservation Commission (HPC) is authorized by Chapter 73 of the Saint Paul Legislative Code to review permit applications for exterior alterations, new construction or demolition on or within designated Heritage Preservation Sites or Heritage Preservation Districts; and

WHEREAS, on August 24, 2017, the Saint Paul Heritage Preservation Commission (HPC) adopted policy #17-001 defining applications that require HPC review and applications that are eligible for administrative staff review; and

WHEREAS, the Heritage Preservation Staff, which is part of the Planning and Economic Development (PED) Department of the City of Saint Paul, are tasked with reviewing submitted applications to the HPC; now

FINALLY, BE IT RESOLVED, the Heritage Preservation Commission (HPC) appoints Heritage Preservation Staff, George Gause, Christine Boulware and Allison Suhan as designees with the ability to act for the HPC for administrative reviews as per Heritage Preservation Commission policy #17-001 and in circumstances where it is clearly defined by ordinance that an HPC designee may act.