

What to Expect at a Heritage Preservation Meeting?

THE HERITAGE PRESERVATION COMMISSION:

The Commission is comprised of thirteen citizen volunteers with expertise and interest in historic preservation. The Commission includes three licensed architects and one member that is recommended by the Ramsey County Historical Society. Commission members, appointed by the mayor, serve three-year terms, and are volunteers.

The Heritage Preservation Commission endeavors to treat all applicants with dignity and respect, regardless of their race, religion, gender, ethnicity, age, or disability. The Heritage Preservation Commission will achieve this by having policies and procedures, equitable to all, describing the expectations of meetings, presentations and actions.

MEETING AGENDA:

Typically, the Commission considers items in the order listed on the agenda. However, the chair may shift the order of items during the meeting if an issue arises. Meeting agendas, including public hearing and design review submittals and staff reports, are posted on the web at www.stpaul.gov/HPC under the HPC meeting tab. Meeting agendas are publicly posted two-weeks prior to a meeting and sent out via the City of Saint Paul's Early Notification System (ENS). Documentation is publicly posted approximately one week prior to the meeting.

ENS: The City of Saint Paul has a system to keep residents and interested parties informed about the activities of City government. The Early Notification System (ENS) allows you to sign up to receive e-mails and a link when an agenda for a public meeting is posted. You can sign up to receive a notice about City Council agendas, City Council Committee meetings, or meetings of the Boards and Commissions that oversee City Departments. For more information www.stpaul.gov

HPC meetings begin at 3:30pm.

PUBLIC HEARINGS:

Applications reviewed by the HPC are done so in a public hearing. The Commission chair will announce each application as per the agenda. The order for a public hearing is:

Staff Presentation: City staff will make a short, boilerplate presentation. The presentation will summarize the project and provide staff's analysis regarding the extent to which the project meets city ordinances, and the Commission's adopted policies, guidelines and standards.

Applicant Presentation: After the staff presentation, the chair will allow the applicant (or person chosen by the applicant to represent the proposal) up to 15 minutes to present the project. The Commission could ask questions following the presentation. The Commission Chair could ask the applicant to clarify a question during the rest of the meeting, otherwise this is the applicants only opportunity to address the Commission.

Public Testimony for Public Hearings: After the applicant presentation and questions, the Commission Chair will query the audience for any public testimony. Anyone attending the meeting can have up to 5 minutes to speak. The Commission also accepts written comments that are submitted to HP staff prior to noon the day of the meeting.

Deliberations & Final Vote: The Commission chair will close the public comment period. Commissioners will deliberate on the item and take formal action. Only the Commission may speak during this time. Commission action can include approval as submitted, approval with conditions, denial or in some specific cases a continuance to a future meeting for a specific reason (if agreed on by the applicant).

OTHER ITEMS: The Commission considers business and discussion items in each agenda. These items are not open for public comment at the meeting; however, the public may contact HP staff with any concerns, questions or comments prior to or after the meeting.

After the meeting, HP staff will communicate with the applicant within 1-3 days with a copy of the HPC resolution and any applicable approvals, stamped plans or next steps.