

Heritage Preservation Commission Policy #17-001

Applications that require Heritage Preservation Commission review

Effective: August 24, 2017

I. Purpose

This summarizes the policy of the Heritage Preservation Commission (HPC) of what level of review is required per project type within a heritage district or at a heritage site. Certain projects will always require Commission review due to size or complexity and the potential effect on a heritage district. Proposals that do not meet the guidelines will require commission review.

HPC Staff make the final decision on what applications require Commission review.

By adopting policies and procedures, equitable to all, the Heritage Preservations 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.

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II. Statement of Policy

Applications that require Heritage Preservation Commission Review

Applications that do not meet the applicable design guidelines
Violations or After-the-Fact reviews
New Infill Construction
Additions to a primary facade
Demolition of primary structures
Demolition of contributing garages
Additions 1000 sq.ft. or more or additions that are greater than the existing square footage
Complex garages: more than 2 bays and/or over 625 sq.ft.
Master sign plans
Master window plan
Proposed work that is not compliant with Building or Zoning Code
Lot amendment-lot splits-Adjustments of Common Boundary

Applications eligible for administrative staff review*

*If application meets the applicable design guidelines
Rehabilitation work
Deck installation or renovation
Additions under 1000 sq.ft.
Fencing
Antennas or wireless cell towers
Reroofing (no change in material)
Sheds less than 100 sq.ft.
Mechanical work: vents, HVAC, duct work, solar, etc.
Non-front façade egress windows
Window replacement (Single window)
Retaining walls less than 18" in height from grade
Simple garages: no larger than 625 sq.ft. and 2 bays
Single signs
In-Kind repair or replacement
Work to structures outside of the Period-of-Significance (non-contributing or new construction)

Revised 8/24/2017



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Heritage Preservation Commission Policy #17-002

DESIGN REVIEW APPLICATIONS-INSUFFICIENT FOR REVIEW

Applications that do not include all of the materials included in the appropriate submittal checklist or does not meet the submittal documentation standards of the Heritage Preservation Commission are deemed insufficient for review. The following is the Commission policy on handling applications that are insufficient for review. (HPC Approval August 24, 2017)

1. Staff receives an application for design review.
2. Staff identifies an application as being insufficient in that it does not contain the required submittal documentation or inadequate information as per submittal application checklists.
3. Application is determined to be incomplete and is deemed insufficient for review
4. Staff sends notice letter/email to owner and applicant:
 - a. With a list of deficiencies
 - b. List explaining what additional documentation is required for review.
 - c. The review is undertaken and a letter sent within 15 business days of receipt of an application
 - d. That application is now classified as **insufficient documentation** for lack of required documentation and will be filed until further documentation is received. . [Prior to the 60 day review window Minn. Stat. §15.99]
5. Letter/email will be saved in the design review folder on the department K:Drive
6. If at any point in the process additional documentation is received, staff begins normal HPC design review

Rev. 8/24/2017



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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.

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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



Heritage Preservation Commission Policy #17-004

PUBLIC TESTIMONY TO THE HERITAGE PRESERVATION COMMISSION

Effective: November 02, 2017

Update: February 11, 2019

I. Purpose

This summarizes the policy of the Heritage Preservation Commission (HPC) pertaining to public testimony heard by the Commission.

By adopting policies and procedures, equitable to all, the Heritage Preservations 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

Public Testimony

As a courtesy, the Heritage Preservation Commission (HPC) welcomes and encourages testimony or comments from individuals or organizations on public hearing agenda items. Testimony can be in writing to the Commission or in person at a meeting, prior to the Commissions deliberation of an application.

Written Testimony

Unique written testimony, sent directly to HPC staff prior to the meeting, will be included in the Commission packets and City HPC website.

Only testimony that includes the person's full name and address will be accepted.

Written testimony is due by 1:00pm (central time) one week prior to the meeting to be included in the Commissioner packets and on the City HPC agenda website. Written testimony received after this deadline, but at least 48 hours prior to the scheduled HPC meeting at which the agenda item is scheduled, will be presented by staff to the Commission, but will not be added to the agenda on the website. Testimony received later than 48 hours before the scheduled meeting will not be considered.

Multi-page testimony will be paraphrased by staff unless a boilerplate statement is provided.

All written testimony will be retained in the property file and is accessible to the general public.

Petitions

Form letters will be considered petitions.

Petitions statements will be read once, and the number of unique signatories will be announced to the HPC.

Oral Testimony

All speakers must sign in with their name and full address and shall introduce themselves to the Commissioners for the record.

Individuals who attend the HPC meeting may address the Commission once per agenda item concerning items on that agenda.

Open testimony will occur after staff and the applicant have made presentations concerning the application.

Testimony shall focus solely on the application before the Commission and shall not include general statements about other topics or areas not within the purview of the HPC such as zoning, licensing, etc.

Speakers have 2 minutes to address the Commission.

Speaker's minutes may not be transferred to another speaker.

An individual or organization may not speak if they previously submitted written testimony on the application, unless new information will be presented.

Speakers may bring visual aids to use during their testimony. (Any set-up or break-down must be within their 2 minute allotted time frame)

Anything to be handed out to the Commission during a meeting must be submitted to staff prior to the meeting.

Oral Testimony (continued)

Individuals may not subsequently address the Commissioners from the floor once their time limit has elapsed unless called upon by the Commission Chair.

Commissioners may ask questions to speakers after their allotted 2 minutes.

The Commission Chair may extend a speaker's time.

PowerPoint

Speakers may not use city equipment, such as PowerPoint, without prior submittal to staff.

PowerPoint is due by 4:00pm (central time) the day prior to the scheduled HPC meeting at which the agenda item will be heard.

PowerPoint presentations must be within the speakers 2-minute time limit.

11/06/2017

2/11/2019



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Heritage Preservation Commission Policy #17-005

APPLICANT PRESENTATIONS TO THE HERITAGE PRESERVATION COMMISSION

Effective: January 25, 2018

I. Purpose

This policy summarizes the portion of Heritage Preservation Commission (HPC) meetings in which applicants are allotted time to present their applications to the Commission. By adopting policies and procedures, equitable to all, the Heritage Preservations 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.

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II. Statement of Policy

Applicant Testimony

- Applicants are given an opportunity to present their application at the scheduled Heritage Preservation Commission meeting.
- Prior to speaking, applicants must sign in with their name and address and shall introduce themselves to the Commissioners.
- Applicants have 15 minutes to address the Commission with the basics of their application.
- The Commission Chair may increase the allotted time beyond 15 minutes.
- Once applicants return to the audience any remaining time shall be forfeit.
- The presentation shall focus solely on the application before the Commission and shall not include general statements about other topics.
- The presentation should not include questions to the Commission. Applicants should meet with staff in advance of meetings to have any questions answered.
- Applicants may use visual aids during their testimony. Visual aids that will utilize any city equipment such as PowerPoint or projector must be submitted to HP staff by 5:00 pm the Wednesday prior to the scheduled meeting.
- PowerPoint presentations must be within the applicants 15-minute time limit.
- Applicants may bring project partners such as architects, engineers or contractors to address the Commission during their allotted 15 minute time.
- Commissioners may direct questions to speakers after their allotted 15 minutes.
- Applicants may not subsequently address the Commissioners from the floor once their time limit has elapsed unless called upon by the Commission Chair.

Public testimony to the Commission is addressed under policy #17-004, adopted 11/2/2017



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Heritage Preservation Commission Policy #18-001

RENAMING POLICY OF THE HERITAGE PRESERVATION COMMISSION

Effective: March 22, 2018

I. Purpose

This summarizes the policy of the Heritage Preservation Commission (HPC) pertaining to reviews of name changes of any place, building, or object in Saint Paul which has had its current name for fifty (50) years or more.

By adopting policies and procedures, equitable to all, the Heritage Preservations 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.

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II. Statement of Policy

The following criteria shall be considered in the review and recommendation of name changes to any place building or object (including but not limited to any street, avenue, parkway, road, boulevard, court, park, greenway, bridge, body of water, municipal building/structure/object, library or neighborhood) which has had its current name for fifty (50) years or more.

1. The relationship and appropriateness of both the existing and proposed names to the city's cultural, social, economic, and political history; and
2. The significance of both the existing and proposed names and their relationship to the location and prominence of the place, building or object that is the subject of the proposed renaming; and
3. The representation of both the existing and proposed names in the names of other places, buildings, and objects in Saint Paul; and
4. Once a renaming is recommended by the HPC, any possible future renaming of that particular place, building or object shall also be considered by the HPC.