

**ACTION MINUTES OF THE HERITAGE PRESERVATION COMMISSION
CITY OF SAINT PAUL, MINNESOTA
City Hall/Court House, 15 Kellogg Boulevard West, Council Chambers**

February 07, 2019

Present: Michael Justin, Barbara Bezat, Richard Dana, Teresa Kimker, Bill Lightner, Joe Peroutka, Casie Radford

Absent: Leetta Douglas, Steve George, Stuart MacDonald, David Wagner

Staff Present: George Gause, Luis Pereira

Number of Public Present: 2

I. Call to Order 3:45pm

II. Tour of the Jacob Schmidt Office Building and Rathskeller by Phil Gagne of Keg and Case.

III. New Business

A. Results from Listening Sessions Staff briefed the Commission on results of the Listening Sessions. Staff explained that concerns could be divided into three main areas of cost, delays and guidelines. Cost concerns included cost difference in materials, production of plans and confusion that preservation plans require owners to do accomplish certain work. Delay concerns include length of review, the addition of delays to the larger City system and the unexpected surprise to owners and contractors. Guideline concerns include confusion or misunderstanding with interpretation of the guidelines and what 'character' means. Two other topics discussed included confusion with the nuances of design review and lack of knowledge of where to look for information and what will be reported. Specific survey and board results were also reported.

B. Discussion of Options and Actions resulting from Listening Sessions.

Commissioners and staff discussed:

Changing submittal requirements requiring construction documents to relieve applicant costs.

Creating standards for submittals with enough detail for review.

Change submittal requirements to mirror what is required for building permits.

Streamline submittal requirements to match building permit applications.

Develop worksheets for some required documentation.

Explore a pre-approved materials expectations list to set expectations early.

Possible text amendments to Ordinance to cut time lags in design review.

Find ways to add clarity or simplify the guidelines.

Incorporate graphics into guidelines.

Find new ways to engage residents (Preservation fair, revamp of awards, Newsletter).

Find ways to clarify and set time expectations publicly.

Develop a list of case studies and timelines for applications.

Develop a step by step guide for different reviews.

Develop an explanation of the goals of the HPC.

Sending a copy of the preservation plans to residents.

Need to tell the stories of successful projects and restorations.

Need to hear more about customer experiences before the HPC.

Need to get out more to educate the 'why'. (get involved at events, set up a table)

Look into a way to add something to State Contractor Licensing about historic preservation.

Draft a letter to the residents of the locally designated historic districts describing solutions and thanking them for their patience and support.

IV. Adjourn 6:40pm