

CITY OF SAINT PAUL
HERITAGE PRESERVATION COMMISSION STAFF MEMORANDUM

FILE NAME: Heritage Preservation Section Work Plan 2018

DATE OF MEETING: January 11, 2018

STAFF MEMORANDUM: George Gause

This year's proposed work plan contains 29 projects. Held over from the 2017 work plan are 15 projects that are in various stages of completion or are ongoing work items. There are 14 new projects that partially came from staff's work on the draft of the 2040 Comprehensive Plan.

2017 Work Plan

Staff Lead, Amy Spong, left the City of Saint Paul in October 2017 and higher than normal design review submittals preempted staff from addressing the entire list of 19 projects on the 2017 Work Plan.

Projects completed: 37%
 Projects to be completed in 2018: 42%
 Incomplete projects: 21%

2040 Comprehensive Plan

As staff began work on drafting the new 2040 HP Chapter of the Comprehensive Plan, we found that there were policies from the past Comprehensive Plan that were actually work plan items. Those have been moved from the Comprehensive Plan into the 2018 Work Plan along with projects that are nearing completion from the 2017 Work Plan.

	PLANNING	REGULATION	PERMITTING	CUSTOMER SERVICE/PROGRAMMATIC
Ongoing	Design Review & Compliance			
	EAW Review			
	Section 106-Environmental Review			
	Legislative Hearings for Vacant Structures			
Completion in 2018	Hamline-Midway Survey	Design Guidelines for Lowertown	Website and GIS Maps Improvements	
	Fire Engine House Context Study	Chapter 73 Update	Dayton's Bluff six Rehabilitation	HPC Application Process Improvements
	African American Context Study	Comprehensive plan HP Chapter	EAW Process and Guide	Establish HP Staff office hours and appointments
Begin in 2018	Historic Hill Survey * PRIORITY*	HUD PA Update	Amanda HP Folders w/ OTC	2018 Preservation Week
	Union Park Survey Pre-App	City Wide Demolition Policy	Business Practice Improvements (Design Review) with other City departments	
Other possible Projects	Schools Historic Resources Survey Partnership	Preservation Incentive Program	Establish a City HP Team	Real Estate forum on Preservation
	West Side Grant Survey Pre-App			Property Owner notice on obligations of work in a district
	African American City Wide Survey Pre-App			

HERITAGE PRESERVATION SECTION WORK PLAN 2018

Ongoing Priorities (45% of office workload)

Design Review & Compliance

400 applications on average per year; Approximately 40 Commission cases per year and 360 Administrative applications per year

EAW Review

30 applications per year. Demolition or partial demolition within the National or State Historic Districts.

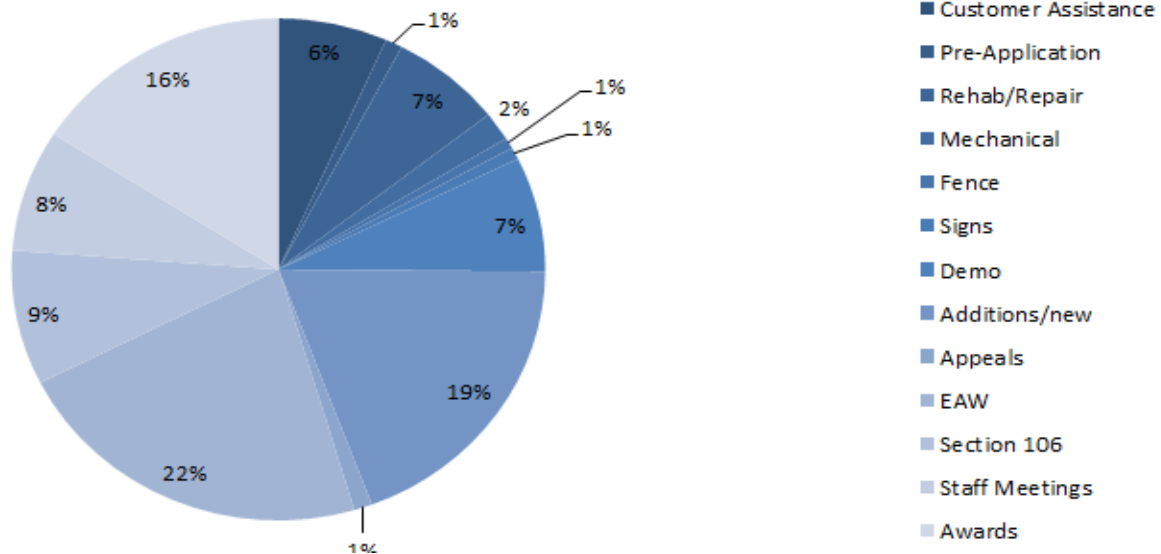
Section 106-Environmental Review

5 requests per year. Certified Local Government consulting party obligation.

Legislative Hearings for Vacant Structures

40 cases per year. Review of the historic and potentially historic category 2 and 3 vacant buildings.

Staff Time Design Review



Completion in 2018 (Projects began in 2017 or earlier that will finish during the year)

Hamline-Midway Survey

Survey will begin in the first quarter of the year. Anticipating completion and HPC adoption by the fourth quarter of the year.

Fire Engine House Context Study

Draft context is complete. Staff is responding to edits requested by SHPO. Anticipate HPC adoption in first quarter of the year.

African American Context Study

Draft context is complete. HPC is reviewing and suggesting edits. Anticipate HPC adoption in first quarter of the year.

Design Guidelines for Lowertown

Draft guidelines are complete. Public comment and Council review will be complete by the second quarter of the year.

Chapter 73 Update

Working draft of chapter is complete. Public comment and Council review will be complete by the second quarter of the year.

Comprehensive plan HP Chapter

Working draft of chapter is complete. HPC has recommended adoption to the Planning Commission. Public comment and Council review will be complete by the second quarter of the year.

Website and GIS Maps Improvements

Re-design of HP website, improving navigation and increasing information for available to customers.

Dayton's Bluff Six Rehabilitation

HRA historic structures within Dayton's Bluff Heritage District. Two are complete. The other four are various states of progress.

HPC Application Process Improvements

Creation of application guides for each possible work area to guide homeowner's expectations on what is required and the timeframes for reviews.

Establish HP Staff office hours and appointments

This is in response to unannounced drop-ins to the office counter. With a small staff time is better utilized with an appointment scheduling system that will give staff time to prepare and avoid situations that staff may not be available or prepared when a customer comes in. This is in conjunction with the website improvements.

Environmental Assessment Worksheet (EAW) Process and Guide

Staff will complete the EAW application policy in early 2018. Staff will begin to outline a policy guide for use by staff and HPC in making decisions based on Minnesota Statutes 116D.04 and Minnesota Rule 4410.4300 Subp. 31. Staff will research funding possibilities to outsource writing of the policy guide and formatting.

Beginning in 2018

Historic Hill Survey

PRIORITY-Staff will research funding sources and apply for grants to begin phased survey(s) the Hill State and National Historic District. This survey is a component of EAW applications reviewed by staff.

Union Park Survey Pre-App

Neighborhood has requested survey of the area. Staff will begin discussions concerning survey in 2018. Possible partnership with district council.

HUD PA Update

Programmatic Agreement update with Housing and Urban Development for Section 106 reviews (CLG obligation)

Business Practice Improvements (Design Review) with other City departments

Improvement of review processes between HP staff and other city agencies such as DSI, Parks, Public Works including required documentation and time expectations

AMANDA HP Folders w/ OTC

Utilizing the AMANDA building and zoning permit program to its full potential by establishing a series of folders that follow the HP work processes closer.

Preservation Week 2018

Staff has been brainstorming ideas for an updated outreach program for Preservation Week-May 2018

Other Possible Work

Schools Historic Resources Survey

Working with Saint Paul Public Schools to survey historic resources. This needs more discussion since SPPS was awarded a Legacy grant for survey.

West Side Grant Pre-App-Legacy

Neighborhood has requested survey of the area. Staff will begin discussions concerning survey in 2018 with a possible grant application for 2019.

African American City Wide Survey Pre-App

Partnership with various groups to complete an African-American reconnaissance survey and oral history.

City Wide Demolition Policy

Part of 2010 Comp Plan. Establishment of a city-wide demolition review/delay program.

Preservation Incentive Program

Part of 2010 Comp Plan. Work with preservation partners to look at incentive programs, grants or revolving funds for Saint Paul properties.

Establish a City HP Team

Part of 2010 Comp Plan. Establish staff in various city departments that would be the main contact person for preservation issues or review.

Real Estate forum on Preservation

Part of 2010 Comp Plan. Training real estate professionals on districts, guidelines, review, etc.

Property Owner notice on obligations of work in a district

Part of 2010 Comp Plan. Establishing a program and funding to have ongoing contact with existing and new property owners within the heritage districts.