Saint Paul Heritage Preservation Commission
Department of Safety and Inspections
375 Jackson Street, Suite 220
Saint Paul, MN 55101-1806
Phone: (651) 266-9078

HERITAGE PRESERVATION COMMISSION
PRE-APPLICATION REVIEW

PLANNING YOUR PROJECT

Heritage Preservation Commission (HPC) staff are available to discuss prospective projects and applicable design review guidelines with building owners and contractors. It is advisable to get as much information as possible while the project is in **early** planning stages.

For large or complicated projects, such as adaptive re-use, substantial expansion of a historic building, or new construction projects, a **pre-application review** by the HPC is recommended. The purpose of a pre-application review is to provide discussion on projects submitted for review by the HPC early in the design process, in order to provide feedback to the applicant and architect. The discussion is focused on developing a project that will comply with the applicable local design review guidelines that are based on the Secretary of the Interior's Standards for the Treatment of Historic Properties (SOI).

SCHEDULING A PRE-APPLICATION REVIEW

Pre-application reviews are held during the HPC Business Meetings which generally fall on the second Thursday of every month at 5:00 p.m. A completed pre-application form and required materials must be submitted fifteen (15) days prior to the meeting date. Upon receipt of the form and materials, staff will determine the completeness of the submittal. If the submittal is not complete the materials will be returned to the applicant along with an explanation of the incomplete nature of the submittal. If the submittal is complete the review will be scheduled for the business meeting. The business meeting agendas are posted at least five (5) days prior to the meeting date on the City's website.

COMPLETING A PRE-APPLICATION FORM

A pre-application form must be completed in addition to the following:

- One set of conceptual level drawings plus one set reduced to 11" x 17", drawings shall include:
  - Complete elevations
  - Plans (floor plan and site plan)
  - Indication of materials and dimensions
- Photographs of all exterior elevations, and site conditions. Digital images may also be emailed or submitted on a CD-ROM (No Polaroid photos).
- While not always required, a modeling study of a block where new construction is being proposed has proven to be beneficial to the HPC's review.

A completed pre-application form and accompanying materials should be submitted to:
Heritage Preservation Commission
Department of Safety and Inspections
375 Jackson Street, Suite 220
Saint Paul, MN 55101-1806

THE MEETING FORMAT

Typically, the HPC allows for 20-30 minutes for review of each project. The informal review format is as follows:

- Staff will make a brief presentation (5 minutes) identifying issues that should be addressed by the HPC.
- The applicant will make a brief presentation (5 minutes) describing the historic preservation design considerations pertaining to the project scope.
- The HPC will discuss the project and consider whether the project is consistent with the applicable design review guidelines and the SOI. While committee members may discuss the appropriateness of a design approach in addressing the guidelines or SOI, their role is not to design the project. Given the nature of some large rehabilitation projects, the HPC may suggest that the applicant retain a preservation architect.
- At the end of the review, the HPC Chairperson will summarize the issues that were identified, the position of the committee members, and list all recommendations for revisions. The summary includes majority as well as minority or split opinions. The summary should cite all applicable design guidelines and Standards.

Although the HPC works to provide comments that will result in a project that will be recommended for approval by the HPC, the discussion is preliminary and cannot predict the final recommendation of staff, public comment, and the decision of the full HPC during the Public Hearing Meeting.

It is assumed that one pre-application review will take place prior to a project being submitted for an HPC Public Hearing Meeting. On certain occasions, the HPC may recommend that an additional pre-application review take place. If another pre-application review is scheduled, then neighboring property owners may be notified of the review within at least 300 feet from the project site.

QUESTIONS?

All questions regarding the pre-application review process should be directed to Heritage Preservation Commission staff at 651-266-9078. Design review guidelines for specific heritage preservation sites and districts and Heritage Preservation Commission meeting schedules can also be obtained by calling the above number or accessing the website at *www.stpaul.gov/dsi*.

NOTE: PLEASE BE ADVISED THAT A STAFF MEMBER FROM THE DSI/HP DEPARTMENT MAY TAKE PICTURES OF YOUR PROPERTY FOR THE HPC PRE-APPLICATION REVIEW MEETING.