



**CITY OF SAINT PAUL**  
*Melvin Carter, Mayor*

*25 West Fourth Street  
Saint Paul, MN 55102*

*Telephone: 651-266-9078*

**Heritage Preservation Commission Policy #21-001**  
**Public Notice Policy and Procedure**  
*Effective: January 11, 2021*

Information about Heritage Preservation Commission (HPC) activities must be publicized in order for people to make well-informed decisions. Public notices provide transparency and accessibility to citizens who want to know more about Commission actions and allow the public to be an active participant in a democratic society.

**Public written notice will be provided with the following conditions:**

1. Only projects that are reviewed by the Heritage Preservation Commission will be noticed.
2. 100 feet from the property boundary where the project takes place.
3. Notice will go to property owners, identified neighborhood organizations, District Councils and the Ward Council Office in the notice area.
4. Any project on the agenda with an address (public hearings, pre-applications, CLG reviews, Section 106 reviews, Legislative Hearing reviews, etc.) will cause notice to be sent.
5. Appeals of HPC decisions will also cause notice for the City Council meeting.
6. Notice will be sent 16 days prior to the HPC meeting.
7. HPC meeting agenda will be sent via City of Saint Paul Early Notification System (ENS) two weeks prior to the meeting.
8. HPC meeting agenda will be published in the Saint Paul Legal Ledger ten (10) days prior to the meeting.

**The written notice letter will include:**

1. Description of the project.
2. Website URL to the HPC agenda and submitted plans.
3. Instructions on written testimony.
  - a. Name and address must be included on testimony.
  - b. Can be an email or a letter.
  - c. Due by Friday prior to the HPC meeting 5:00 PM.
  - d. Staff will forward letters to HPC in advance of the meeting.

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