

HERITAGE PRESERVATION COMMISSION APPLICATION: INSTRUCTIONS

Purpose. The Stillwater Heritage Preservation Commission is charged with the task of conducting Demolition and Design Permitting. Design permitting is the process which provides for the review and approval of development design and alterations and improvements throughout various neighborhoods and districts. The goal of this review is to promote functional, safe, innovative and attractive development which enhances and retains the historic rivertown image of Stillwater and is consistent with the natural environment of the St. Croix Valley. Demolition permitting, if required, is designed to protect the historic and aesthetic qualities of the city by preserving, rehabilitating or restoring, when reasonable, buildings or structures which constitute or reflect distinctive features of the architectural or historical resources of the city, thereby promoting the public welfare and preserving the cultural heritage of the city.

Applicable Neighborhoods and Districts

Design permitting is required of certain activities in each of the following districts:

- Downtown Stillwater Design Review Overlay District
- Stillwater (“Neighborhood”) Conservation Overlay District
- Demolition permitting applies when certain alterations or demolition is proposed on pre-1946 structures.

Process:

Project Consideration: Early in the consideration of a potential project, City staff will determine whether a Design Permit or Demolition Permit will be required.

Pre-application Conference: It is recommended the applicant make an appointment with Community Development Department (CDD) staff prior to submitting an application. The intent of this meeting is to discuss the applicable city code regulations, items that may be of concern, application submittal requirements, etc. In order for the meeting to be most effective, the future applicant should be prepared to discuss the proposed alternations that may occur.

Filing the Application: A complete application, required attachments, and applicable fee(s) will be accepted by the CDD according to the established Development Review Schedule. Incomplete applications will not be accepted or may be returned to the applicant. Once the application has been determined to be complete, staff will place the item on the applicable Commission and Council agendas. Notice of any scheduled public hearings, if required, will be sent to all property owners within 350’ of the subject property. Legal notice will be published in the Stillwater Gazette at least ten (10) days prior to the scheduled public hearing(s).

Staff Review: CDD staff will review and evaluate the project conformance to the Zoning Code, the Comprehensive Plan, relevant area plans, including adopted design guidelines and standards, and all lawful regulations. Staff will develop a report which, in most cases, will include a recommendation for approval or

denial. Recommendations for approval may be accompanied by staff recommended conditions of approval. Staff will distribute this report to the applicant in advance of the scheduled meeting(s) and hearing(s).

Commission and Council Review: Commission and Councilmembers will receive the staff report in advance of the scheduled meeting(s) and public hearing(s), an informal meeting held in the Council Chambers of City Hall. At meeting(s), staff will explain the nature of the request. The applicant, who is requested to be at these meeting(s), will be given the opportunity to present at the meeting.

Once all testimony has been made, the respective appointed or elected members will discuss the request. After all discussion has occurred, the body will make findings to determine approval or denial of the application. They may, at their discretion, continue the hearing to a later meeting date. This happens when insufficient information has been submitted or additional information is needed to make a decision.

Appeals Period: There is a ten-day period in which the applicant, or any other individual aggrieved by the decision, may submit a request for reconsideration of the application. If the appeal is to a decision of a Commission, the City Council will hear the appeal in a scheduled public hearing. The Stillwater City Council has the authority to make the final decision; their decision can be appealed through the court system.

Permitting. Once the Commission or City Council has approved an application, the applicant will receive an approved permit indicating the approval and listing any conditions of approval. The applicant must execute the permit, acknowledging any conditions of approval will be met. The approval is not effective until the permit form is signed and returned to the City.

Building Permits. If a building permit is required, the submittal of the building permit to the Building Department may occur any time after the meeting date, however, issuance will not occur until after the appeal period is over. Any permit submitted prior to the meeting date will not be reviewed. All work must be in accordance with the HPC/CPC approvals and follow all conditions of approval.

Miscellaneous Information

Additional Information Packets. The City of Stillwater maintains informational packets pertaining to the Stillwater (“Neighborhood”) Conservation Overlay District Demolition Permitting. These packets contain additional information about the processing of these types of applications, as well as application-specific checklists. Please contact the City of Stillwater Community Development Department to obtain a copy of these informational packets.

Speaking to Planning Staff before submittal is always encouraged, 651-430-8820. Materials can be submitted to the City of Stillwater via mail, drop off or submitted electronically to PlanningDept@ci.stillwater.mn.us.
City of Stillwater, Attn: Planning Department, 216 4th St N, Stillwater, MN 55082

Checklist for Design and Demolition Application Submittal Requirements

Planning Staff can help determine application submittal requirements. Prior to application submittal, please contact the Planning Department at 651-430-8820.

Material Submittal Instructions

Applications can be submitted electronically to planningdept@ci.stillwater.mn.us. Applications can be mailed or dropped off at: Stillwater City Hall Attn: Planning Dept. 216 4th St N, Stillwater MN 55082

- Any documents larger than 11x17 must be submitted in **paper and electronic format** (max size 10MB)
- Incomplete or unclear applications/plans will be returned to the applicant and may result in delay of application processing.

All Applications Must Include:

- ☐ The application form completed and signed by the property owner
 - ☐ Letter to the Heritage Preservation Commission describing the proposed changes in detail
 - ☐ Other specific application requirements, as noted below
-

Applications for alterations, including new construction, in the Downtown Design Review Overlay District:

- ☐ Preliminary architectural drawings including:
 - Building elevations
 - Picture or drawing showing adjacent building(s) as appropriate
 - Proposed materials and colors
- ☐ Preliminary Site Development Plan including:
 - Parking and circulation areas
 - Location of buildings
 - Orientation of windows and doors
 - Entrances and exits
 - Open spaces
 - Pedestrian circulation
 - Adjacent buildings
 - Drainage plan
 - Lighting plan
 - Sign Plan
- ☐ Landscape Plan
 - Plants and lawn areas
 - Fences, walls, surface textures and screening materials

More on back→

Applications in the Neighborhood Conservation Overlay District Must Include:

- ☐ 'Neighborhood Characteristics Worksheet'
- ☐ Site Plan: Include location of proposed building(s) on property, lot area; indicate impervious surface, property lines, street/ sidewalk location and approximate location of adjacent structures. Indicate proposed outdoor deck/patio and landscaping features
- ☐ Building Plan: dimensions, first floor area square footage
- ☐ Building Elevations: indicate building height, windows, materials, and color on all elevations. Indicate proposed exterior lighting
- ☐ Photographs of site and streetscape
- ☐ Regular Heritage Preservation Application Form

Applications for Demolition Must Include:

- ☐ Architectural plans, elevations and/or renderings depicting the proposed demolition and site redevelopment's conformance to applicable overlay guidelines
- ☐ A cost comparison of the rehabilitation of the existing building or structure of potential historical significance and demolition and redevelopment of the site, including demolition and disposal costs
- ☐ Historic, if any, and current photographs of the elevations, exterior architectural features, and structural members
- ☐ Photographs of the adjacent buildings or structures, or setting.

Applications Involving Signage Must Include:

- ☐ A sign plan depicting the following:
 - Scaled dimension of the sign
 - Location of the sign on the building; if the sign is to be mounted on the building, show an elevation of the building and sign
 - Colors and materials of the sign and bracketing system
- ☐ Building elevations
- ☐ Materials, including color samples
- ☐ Picture or drawing showing adjacent building(s) as appropriate
- ☐ If the sign is proposed to be located on a multi-tenant building, a multi-tenant sign plan must be in place. If no multi-tenant sign plan exists, one will need to be submitted for review and approval prior to the issuance of a sign permit.

After Heritage Preservation Commission approvals, there is a 10-day appeal period. Once the 10-day appeal period has ended, the applicant will receive a Design Permit which must be signed and submitted to the City to obtain the required building and/or sign permits.

Neighborhood Conservation – Neighborhood Characteristics Worksheet

Address of Property:

1. Neighborhood Architectural Styles:

<input type="checkbox"/> Vernacular	<input type="checkbox"/> Italianate
<input type="checkbox"/> Queen Anne	<input type="checkbox"/> Gothic
<input type="checkbox"/> Greek revival	<input type="checkbox"/> Second Empire
<input type="checkbox"/> American Foursquare	<input type="checkbox"/> Stick
<input type="checkbox"/> Other: _____	

2. Prevailing neighborhood streetfront setback:

(Guidelines #1, #2, #3)

Prevailing setback on block (est.) _____

Average setback on block (est.) _____

Proposed new house setback _____

3. Is the pattern of homes in your neighborhood 1, 1-1/2, or 2 stories high? (Guidelines #4, #5)

Stories	1	1-1/2	2
House on right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House on left	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House to rear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevailing on block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevailing opposite block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed new house	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Prevailing Front Porch pattern in your neighborhood: (Guideline #13)

	Front Porch	None
House on right	<input type="checkbox"/>	<input type="checkbox"/>
House on left	<input type="checkbox"/>	<input type="checkbox"/>
House to rear	<input type="checkbox"/>	<input type="checkbox"/>
Prevailing on block	<input type="checkbox"/>	<input type="checkbox"/>
Prevailing opposite block	<input type="checkbox"/>	<input type="checkbox"/>
Proposed new house	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

5. Prevailing Garage Location pattern in your neighborhood: (Guidelines #10, #11)

	Front Garage	Rear Garage	Side Garage
House on right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House on left	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House to rear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevailing on block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevailing opposite block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed new house	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Prevailing Garage Size in your neighborhood:

(Guidelines #10, #11)

	1 stall Garage	2 stall Garage	3 stall Garage
House on right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House on left	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House to rear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevailing on block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevailing opposite block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed new house	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Is the proposed garage compatible in form and detail with the design character of the main house? (Guideline #14)

8. If the proposed structure/garage location, setbacks, size or general design character does not fit prevailing neighborhood patterns, how do you propose to reduce its impact on the neighborhood and streetscape?

9. Does the proposed structure work with natural slopes and contours of the property? (Guidelines #6, #7, #8)

% Structure sited parallel to slope
% Building designed to reduce cut and fill (minimized retaining walls)
% Landscaping incorporated into grading changes
Notes: _____

10. Are there significant trees on the property? Will any trees be removed or damaged by new construction? (Guideline #9)

% Types of trees _____
% Heights _____
% Trunk diam. _____
Notes: _____

Good Neighbor Considerations

1. Will the proposed structure significantly affect your neighbor's access to sunlight in adjacent yards, patios or rooms? (Guideline #21)

House to right: _____
House to left: _____
House to rear: _____
Notes: _____

How will you mitigate any negative sunlight impacts on neighbors?

% Locate structure on lot to minimize impact
% Adjust building height, or portions of building, to minimize impact
% Other: _____

2. Will the proposed structure significantly affect your neighbors' privacy? (Guidelines #22, #23)

House to right: _____
House to left: _____
House to rear: _____
Notes: _____

How will you mitigate any negative impacts on neighbors' privacy?

% Offset/locate windows to reduce impact
% Use obscure glass in window
% Locate balconies to minimize impact.
% Use landscaping elements for screening
% Other: _____

3. How is outdoor lighting impact minimized for neighbors? (Guideline #25)

% Lights are located or directed away from neighboring property
% Light fixtures are shielded to prevent glare at neighboring property
% Other: _____

To be included with this Application and Checklist:

- ☐ **Site Plan:** Include location of proposed building(s) on property, lot area; indicate impervious surface, property lines, street/ sidewalk location and approximate location of adjacent structures. Indicate proposed outdoor deck/patio and landscaping features.
- ☐ **Building Plan:** dimensions, first floor area square footage.
- ☐ **Building Elevations:** indicate building height, windows, materials, and color on all elevations. Indicate proposed exterior lighting.
- ☐ **Photographs of site and streetscape.**
- ☐ **Regular Heritage Preservation Application Form**