

DESIGNATION ACTIVITIES CHECKLIST

_____ Nomination Form completed with map, photos and preservation program

MINNESOTA HISTORICAL SOCIETY (STATE HISTORIC PRESERVATION OFFICE)

_____ Letter from Chair to MHS requesting comments

_____ MHS comments received

PLANNING COMMISSION

_____ Letter from Chair to NPC Chair requesting comments

_____ NPC Staff Report Prepared (HPC staff report with ref to comprehensive plan conformance)

_____ PC Resolution Prepared

_____ NPC Committee Meeting

_____ Planning Commission Meeting

HERITAGE PRESERVATION COMMISSION

_____ Public Hearing Scheduled by HPC

_____ Public Hearing Notices Sent

_____ Notice in Legal Ledger

_____ Notice sent to Owner(s) (Certified Mail)

_____ Notice sent to Property Owners within 100'

_____ HPC Staff Report Prepared

_____ Public Hearing Held

_____ HPC Resolution Prepared

_____ Recommendation from HPC to City Council

CITY COUNCIL

_____ Draft Ordinance Prepared with Record of Prior Reviews

_____ Enter Ordinance language and materials into Legistar

_____ Public Hearing Scheduled

_____ Public Hearing Notices Sent

_____ Notice in Legal Ledger

_____ Notice to Owner(s) (Certified Mail)

_____ Notice to Property Owners within 100'

_____ Public Hearing Held

_____ Consideration by City Council, (ordinance adoption requires four readings with third reading a Public Hearing)