



Saint Paul Heritage Preservation Commission
 Department of Planning and Economic Development
 25 Fourth Street West, Suite 1400
 Saint Paul, MN 55102
 Phone: (651) 266-9078
 ApplyHPC@stpaul.gov

Project Address:
 2400 University Ave W

Heritage Preservation Commission Design Review Application

PROCESS

This application must be completed in addition to required city permit applications for individually designated Heritage Preservation Sites and properties located within Heritage Preservation Districts.

Design review applications are reviewed and approved by either heritage preservation staff or the Heritage Preservation Commission (HPC) at a public hearing. HPC staff are authorized to approve work that complies with adopted design review guidelines and preservation programs, available at our website www.stpaul.gov/hpc, while the HPC reviews projects that are significant alterations, demolitions, additions, new construction or proposals that do not comply with HPC guidelines. The decision of whether a proposal may be reviewed and approved by HPC staff or must be reviewed by the HPC at a public hearing is made once a complete application is submitted.

The HPC public hearing schedule is viewable here:

<https://www.stpaul.gov/departments/planning-economic-development/heritage-preservation/heritage-preservation-commission>

A complete application consists of:

- 1) An application form
- 2) Required attachments that adequately describe the proposed work (see attached checklist)

An incomplete application will be put on hold and staff will contact you for additional information. If an application is incomplete for 30 days after it was received, it will be returned to the applicant.

Complete applications will be reviewed in the order they are received. **Applications are not entered in queue to be reviewed until staff has determined them to be complete.** Once reviewed, a Certificate of Approval will be issued along with any conditions for the proposed work. You will be notified by staff when the Certificate of Approval has been issued and a copy will be sent to the Department of Safety and Inspections (DSI) to complete the HPC process of obtaining the necessary permit(s).

1. CATEGORY

Please check the category that best describes the proposed work

- | | | |
|-----------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Repair/Rehabilitation | <input type="checkbox"/> Sign/Awning | <input type="checkbox"/> New Construction/Addition/ Alteration |
| <input type="checkbox"/> Moving | <input type="checkbox"/> Fence/Retaining Wall | <input type="checkbox"/> Pre-Application Review Only |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Other _____ | |

2. PROJECT ADDRESS

Street and number: 2400 University Ave W Zip Code: 55114

3. APPLICANT INFORMATION

Name of contact person: Joseph Bergman
Company: Exeter Group LLC
Street and number: 332 Minnesota St, Suite W2300
City: St. Paul State: MN Zip Code: 55101
Phone number: 651-294-2446 e-mail: jbergman@exetermn.com

4. PROPERTY OWNER(S) INFORMATION (If different from applicant)

Name: Flats Venture LLC
Street and number: 332 Minnesota St, Suite W2300
City: St. Paul State: MN Zip Code: 55101
Phone number: 651-294-2443 e-mail: rstolpestad@exetermn.com

5. PROJECT ARCHITECT (If applicable)

Contact person: Jeremiah Smith
Company: BKV Group
Street and number: 222 N 2nd St
City: Minneapolis State: MN Zip Code: 55401
Phone number: 612-339-3752 e-mail: jksmith@bkvgroup.com

6. PROJECT DESCRIPTION

Completely describe ALL exterior changes being proposed for the property. Include description of affected existing exterior features and changes to architectural details such as windows, doors, siding, railings, steps, trim, roof, foundation or porches. Attach specifications for doors, windows, lighting and other features, if applicable, including color and material samples.

Please see attached sheets

Total Project Value: \$125,000

Attach additional sheets if necessary



7. ATTACHMENTS & DESIGN REVIEW CHECKLIST

Please refer to the following checklist section(s) that relate to your proposed scope of work and check next to the items that are attached to your application. Attach all checked items listed to this application or attach in an email to ApplyHPC@stpaul.gov

Staff may contact you for additional information or materials.

If your project or work type is not included in this checklist, please contact the staff by calling 651-266-9078 or sending an e-mail to applyhpc@stpaul.gov for assistance on how to complete an application.

| <i>Applicant Submitted</i> | <i>Staff Received</i> | <i>Date Received</i> | |
|-------------------------------------|--------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | Restoration /Repair/Rehabilitation |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____ | Three (3) copies of scaled and dimensioned plans which note all materials, finishes, and dimensions on plan (2 copies will be forwarded to the Dept. of Safety and Inspections). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____ | Photographs of all features and areas affected by proposed work. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____ | If an existing architectural feature is being replaced, please provide detailed drawings of the existing feature. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____ | Historic photographs (if any) that inform the restoration/rehabilitation/repair work. |
| | | | Sign/Awning: |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | Photographs of location of proposed signage on structure/property. |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | Photographs of structure and all exterior sides affected by proposed work. |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | Three (3) copies of plans that note materials, dimensions, colors, and method of attachment. |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | Section drawing showing point of installation, method of installation, awning profile and projection. |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | Illumination plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | Photographs or elevation of the building showing location of proposed sign in relation to the building and, if applicable, other signage on the building. |
| | | | New Construction/Addition/Exterior Alteration: |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | Three (3) copies of construction level plans which note all materials, finishes, and dimensions on plan (2 copies will be forwarded to the Dept. of Safety and Inspections). Show how the addition(s) relates to the existing structure. |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | Photographs of all features and areas affected by proposed work. |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | Site plan showing lot dimensions, location of any existing buildings, and proposed addition(s), elevation plans, section and detail drawings as necessary. All plans must be scaled and dimensioned. |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | Digital copies of the plans and photos submitted on CD or USB. |


| <i>Applicant Submitted</i> | <i>Staff Received</i> | <i>Date Received</i> | |
|-------------------------------------|---------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | Fencing/Retaining Wall: |
| <input type="checkbox"/> | <input type="checkbox"/> | | A site plan showing the location of the fence/wall in relation to property lines and any structures with measurements. |
| <input type="checkbox"/> | <input type="checkbox"/> | | An elevation drawing or photo of the proposed fence/wall. |
| | | | Roofing: |
| <input type="checkbox"/> | <input type="checkbox"/> | | Sample or description of existing material(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | | Sample or specifications of proposed material(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | | Sample colors. |
| <input type="checkbox"/> | <input type="checkbox"/> | | Photographs of all exterior sides affected by the proposed work. |
| <input type="checkbox"/> | <input type="checkbox"/> | | Photographs of the building and roof showing existing conditions of roof, coping, flashing, affected masonry, parapet, siding, existing skylights, and/or dormers. Also include any other critical intersections where the roof meets the historic fabric, and sightline drawings when a change in slope or other potentially visible change is proposed. |
| | | | Heating, Ventilating, and Air Conditioning Equipment |
| <input type="checkbox"/> | <input type="checkbox"/> | | Site plan showing location of condenser in relation to the building(s) and property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | | Photographs of the proposed location of any condensers or venting. |
| <input type="checkbox"/> | <input type="checkbox"/> | | Photographs demonstrating that the proposed unit is not visible from the street. |
| <input type="checkbox"/> | <input type="checkbox"/> | | A screening plan if a condenser is in the side yard. |
| <input type="checkbox"/> | <input type="checkbox"/> | | Drawing or photograph demonstrating where and how conduit will be attached to the building. |
| | | | Window/Sash Replacement: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | | Statement describing in detail why windows need replacement as well as a description of weatherization efforts and copy of window repair estimates. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | | Existing window design and dimensions. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | | Proposed window design, dimensions, and manufacturer's specifications including shop drawings. |
| <input type="checkbox"/> | <input type="checkbox"/> | | Existing type of exterior storm windows. |
| <input type="checkbox"/> | <input type="checkbox"/> | | Proposed style of exterior storm windows. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | | Existing exterior window trim material. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | | Proposed exterior window trim material and style. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | | Photographs of all exterior sides where window replacement is being proposed. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | | Photographs of existing features/conditions which support window replacement proposal. |



| <i>Applicant Submitted</i> | <i>Staff Received</i> | <i>Date Received</i> | |
|----------------------------|--------------------------|----------------------|--------------------------------------------|
| | | | Other Items Requested by HPC Staff: |
| <input type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | |

Will any federal money be used in this project? YES NO
 Are you applying for the Investment Tax Credits? YES NO

I, the undersigned, understand that the Design Review Application is limited to the aforementioned work to the affected property. I further understand that any additional exterior work to be done under my ownership must be submitted by application to the St. Paul Heritage Preservation Commission. Any unauthorized work will be required to be removed.

Signature of applicant:  Date: 6/1/17
 Typed name of applicant: Joseph Bergman

Signature of owner:  Date: 6/1/17
 Typed name of owner: Robert Stolpestad

Send completed application with the necessary attachments to ApplyHPC@stpaul.gov or to:

Saint Paul Heritage Preservation Commission
 Department of Planning and Economic Development
 25 Fourth Street West, Suite 1400
 Saint Paul, MN 55102

You may also click the button below to attach the completed application to an email that will go directly to ApplyHPC@stpaul.gov . Please attach supporting documents to the email as well.

Submit Application



FOR HPC OFFICE USE ONLY

Address: 2400 University Ave W

Date received: _____

Date complete: _____

District: _____ /Individual Site: _____

Pivotal/Contributing/Non-contributing/New Construction/Parcel

FILE NO. _____

City Permit # ____ - _____

Requires staff review

Requires Commission review

Supporting data: **YES NO**
Complete application: **YES NO**
The following condition(s) must be met in order for application to conform to preservation program:

- Submitted:
- 3 Sets of Plans
 - 15 Sets of Plans reduced to 8 ½” by 11” or 11” by 17”
 - Photographs
 - CD of Plans (pdf) & Photos (jpg)
 - City Permit Application
 - Complete HPC Design Review application

Hearing Date set for: _____

HPC Staff Notes

It has been determined that the work to be performed pursuant to the application does not adversely affect the program for preservation and architectural control of the heritage preservation district or site (Ch.73.06).

HPC staff approval

Date _____

