

**Community Planning & Economic Development
Planning Division**
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City of Minneapolis
*Department of Community Planning
& Economic Development - CPED*

MEMORANDUM

TO: Heritage Preservation Commission
FROM: Brian Schaffer, Senior City Planner 612.673.2670
DATE: March 22, 2011
RE: Update on the St. Anthony Falls Historic District Design Guidelines

In February 2010, CPED applied for and received a grant from the St. Anthony Falls Heritage Board to update the St. Anthony Falls Historic District Design Guidelines. In December 2010 CPED issued an RFP for services to develop design guidelines for the historic district. At the close of the RFP in January 2011, CPED received twelve proposals for the project. Through meetings with our review committee, one proposal stood head-and-shoulders above the pack: Winter and Company an urban design and historic preservation firm from Boulder, Colorado. Their team includes a local sub-consultant, Close Landscape Architecture. Winter & Company has worked in over a 150 communities in 48 states and Canada.

Project Schedule: CPED staff is finalizing pre-project work on a full catalog of historic resources within the district. In this phase of the project, previous inventory research has been synthesized and interpreted and historic landscape features identified. This phase will be capped by a review and evaluation of the analysis by an interagency review committee. The purpose of this work is to fully understand the breadth of historic resources within the district and set the foundation for the development of design guidelines. This work is set to conclude by early April 2011. This work will tie in with Step 1 of the project schedule below.

There are four main steps in the project. We will discuss these steps in detail at the HPC meeting on March 22nd.

Step 1: Set the Stage

- Duration: Mid-March 2011 through Mid-April 2011
- The purpose of this step is to build an understanding of existing conditions in the district, including the physical character and cultural assets. Existing guidelines and related documents will also be evaluated.
- Key meeting date for the HPC: CPED is scheduling a special meeting of the HPC for 4:30 pm on Thursday, March 31st for a work session and introductory meeting with the HPC and the consultant team.

Step 2: Develop the Strategy for the Guidelines

- Duration: Mid-April through Mid-May 2011
- The purpose of this step is to start the work with the community to craft key policy components for the project, as well as the format and range of topics to be included in the guidelines. This includes defining the vision and guiding principles, establishing policies for treating views and sub-areas, and establishing a framework for the guidelines.
- Key meeting date for the HPC: The regularly scheduled HPC meeting for May 3, 2011 will be move to May 10, 2011. In this meeting the project team will review and discuss the consultant team's strategy on the design guideline development with the HPC.

Step 3: Develop the Design Guidelines

- Duration: Mid-May 2011 through December 2011
- During this step two drafts of the design guidelines will be developed and reviewed with advisory groups, the HPC and the public. The length of this step of the project reflects the iterative process and feedback loop necessary to develop the design guidelines.
- Key meeting date for the HPC: At the regularly scheduled HPC meeting on August 23, 2011 the first draft of the design guidelines will be reviewed with project team and the HPC.

Step 4: Place the Guidelines into Action

- Duration: January 2012 through early March 2012
- During this step the guidelines will be submitted to the State Historic Preservation Office for their review and subsequently be brought to the HPC for consideration for adoption.