



MEMORANDUM OF UNDERSTANDING

Coordination and Consultation
Between
Minnesota Department of Administration
and
Capitol Area Architectural and Planning Board

The Department of Administration (Admin) and Capitol Area Architectural and Planning Board (CAAPBD) each have statutory responsibilities relating to capital improvements on State facilities and grounds located in the Capitol Area.

Admin's legal authority related to capital improvements is pursuant to Minn. Stat. 16B, 16C and 138.31-138.42. The Capitol Area Architectural and Planning Board's legal authority is pursuant to Minn. Stat. 15B.

The Commissioner of Administration and Executive Secretary of the Capitol Area Architectural Board have a shared intent to maintain the design, zoning and other ad-hoc coordination activities that happen on a regular basis between the relevant Admin divisions and the Capitol Area Architectural and Planning Board staff and advisors.

The purpose of this memo is to outline the expectations and agreement between the parties to facilitate ongoing consultation and to coordinate capital improvement projects in the Capitol complex.

1. Projects on Public Lands

- In addition to regular design, zoning, and other coordination meetings, and in accordance with M.S. 15B.08, Subd. 2, Admin's Real Estate and Construction Services (RECS) and CAAPB leadership will meet annually to review capital improvements projects in planning, pre-design or design phases involving:
 - 1) substantial changes to external appearance of a State building managed by Admin in the Capitol Area; or,
 - 2) construction of a new State building to be managed by Admin in the Capitol Area.

- CAAPB will provide annual training to Admin's Real Estate and Construction Services (RECS) staff and Assistant Commissioner on the purpose and role of CAAPB on projects on public lands in the Capitol Area.

2. Historic Preservation

- Consistent with the responsibilities under M.S. 138.665 for state agencies to protect the physical features and historic character of properties designated in M.S. 138.662 and M.S. 138.664 or listed on the National Register of Historic Places, Admin will consult with CAAPB staff prior to carrying out any undertaking that will affect designated or listed properties under the custodial control of the Commissioner of Administration located in the Capitol Area.
- Admin's State Historic Preservation Office (SHPO) staff will meet annually with Capitol Area Architectural and Planning Board and Admin's Real Estate and Construction Services (RECS) staff to review applicable roles, responsibilities and processes associated with M.S. 138.

Minnesota Department of Administration

Signed by:



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Tamar Gronval, Commissioner

Capitol Area Architectural and Planning Board

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Erik Cedarleaf-Dahl, Executive Secretary