I. Call To Order

II. Roll Call

III. Approval Of Meeting Agenda

IV. Approval Of Meeting Minutes
   A. Minutes: July 9, 2019

V. Community Comment
   During “Community Comment,” the Board/Commission will invite residents to share relevant issues or concerns. Individuals must limit their comments to three minutes. The Chair may limit the number of speakers on the same issue in the interest of time and topic. Generally speaking, items that are elsewhere on tonight’s agenda may not be addressed during Community Comment. Individuals should not expect the Chair or Board/Commission Members to respond to their comments tonight. Instead, the Board/Commission might refer the matter to staff for consideration at a future meeting.

VI. Reports/Recommendations
   A. 2020 Work Plan

VII. Chair And Member Comments

VIII. Staff Comments

IX. Adjournment

The City of Edina wants all residents to be comfortable being part of the public process. If you need assistance in the way of hearing amplification, an interpreter, large-print documents or something else, please call 952-927-8861 72 hours in advance of the meeting.
Date: August 13, 2019

To: Heritage Preservation Commission

From: Emily Bodeker, Assistant City Planner

Subject: Minutes: July 9, 2019

**ACTION REQUESTED:**
Approve the July 9, 2019 Heritage Preservation Commission meeting minutes.

**INTRODUCTION:**

**ATTACHMENTS:**

Minutes: July 9, 2019
I. Call To Order
Chair Birdman called the meeting to order at 7:06 p.m.

II. Roll Call
Answering roll call was Chair Birdman and members, Aderhold, Schilling, Davis, Widmoyer, Nymo, and Mondry. Student Commissioner Venell, Staff Liaison, Emily Bodeker and Preservation Consultant Robert Vogel were also in attendance.

III. Approval Of Meeting Agenda

Motion was made by Aderhold seconded by Schilling to approve the meeting agenda as presented. All voted aye. The motion carried.

IV. Approval Of Meeting Minutes

Motion by Davis seconded by Widmoyer to amend the proposed minutes as suggested by Commissioner Lonnquist via email. All voted aye. The motion carried.

Motion by Nymo seconded by Davis to approve the amended meeting minutes. All voted aye. The motion carried.

V. Community Comment: None

VI. Reports/Recommendations

A. Certificate of Appropriateness: 4531 Bruce Avenue

Staff Liaison Bodeker explained that the COA request for 4531 Bruce Avenue was for changes that were proposed on the secondary (Bridge Street façade) elevation of the home. The subject property is a two-story colonial revival style built in 1934. One of the proposed additions was on the second floor above an existing first floor porch and the second proposed addition is a garage addition. Consultant Vogel reviewed the plan and had a positive evaluation of the COA. Staff agreed with Consultant Vogel and recommended approval of the COA.

Commissioners asked questions related to the construction of the roof of the proposed second floor addition.
Liaison Bodeker mentioned that staff had received and sent one piece of correspondence from a neighbor to the commission.

**Motion made by Schilling seconded by Davis to approval the COA at 4531 Bruce Avenue as submitted, all voted aye. The motion carried.**

B. **2020 Work Plan**

Staff Liaison introduced the item and explained that the Commission has the next few meetings to brainstorm and finalize their 2020 Work Plan before their meeting with City Council. Staff asked the Commission to start brainstorming what they would like to work on in 2020 outside of their standard work plan items such as COA applications and nominating historic properties.

Commissioners brainstormed ideas and asked Liaison Bodeker to summarize those ideas for the August HPC meeting.

VII. **Chair and Member Comments:** None.

VIII. **Staff Comments:** None.

IX. **Adjournment**

*Motion made by Davis to adjourn the July 9, 2019 meeting at 8:15 p.m. Motion seconded by Nymo. Motion carried.*

Respectfully submitted,

*Emily Bodeker*
**ACTION REQUESTED:**

**INTRODUCTION:**
The Heritage Preservation Commission will have its joint meeting with City Council on September 17, 2019 at 5:30 pm. The Board and Commission Annual work plan meeting will be on October 1, 2019.

**ATTACHMENTS:**
- 2019 HPC Work Plan
- 2020 Draft HPC Work Plan
- 2020 Draft Work Plan Notes
# Commission: Heritage Preservation Commission
## 2019 Annual Work Plan

### Initiative # 1
- **Council Charge (Proposed Charge Completed by CM)**
  - ☑️ 1 (Study & Report)  ☐ 2 (Review & Comment)
  - ☑️ 3 (Review & Recommend)  ☐ 4 (Review & Decide)

<table>
<thead>
<tr>
<th>Initiative Type:</th>
<th>☐ New Initiative  ☐ Continued Initiative  ☑️ Ongoing Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluate and recommend potential properties to be added to the Heritage Preservation eligible landmark list.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Target Completion Date</th>
<th>Budget Required (Staff Liaison)</th>
<th>Staff Support Required (Staff Liaison)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️ Funds available</td>
<td>☐ Funds not available</td>
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</tbody>
</table>

**Staff Support Required**

- ☑️ Staff Liaison: 10 Hrs
- ☑️ Other Staff: Consultant, Robert Vogel

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### Initiative # 2
- **Council Charge (Proposed Charge Completed by CM)**
  - ☑️ 1 (Study & Report)  ☐ 2 (Review & Comment)
  - ☑️ 3 (Review & Recommend)  ☐ 4 (Review & Decide)

<table>
<thead>
<tr>
<th>Initiative Type:</th>
<th>☐ New Initiative  ☐ Continued Initiative  ☑️ Ongoing Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Certificates of Appropriateness (COA) application for changes to heritage landmark designated properties.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Target Completion Date</th>
<th>Budget Required (Staff Liaison)</th>
<th>Staff Support Required (Staff Liaison)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️ Funds available</td>
<td>☐ Funds not available</td>
<td></td>
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</tbody>
</table>

**Staff Support Required**

- ☑️ Staff Liaison: 70% of the work of the HPC is reviewing COA’s. 70% of staff’s time for HPC is also related to COA’s. writes staff reports.
- ☑️ Other Staff Consultant, Robert Vogel: Staff Consultant Vogel

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### Initiative # 3
- **Council Charge (Proposed Charge Completed by CM)**
  - ☑️ 1 (Study & Report)  ☐ 2 (Review & Comment)
  - ☑️ 3 (Review & Recommend)  ☐ 4 (Review & Decide)

<table>
<thead>
<tr>
<th>Initiative Type:</th>
<th>☐ New Initiative  ☐ Continued Initiative  ☑️ Ongoing Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invite owners of determined eligible properties to designate their properties Edina Heritage Landmarks.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Target Completion Date</th>
<th>Budget Required (Staff Liaison)</th>
<th>Staff Support Required (Staff Liaison)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️ Funds available</td>
<td>☐ Funds not available</td>
<td></td>
</tr>
</tbody>
</table>

**Staff Support Required**

- ☑️ Staff Liaison: 20 hours
- ☑️ CTS (including Video)
- ☑️ Other Staff, Consultant Vogel will work on drafting a Plan of Treatment for each property that is designated.

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**Progress Report:**

**Lead Commissioners:**

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**Approved by Council 12/4/18**

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**HERITAGE PRESERVATION COMMISSION**
<table>
<thead>
<tr>
<th>Initiative # 4</th>
<th>Council Charge (Proposed Charge Completed by CM)</th>
<th>Target Completion Date</th>
<th>Budget Required (Staff Liaison)</th>
<th>Staff Support Required (Staff Liaison)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 1 (Study &amp; Report) ☐ 2 (Review &amp; Comment) ☐ 3 (Review &amp; Recommend) ☒ 4 (Review &amp; Decide)</td>
<td></td>
<td>May</td>
<td>☒ Funds available Funds are included in the Planning Department Budget.</td>
<td>☒ Staff Liaison: 20 hours ☒ CTS (including Video) ☐ Other Staff</td>
</tr>
<tr>
<td>Initiative Type</td>
<td>☐ ☐ ☐ ☐ New Initiative ☐ ☐ ☐ ☐ Continued Initiative ☒ ☒ ☒ ☒ Ongoing Responsibility</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Select Annual Heritage Preservation Award recipient.</td>
<td></td>
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</table>

**Progress Report:**

<table>
<thead>
<tr>
<th>Initiative # 5</th>
<th>Council Charge (Proposed Charge Completed by CM)</th>
<th>Target Completion Date</th>
<th>Budget Required (Staff Liaison)</th>
<th>Staff Support Required (Staff Liaison)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 1 (Study &amp; Report) ☒ 2 (Review &amp; Comment) ☐ 3 (Review &amp; Recommend) ☐ 4 (Review &amp; Decide)</td>
<td></td>
<td>2019</td>
<td>☒ Funds available Funds are included in the Planning Department Budget.</td>
<td>☒ Staff Liaison: Staff will assist Consultant Vogel as needed. ☒ CTS (including Video) ☐ Other Staff:</td>
</tr>
<tr>
<td>Initiative Type</td>
<td>☐ ☐ ☐ ☐ New Initiative ☒ ☒ ☒ ☒ Continued Initiative ☐ ☐ ☐ ☐ Ongoing Responsibility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review and comment on survey of the historic Country Club District, including the re-evaluation of the District’s treatment plan.</td>
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</tbody>
</table>

**Progress Report:**

<table>
<thead>
<tr>
<th>Initiative # 6</th>
<th>Council Charge (Proposed Charge Completed by CM)</th>
<th>Target Completion Date</th>
<th>Budget Required (Staff Liaison)</th>
<th>Staff Support Required (Staff Liaison)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 1 (Study &amp; Report) ☒ 2 (Review &amp; Comment) ☐ 3 (Review &amp; Recommend) ☐ 4 (Review &amp; Decide)</td>
<td></td>
<td>December 2019</td>
<td>☐ Funds available Funds are available for this project. ☒ Funds not available There are not funds available for this project (explain impact of Council approving initiative in liaison comments).</td>
<td>☒ Staff Liaison: ☐ CTS (including Video) ☐ Other Staff: Hrs</td>
</tr>
<tr>
<td>Initiative Type: ☒ ☒ ☒ ☒ New Initiative ☐ ☐ ☐ ☐ Continued Initiative ☐ ☐ ☐ ☐ Ongoing Responsibility</td>
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<td></td>
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</tr>
<tr>
<td>R&amp;E 18.E. Serve on a cross-commission committee (see partners) to ensure City facility artwork and décor reflects diversity of race and culture.</td>
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<tr>
<td><strong>Lead Commissioners:</strong></td>
<td></td>
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<td></td>
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<tr>
<td><strong>Partners:</strong> Arts &amp; Culture Commission, Human Rights &amp; Relations Commission [LEAD], and Heritage Preservation Commission</td>
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</tbody>
</table>

**Progress Report:**
2020 Commission Work Plan Instructions

Commission work plans are developed by the commission. Not the staff liaison.

Schedule
September Meetings: Commission Approves proposed work plan. Plans due to MJ by September 25
October 1 Work Session: Chairs present proposed work plan to Council. Chair must be present.
November 19 Work Session: City Manager and staff liaison present proposed revisions.
December 3 Council Meeting: Council feedback incorporated and City Council approves work plan.
January 1: Commissioner officially starts implementing work plans.

General
- Each section with a white background should be filled out.
- List initiatives in order of priority
- Parking Lot: These are items the commission considered but did not propose as part of the work plan. These items are not considered approved and would require a work plan amendment approved by Council to allow the commission to begin work.

Initiative
When writing initiatives, start with the action (council charge). Make sure the following points are addressed
1) What is the specific action/outcome
2) Describe what the commission will do
3) Describe what the outcome(s) will look like

Examples: Review and recommend a building energy benchmarking policy. Study and report on possible city actions to reduce access and usage of vaping for youth.

Initiative Type
- New Initiative – not on previous work plan and has completion date
- Continued Initiative – carried over from a previous work plan with a revised target completion date
- Ongoing Responsibility – annually on the work plan and may or may not have a target completion date
- Event – Events coordinated and implemented by the Commission, not the City.

Completion Date
Provide a target date for the initiative to be completed by. If the date has passed, provide an update in the progress field

Council Charge
City Manager will propose council charge for Council consideration. If Council charge changes, initiative action will be updated.

Budget - Staff Liaison Completes
If funds are available, the staff liaison must provide the amount that will be used. If funds are NOT available, the staff liaison must explain the impact of Council approving this initiative.

Staff Support - Staff Liaison Completes
Note additional staff support needed including the hours and responsibilities. Select all that are needed.
## Initiative: Review and Decide

**Review and decide on Certificates of Appropriateness (COA) applications for changes to heritage landmark designated properties.**

<table>
<thead>
<tr>
<th>Initiative Type</th>
<th>Completion Date</th>
<th>Council Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>Ongoing</td>
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</table>

**Lead Commissioners:**

Staff Liaison Comments: 
City Manager Comments:  
Progress Report: 

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## Initiative: Review and Recommend

**Invite owners of determined eligible properties to designate their properties as Edina Heritage Landmarks and recommend to Planning Commission and City Council.**

<table>
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<tr>
<th>Initiative Type</th>
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<tbody>
<tr>
<td>Ongoing</td>
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**Lead Commissioners:**

Staff Liaison Comments: 
City Manager Comments:  
Progress Report: 

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## Initiative

**Invite owners of determined eligible properties to designate their properties as Edina Heritage Landmarks and recommend to Planning Commission and City Council.**

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**Lead Commissioners:**

Staff Liaison Comments: 
City Manager Comments:  
Progress Report: 

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<table>
<thead>
<tr>
<th>Commission</th>
<th>Initiative Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Commission Name</td>
<td>New</td>
</tr>
<tr>
<td>Arts &amp; Culture</td>
<td>Continue</td>
</tr>
<tr>
<td>Heritage Preservation</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Community Health</td>
<td>Event</td>
</tr>
<tr>
<td>Human Rights &amp; Relations</td>
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<tr>
<td>Planning</td>
<td></td>
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<tr>
<td>Transportation</td>
<td></td>
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<tr>
<td>Parks &amp; Recreation</td>
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</tr>
<tr>
<td>Energy &amp; Environment</td>
<td></td>
</tr>
<tr>
<td>Council Charge</td>
<td>Budget</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>1 (study and report)</td>
<td>Funds available</td>
</tr>
<tr>
<td>2 (review and comment)</td>
<td>Funds not available</td>
</tr>
<tr>
<td>3 (review and recommend)</td>
<td></td>
</tr>
<tr>
<td>4 (review and decide)</td>
<td></td>
</tr>
</tbody>
</table>
Initiative Start
Start your initiative with an action
Study and Report
Review and Comment
Review and Recommend
Review and Decide
Heritage Preservation Commission
2020 Work Plan Brainstorm Notes

Tuesday, July 9, 2019
7:24 PM

• Test the map on archeology project
  ○ Investigate grant opportunities and proceed with testing the archeology map that was completed in 2019 with Phase Ia Report
  ○ Legacy Grants funding?
• Heritage Landmark Award Process and Nominations-Put it earlier on agenda in the year
  ○ How to get people interested
  ○ How to spread the word?
  ○ Committee?
• Community Outreach and Education
  ○ Open Streets
  ○ **Commission Day**?
    ○ Learn about different commissions community outreach
    ○ City Hall Open House
• Joint Event with Historical Society
  ○ Family oriented component/event
  ○ Bike Path Map/walking map Historical Markers
    ○ outreach with school
    ○ Story on "how each park became a park tour"

**Likely citywide event**