

Agenda
City Council Work Session
City of Edina, Minnesota
Community Room, City Hall

Tuesday, June 21, 2022
5:30 PM

- I. Call To Order
- II. Roll Call
- III. Joint Meeting: Heritage Preservation Commission
- IV. Heritage Preservation Commission Ordinance and Practices
- V. 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.



CITY OF EDINA

4801 West 50th Street

Edina, MN 55424

www.edinamn.gov

Date: June 21, 2022

Agenda Item #: III.

To: Mayor and City Council

Item Type:

Other

From: Emily Bodeker, Assistant City Planner

Item Activity:

Subject: Joint Meeting: Heritage Preservation Commission

Discussion

ACTION REQUESTED:

None, discussion only.

INTRODUCTION:

The Heritage Preservation Commission will update City Council on the current work plan and discuss potential future topics

ATTACHMENTS:

2022 Heritage Preservation Commission Work Plan



Commission: Heritage Preservation Commission

2022 Annual Work Plan Proposal

Initiative # 1	Initiative Type <input type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input checked="" type="checkbox"/> 4 (Review & Decide)		
Review and decide on Certificates of Appropriateness (COA) applications for changes to heritage landmark designated properties.	Deliverable • COAs	Leads: All Commission	Target Completion Date Ongoing
Budget Required: (Completed by staff) Are there funds available for this project? If there are not funds available, explain the impact of Council approving this initiative. No additional funds required. Preservation Consultant funding comes from the Planning Department budget.			
Staff Support Required (Completed by staff): How many hours of support by the staff liaison? Communications / marketing support? Pre-Application meeting with staff liaison and application review time/report from Staff Liaison and Consultant Vogel. Staff time is dependent on how many applications/preapplication meeting requests are received.			
Progress Q1: The HPC has reviewed 5 COAs and reviewed one sketch plan so far in 2022. Additional COAs are expected throughout the remainder of the year.			

Initiative # 2	Initiative Type <input type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input checked="" type="checkbox"/> 4 (Review & Decide)		
Recruit nominees and award and promote the 2022 Heritage Preservation Award during Preservation Month in May.	Deliverable • Award the 2022 Heritage Award, post nomination form and award winner on Edina social media	Leads Sarah Nymo	Target Completion Date May
Budget Required: (Completed by staff) Are there funds available for this project? If there are not funds available, explain the impact of Council approving this initiative. No additional funds required. Money for plaque comes from Planning budget.			
Staff Support Required (Completed by staff): How many hours of support by the staff liaison? Communications / marketing support? Public outreach: press release, social media posts, publish existing website form for nominations. Article on winner after award is given.			
Progress Q1: The HPC awarded Town Hall Station the 2022 Edina Heritage Award. The award was accepted at the May 4 th City Council meeting.			

Initiative # 3	Initiative Type <input type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input checked="" type="checkbox"/> 4 (Review & Decide)		
Based on owner interest, nominate eligible properties as Edina Heritage Landmarks and add additional properties to the eligible property list.	Deliverable <ul style="list-style-type: none"> • Add to eligible property list • Designate additional Edina Heritage Landmark properties 	Leads All commission	Target Completion Date Ongoing
Budget Required: (Completed by staff) Are there funds available for this project? If there are not funds available, explain the impact of Council approving this initiative. No additional funds required. Money for plaque comes from Planning budget.			
Staff Support Required (Completed by staff): How many hours of support by the staff liaison? Communications / marketing support? Public outreach: press release, social media posts, publish existing website form for nominations. Article on winner after award is given.			
Progress Q1: Staff is actively working with one property on Landmark designation and expects it to be reviewed by the HPC and City Council in 2022. There has been additional interest from property owners due to letters sent out by the HPC to eligible properties.			

Initiative # 4	Initiative Type <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input checked="" type="checkbox"/> 4 (Review & Decide)		
Review at least 3 Plans of Treatment for Landmark properties	Deliverable Highlight potential work plan items related to plans of treatment for future work plans	Leads All Commission	Target Completion Date 2022
Budget Required: (Completed by staff) Are there funds available for this project? If there are not funds available, explain the impact of Council approving this initiative. No additional funds required.			
Staff Support Required (Completed by staff): How many hours of support by the staff liaison? Communications / marketing support? None-review will take place during HPC meetings as time on agendas allows.			
Progress Q1: The HPC has reviewed the plan of treatment documents for Grange Hall and Cahill school.			

Initiative # 5	Initiative Type <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input checked="" type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide)		
Explore the development of a century home recognition program in Edina based on programs in other cities; define the resources needed to manage a potential program in the future.	Deliverable • Report to Council	Leads Jane Lonnquist Mark Hassenstab	Target Completion Date 2022
Budget Required: (Completed by staff) Are there funds available for this project? If there are not funds available, explain the impact of Council approving this initiative. No budget requested at this time. Initiative is to gather information/research on a potential program in Edina and information on potential future costs if implemented.			
Staff Support Required (Completed by staff): How many hours of support by the staff liaison? Communications / marketing support? Initiative and research to be completed by Commission leads			
Progress Q1: Commissioners Lonnquist and Hassenstab have started research on existing Century Home programs in other cities.			

Initiative # 6	Initiative Type <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing / Annual <input checked="" type="checkbox"/> Event Council Charge <input checked="" type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide)		
Create a plan on how to test community archeological model created by the 2019 archeological study	Deliverable • Report to Council	Leads Garrett Knudsen Annie Schilling	Target Completion Date
Budget Required: (Completed by staff) Are there funds available for this project? If there are not funds available, explain the impact of Council approving this initiative. There are not funds available for this project. Grant opportunities may be available if funding is required.			
Staff Support Required (Completed by staff): How many hours of support by the staff liaison? Communications / marketing support? The HPC will need permission and will need to work in coordination with the Parks Department on potential sites and potential programming. Social media and communications support to promote the community event.			
Progress Q1: Commissioner Knudsen is reviewing the 2019 archeological study and has requested GIS layers for further research.			

Initiative # 7	Initiative Type <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input type="checkbox"/> 1 (Study & Report) <input checked="" type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide)		
Review and comment on the City's escrow fee policy	Deliverable • Feedback to staff	Leads All Commissioners	Target Completion Date End of 2022
Budget Required: (Completed by staff) Are there funds available for this project? If there are not funds available, explain the impact of Council approving this initiative. There are not funds available for this project.			
Staff Support Required (Completed by staff): How many hours of support by the staff liaison? Communications / marketing support? Help creating education materials (graphic design) and social media/marketing support.			
Progress Q1: Staff has drafted an escrow fee policy for Landmark properties. Additional code updates/document updates are expected in 2022 to help with confusion and to provide clear guidance on projects moving forward. The proposed escrow fee will likely be part of those updates.			

Parking Lot: (These items have been considered by the BC, but not proposed as part of this year's work plan. If the BC decides they would like to work on them in the current year, it would need to be approved by Council.)
- Implement Century Home Program (Need to complete initiative #5 first and receive Council approval)
- Implement plan for community archeological project (Need to complete initiative #6 first and receive Council approval)



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Date: June 21, 2022

Agenda Item #: IV.

To: Mayor and City Council

Item Type:

Other

From: Emily Bodeker, Assistant City Planner

Item Activity:

Subject: Heritage Preservation Commission Ordinance and Practices

Discussion

ACTION REQUESTED:

None; discussion only.

INTRODUCTION:

Discuss ordinance, documents and processes of the HPC and potential future modification.

ATTACHMENTS:

Article IX. Edina Heritage Landmarks

Country Club Plan of Treatment

Country Club Application Checklist Documents

COA Application

ARTICLE IX. - EDINA HERITAGE LANDMARKS

Sec. 36-713. - Purpose.

The zoning classification of Edina Heritage Landmark is established to promote the preservation, protection and use of significant heritage resources in the city. Heritage landmarks shall be nominated by the heritage preservation board and designated by council resolution.

(Code 1970; Code 1992, § 850.20(1))

Sec. 36-714. - Eligibility criteria.

The following criteria will guide the heritage preservation board and the council in evaluating potential heritage landmark designations:

- (1) The quality of significance in history, architecture, archeology and culture present in buildings, sites, structures, objects and districts that reflects:
 - a. Association with important events or patterns of events that reflect significant broad patterns in local history;
 - b. Association with the lives of historically significant persons or groups significant;
 - c. Embodiment of the distinctive characteristics of an architectural style, design, period, type or method of construction; or that possess high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or
 - d. Important archeological data or the potential to yield important archeological data.
- (2) The retention of specific aspects of historical integrity, including location, design, setting, materials, workmanship, feeling and association, that convey significance as a heritage resource worthy of preservation.

(Code 1970; Code 1992, § 850.20(2))

Sec. 36-715. - Determination of eligibility.

The heritage preservation board shall review the inventory of heritage resources and evaluate the significance of all properties identified by survey. If it determines that a surveyed heritage resource appears to meet at least one of the heritage landmark eligibility criteria, the heritage preservation board may, by majority vote, issue a determination of eligibility for planning purposes.

(Code 1970; Code 1992, § 850.20(3))

Sec. 36-716. - Nomination of a heritage landmark.

Nomination of a property to be considered for designation as an Edina Heritage Landmark shall be submitted to the council by the heritage preservation board. Each nomination shall be accompanied by a heritage landmark nomination study prepared by the city planner. This study shall:

- (1) Identify and describe in detail the heritage resource being nominated;
- (2) Explain how the property meets one or more of the heritage landmark eligibility criteria;
- (3) Make the case for historical significance and integrity; and
- (4) Recommend a plan of treatment for the heritage resource, with guidelines for design review and specific recommendations for preservation, rehabilitation, restoration and reconstruction, as appropriate.

The study shall be accompanied by a map that clearly locates the property, a detailed plan of the nominated heritage resource, and archival quality photographs that document significant features of the building, site, structure, object or district.

(Code 1970; Code 1992, § 850.20(4))

Sec. 36-717. - State historic preservation office review.

The city planner shall submit all heritage landmark nominations to the state historic preservation officer for review and comment within 60 days.

(Code 1970; Code 1992, § 850.20(5))

Sec. 36-718. - Planning commission review.

The city planner shall submit all heritage landmark nominations to the city planning commission for review and recommendations prior to any council action.

(Code 1970; Code 1992, § 850.20(6))

Sec. 36-719. - Public hearing.

On receipt of the heritage landmark nomination documents and the comments of the state historic preservation office and the city planning commission, the council shall hold a public hearing to consider the proposed landmark designation.

(Code 1970; Code 1992, § 850.20(7))

Sec. 36-720. - City council designation.

The council may designate a property as an Edina Heritage Landmark by resolution.

(Code 1970; Code 1992, § 850.20(8))

Sec. 36-721. - Designation of heritage landmarks on zoning map.

The planning commission shall place all designated heritage landmarks on the official city zoning map.

(Code 1970; Code 1992, § 850.20(9))

Sec. 36-722. - Review of permits.

- (a) To protect significant heritage resources, the heritage preservation board shall review all applications for city permits for the following types of work in relation to a designated heritage landmark:
 - (1) Demolition of any building or structure, in whole or in part;
 - (2) Moving a building or structure to another location;
 - (3) Excavation of archeological features, grading or earth moving in areas believed to contain significant buried heritage resources; and
 - (4) New construction.
- (b) No city permits for the types of work described in subsection (a) of this section will be issued without a certificate of appropriateness signed by the city planner and approved by the heritage preservation board evidencing compliance with the comprehensive heritage preservation plan. Applications for a certificate of appropriateness shall be made on forms provided by the planning department and shall be accompanied by the fee set forth in section 2-724. The application shall be accompanied by plans and drawings to scale, which clearly illustrate, to the satisfaction of the planner, the work to be undertaken if the permit is granted. Certificates of appropriateness may be granted subject to conditions
- (c) Permit review decisions shall be based on the Secretary of the Interior's Standards for the Treatment of Historic Properties, the comprehensive heritage preservation plan and the heritage landmark preservation study, for each designated property.
- (d) The city planner and the heritage preservation board shall complete their review of applications for city permits requiring certificates of appropriateness within 45 days of the date of application.
- (e) The city planner and the heritage preservation board may issue certificates of appropriateness for work projects submitted voluntarily by owners of heritage resources.
- (f) To ensure compliance with the goals and policies of the comprehensive heritage preservation plan, the heritage preservation board shall review every application for a preliminary plat, conditional use permit, variance or rezoning, in relation to a designated heritage landmark; and

the city planning commission shall give the heritage preservation board a reasonable opportunity to comment on such projects before making its recommendation to the council.

(Code 1970; Code 1992, § 850.20(10))

Sec. 36-723. - Appeals.

Any party aggrieved by a decision of the heritage preservation board or an administrative official may appeal such decision by filing a written appeal with the city clerk no later than ten days after the decision of the heritage preservation board or the administrative official. If not so filed, the right of appeal shall be deemed waived and the decision of the heritage preservation board or administrative official shall be final. Upon receipt of the appeal, the city clerk shall transmit a copy of said appeal to the heritage preservation board. The council shall hear and decide all appeals in the manner provided by section 36-100.

(Code 1970; Code 1992, § 850.20(11))

Sec. 36-724. - Violation.

Violations of the provisions of this chapter or the conditions of approval granted thereunder shall be a misdemeanor. This chapter may also be enforced by injunction, abatement or any other appropriate remedy, in any court of competent jurisdiction.

(Code 1970; Code 1992, § 850.20(12))

Sec. 36-725. - Maintenance of heritage landmark properties.

Every owner or person in possession of a designated heritage landmark shall keep the property in good repair.

(Code 1970; Code 1992, § 850.20(13))

Secs. 36-726—36-748. - Reserved.

EDINA'S HISTORIC COUNTRY CLUB DISTRICT PLAN OF TREATMENT

PLANNING OBJECTIVE

The primary objective of the Country Club Heritage Landmark District is preservation of the existing historic house facades and streetscapes. Certificates of Appropriateness from the Heritage Preservation Board will be required for demolition, moving buildings, and new construction within the district. In fulfillment of this responsibility, the City has adopted the Secretary of the Interior's Standards for the Treatment of Historic Properties as the basis for the Board's design review decisions. The preferred treatment for heritage preservation resources in the Country Club District is rehabilitation, which is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

SECRETARY OF THE INTERIOR'S STANDARDS

The Secretary of the Interior's standards for rehabilitation are neither technical nor prescriptive, but are intended to promote responsible preservation practices. They are regulatory only with respect to Certificates of Appropriateness for demolition and new construction; for work that is not subject to design review, they are advisory. The standards for rehabilitation are:

- a) A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- b) The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
- c) Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- d) Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- e) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- f) Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
- g) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- h) Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- i) New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

- j) New additions and adjacent new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired.

CERTIFICATES OF APPROPRIATENESS

A Certificate of Appropriateness will be required before any City permit is issued for the demolition and new construction of any principal dwelling or detached garage within the district boundaries.

Definitions:

Demolition - For purposes of design review and compliance with City Code §850.20 subd. 10, demolition shall mean the physical alteration of a building that requires a city permit and where:

- (a) 50% or more of the surface area of all exterior walls, in the aggregate, are removed; or
- (b) 50% or more of the principal roof structure is removed, changing its shape, pitch, or height; or
- (c) A front porch, side porch, vestibule, dormer, chimney, attached garage, or porte-cochere is removed or destroyed.

This definition does not include removal of existing siding, roofing, trim, fascia, soffit, eave moldings, windows, and doors.

Heritage Preservation Resource or Historic Building – Any building, site, structure, or object that has been so designated by the Heritage Preservation Board on the basis of its historic associations or historic architectural qualities which add to the significance of the district as a whole. Heritage preservation resources may lack individual distinction but must possess historic significance and integrity of those features necessary to convey their heritage preservation value. An updated inventory of heritage preservation resources in the Country Club District is maintained by the City Planner. Heritage preservation resources include those homes built from 1924 – 1944, the period when the developer enforced rigid architectural standards on new home construction through restrictive covenants.

- No Certificate of Appropriateness will be approved for the demolition, in whole or in part, of any heritage preservation resource in the district unless the applicant can show that the subject property is not a heritage preservation resource, or no longer contributes to the historical significance of the district because its historic integrity has been compromised by deterioration, damage, or by inappropriate additions or alterations.
- Except in extraordinary circumstances involving threats to public health or safety, no Certificate of Appropriateness will be issued for the demolition of an existing heritage preservation resource in the district without an approved design plan for new construction.

DESIGN REVIEW GUIDELINES

New home construction will be limited to existing residential lots and their design will be compatible with the original (1924-1944) Country Club District deed restrictions relating to architecture. The following guidelines generally reflect the principles of the deed restrictions and will be applied by the Heritage Preservation Board to design review of plans for new houses:

- **Size, Scale & Massing** - New homes should be compatible in size, scale, massing, orientation, setback, color, and texture with historic buildings in the district constructed prior to 1945. Facades should be architecturally similar to existing historic homes and visually relate to the historic facades of nearby homes; radically contrasting façade designs will not be allowed. Entrances, porches, and other projections should relate to the pattern of existing adjacent historic homes and respect the rhythm and continuity of similar features along the street. Roof forms should be consistent with typical roof forms

of existing historic homes in terms of pitch, orientation, and complexity. New homes should be constructed to a height compatible with existing adjacent historic homes, and the maximum height of new construction should be within 10% of the average height of existing homes on adjacent lots, or the average of the block measured from the original surface grade to the highest part of the roof.

- **Exterior Finishes** - Traditional materials and exterior finishes (horizontal lap siding, stucco, brick, false half-timbering, wood shakes, stone) are recommended for use on facades which are visible from the street. The use of non-traditional materials (such as Hardi-Plank siding and steel roofing) should be considered on a case-by-case basis; imitative wood or masonry finishes should duplicate the size, shape, color, and texture of materials historically used in the District. Aluminum and vinyl siding are not appropriate for street facades.
- **Accessory Mechanical Equipment** - Mechanical equipment, solar panels, air conditioners, satellite dishes, and antennae should be concealed whenever possible or placed in an inconspicuous location so as not to intrude or detract from historic facades and streetscapes.
- **Decks & Accessory Structures** - Contemporary designs are acceptable for decks and accessory structures so long as they are not visible from the street.
- **Landscaping Elements** - Landscaping such as retaining walls, planters, fences, planting beds, and walkways, should be visually compatible with the historic character of the district in size, scale, material, texture, and color. Retaining walls should follow the grade of the lot and blend with the historic streetscape.
- **Impervious Surfaces** - Construction of large areas of impervious surface for driveways, patios, and off-street parking should be discouraged in favor of permeable pavement systems and other “green” alternatives to solid concrete, brick, or bituminous paving.
- **Building Code Requirements** - Building code requirements should be complied with in such a manner that the architectural character of the new home is compatible with the historic character of the neighborhood.
- **Year Built Identification** - New homes should be clearly identified as such by means of a plaque or inscription (to be placed on an exterior surface) bearing the year of construction.

GARAGES

Modernistic designs for new detached garages will be discouraged. New detached garages should match the architectural style of the house on the same lot as well as the historic character of the neighborhood. The following guidelines will be applied to design review of plans for new garages:

- The new garage should be subordinate to the house. The preferred placement is at the rear of the lot or set back from the front of the house to minimize the visual impact on adjacent homes and streetscapes. Front facing attached garages are discouraged. No new detached garage should be taller, longer, or wider than the house on the same lot. The roofline should have a maximum height within 10% of the average height of existing detached garages on adjacent lots, or the average of the block.
- Undecorated exterior walls longer than 16 feet should be avoided on elevations visible from the street or adjacent properties.
- New garages should be clearly identified as such by means of a plaque or inscription (to be placed on an exterior surface) bearing the year of construction.

DRIVEWAYS

- Driveways should be compatible in width and material with historic driveways in the district and should be designed in such a manner that they do not radically change, obscure, or destroy the historic character-defining spatial organization and landscape features of residential lots, yards, and streetscapes. New curb-cuts should be avoided whenever possible.

CITY RESPONSIBILITIES

- The City will develop and implement plans for the preservation, maintenance, and replacement of all public infrastructure within the district, including streets, trees, sidewalks, street lighting, signs, parks, and open space areas that give the neighborhood its distinguishing character.
- The distinguishing original qualities and historic character of the district will not be damaged or destroyed as a result of any undertaking funded or assisted by the City. The removal or alteration of any historic building or landscape feature should be avoided whenever possible.

VOLUNTARY COMPLIANCE

- The City will promote voluntary compliance with historic preservation standards for the rehabilitation of individual historic properties by encouraging repairs, additions, or alterations which make possible an efficient contemporary use of older homes in the district while preserving those features that are historically and architecturally significant.
- Although not ordinarily subject to Certificates of Appropriateness, small additions or minor alterations should be done in such a manner that they do not destroy historically significant architectural features. New additions should be differentiated from historic architecture and designed to be compatible with the size, scale, color, material, and character of the property.

NATURAL DISASTERS

- When historic properties are impacted by man-made or natural disasters, every reasonable effort will be made to avoid total loss. If demolition must occur, historic buildings should be recorded so that a body of information about them (photographs, drawings, and written data) will be preserved for the benefit of the public.

DISTRICT RE-SURVEY

- The City will arrange for a re-survey of the Edina Country Club District every ten years to document changes in the appearance and historic integrity of historic properties; to revise the list of heritage preservation resources and non-heritage preservation resources present within the district boundaries; and to revise the district plan of treatment as needed. The next re-survey will take place circa 2017.

Resolution No. 2008-41
Adopted: 4-15-2008



HERITAGE PRESERVATION COMMISSION

COUNTRY CLUB DISTRICT CERTIFICATE OF APPROPRIATENESS (COA)

CHANGES TO STREET FACING FACADES

REQUIREMENTS:

	Meeting with City Planner prior to application to review the proposed project.
	Completed application and fee.
	One copy of the exterior elevations of the entire façades detailing the proposed work. Elevations should be drawn to scale and submitted on 11 x 17 paper and should include an inventory of materials to be used.
	Narrative explaining the proposed project and how the project meets the Plan of Treatment
	Survey of the property showing proposed changes. (See the City's survey policy for more information).
	Elevation drawings showing the percentage of exterior walls being removed with the proposed project.
	Electronic submittal of all submitted documents emailed to City Planner or submitted on a flash drive with the paper submittal.
	Depending on the scope of the proposed project, the City Planner may require additional information to be submitted prior to an application being deemed complete. This may include more detailed construction drawings.

*** Design guidelines can be found in the Country Club District's Plan of Treatment ***

A complete application package must be received by 4:30 p.m. on the deadline date to be heard at the next Heritage Preservation Commission (HPC) meeting.

PROCESS:

Prior to the Meeting

Upon receipt of a complete application package, a notice will be mailed to property owners within 200 feet of the subject property advising them of the requested COA and inviting them

to view the plans at City Hall. The City Planner will also send the application to the City's preservation consultant for their review.

The Planning Department will post a staff report on the City's website as a part of the Heritage Preservation Commission meeting packet on the Friday before the HPC meeting.

Heritage Preservation Commission Meeting

- The staff report with recommended action will be presented.
- The applicant will have an opportunity to elaborate on their project and address questions. (15-minute presentation maximum).
- Members of the public will have an opportunity to ask questions and/or comment on the project. (Time limit 3 mins per speaker).
- The HPC will ask questions, make comments and vote whether or not to approve the project.
- Plans submitted with the application should be considered final. Any changes to the plan presented at the meeting will delay the project.

There is a ten-day appeal period whereby a decision of the Commission may be appealed to the City Council. If approved, a formal COA will be issued after the ten-day appeal period. At that time the applicant may proceed with the building permit process. Any changes to the approved plan must come back to the Heritage Preservation Board for a new COA, and a new notice will be mailed to the recipients of the first meeting notice.

Note: The applicant (or a representative) must attend the HPC Meeting when the request for a COA is considered.



HERITAGE PRESERVATION COMMISSION

COUNTRY CLUB DISTRICT CERTIFICATE OF APPROPRIATENESS (COA) NEW GARAGE/GARAGE DEMOLITION

REQUIREMENTS:

	Meeting with City Planner prior to application to review the proposed project.
	Completed application and fee.
	One copy of the exterior elevations of the entire façades detailing the proposed work. Elevations should be drawn to scale and submitted on 11 x 17 paper and should include an inventory of materials to be used.
	Narrative explaining the proposed project and how the project meets the Plan of Treatment
	Survey of the property showing proposed changes. (See the City's survey policy for more information).
	Elevation drawings showing the percentage of exterior walls being removed with the proposed project.
	Electronic submittal of all submitted documents emailed to City Planner or submitted on a flash drive with the paper submittal.
	Depending on the scope of the proposed project, the City Planner may require additional information to be submitted prior to an application being deemed complete. This may include more detailed construction drawings.
	Photos of surrounding detached garages detailing the heights of the structures.

*** Design guidelines can be found in the Country Club District's Plan of Treatment***

The Plan of Treatment indicates that the roofline of the new garage should have a maximum height within 10% of the average height of existing detached garages on adjacent lots, or the average of the block.

A complete application package must be received by 4:30 p.m. on the deadline date to be heard at the next Heritage Preservation Commission (HPC) meeting.

PROCESS:

Prior to the Meeting -

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- The staff report with recommended action will be presented.
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- The HPC will ask questions, make comments and vote whether or not to approve the project.
- Plans submitted with the application should be considered final. Any changes to the plan presented at the meeting will delay the project.

There is a ten-day appeal period whereby a decision of the Commission may be appealed to the City Council. If approved, a formal COA will be issued after the ten-day appeal period and the applicant may proceed with the building permit process. Any changes to the approved plan must come back to the Heritage Preservation Commission for a new COA, and a new notice will be mailed to the recipients of the first meeting notice.

Note: The applicant (or a representative) must attend the HPC Meeting when the request for a COA is considered.



HERITAGE PRESERVATION COMMISSION

CERTIFICATE OF APPROPRIATENESS APPLICATION COUNTRY CLUB DISTRICT NEW HOME

REQUIREMENTS & PROCESS

A Certificate of Appropriateness (“COA”) is required prior to granting a permit for demolition, moving a building and new construction within the Edina Country Club Historic District. The following summary is intended to illuminate the COA process and to reflect the minimum documentation required from applicants. Each case is specific; the Heritage Preservation HPC (“HPC”) may require further information and documentation from the applicant in addition to those items listed below prior to approval of a COA. Additional information regarding the COA application and review process may be obtained from Planning Department staff and the City website. Applicants should expect to work closely with the Assistant City Planner specializing in heritage preservation matters throughout the COA process.

REQUIREMENTS: All of the following items must be included with this application. An incomplete application will not be accepted.

	Meeting with City Planner prior to application to review the proposed project.
	Application fee (non-refundable) Make check payable to “City of Edina” <u>\$1,200.00</u> - Non-heritage resource properties <u>\$600.00</u> - Heritage Resource properties. (If not redesignated, process ends.) <u>\$600.00</u> - If redesignated to NON-heritage resource, process continues.
	Survey of the property showing proposed changes. (See the City’s survey policy for more information).
	Aerial photograph of the site or scaled drawing, with the location of all existing buildings, structures and other improvements, driveways, parking areas, sidewalks, landscape features and other defining physical features of the subject property and any neighboring structures within 50 feet of the property lines clearly identified.
	Landscape plan and schedule in accordance with Edina City Code Chapter 36, Article XII, Division 5, Sec. 36-1437, to include foundation plantings.
	Elevation drawings of all sides of the new buildings or additions and enlargements to existing buildings including a description of existing and proposed exterior building materials.

	Exterior scale front façade elevation of the proposed work and the immediately adjacent neighboring homes, accurately depicting the grade, roof and eave lines of neighboring structures in relation to the grade, roof and eave lines of the proposed work, driveway locations and the distances between the structures.
	Digital photographs of the existing structures on the property and neighboring properties, including: <ol style="list-style-type: none"> <u>1.</u> Front or main façade, as viewed from the public right of way. <u>2.</u> Adjacent neighboring structures, photographed in such a way that shows the relationship of these structures to the structure in question, as viewed from the public right of way. <u>3.</u> Adjacent neighboring structures, as viewed from the rear yard of the subject property.
	Streetscape photographs depicting the existing home and the other properties on both sides of the street on the same block (for context).
	Building material sample board showing the materials that will be used on the building exterior, including the selection of colors.
	A narrative summarizing how the proposed home meets the requirements of the Country Club District Plan of Treatment.
	Depending on the scope of the proposed project, the City Planner may require additional information to be submitted prior to an application being deemed complete. This may include more detailed construction drawings.
	Electronic submittal of all submitted documents emailed to City Planner or submitted on a flash drive with the paper submittal.

A complete application package must be received by 4:30 p.m. on the deadline date to be heard at the next Heritage Preservation Commission (HPC) meeting

Design Review Guidelines: The HPC's review of the COA application will be based on the Design Review Guidelines detailed in the Plan of Treatment for the District, the Secretary of the Interior's Standards for the Treatment of Historic Properties, the Comprehensive Heritage Preservation Plan, and the heritage landmark preservation study of the District. The general aim of the guidelines for new construction is to encourage visual compatibility of the project with the historic architectural significance and visual character of the district.

PROCESS:

Any building, site, structure or object that has been so designated by the Heritage Preservation Commission on the basis of its historic associations or historic architectural qualities which add to the significance of the District as a whole. In addition, any home constructed in the Country Club District from 1924 to 1944 is identified in the Plan of Treatment as Heritage Preservation Resources. An updated inventory of heritage preservation resources in the Country Club District is maintained by the Planning Department.

No COA will be approved for the demolition, in whole or in part, of any heritage preservation resource in the District unless the applicant can show that the subject property a) is not a heritage preservation resource, OR b) no longer contributes to the historical significance of the District because its historic integrity has been compromised by deterioration, damage or by inappropriate additions or alterations.

Prior to any review of a COA application for demolition or removal of a Heritage Preservation Resource, the HPC will accept evidence and documentation supporting an applicant's claim that a property is not a Heritage Preservation Resource at a regular monthly meeting; the applicant will be charged a \$600 fee. If the HPC determines the property is not a Heritage Preservation Resource, the applicant may then move forward with an application for a COA for the new construction.

COA Application Review Meetings: Because of the significant potential impact new construction can have on the historic character of the District, and to allow adequate time for public comment and review of the initial submitted plan and any subsequent revisions, **a COA application for demolition, removal and new home construction in the District requires at least two mandatory public meetings, held during the HPC's regular monthly meeting times at least one month apart.** (This does not include the meeting required to redesignate a heritage resource property to non-heritage resource.)

First COA Review Meeting: The HPC will consider a) plans and supporting materials presented by the applicant, b) staff report and recommendation, c) public comment. The HPC may request additional information from the applicant and staff at the second meeting and will clearly identify any concerns or conditions that must be met prior to the second public meeting or final approval.

During the meeting, the applicant or an appointed representative of the applicant will be asked to summarize the project, present building material samples, and answer questions. A representative for the applicant should be qualified to answer questions or the application may be delayed. The applications for demolition and new construction are reviewed by the HPC simultaneously. In some complicated cases, the HPC may decide that a site visit is required to fully consider the proposal. Site visits are made outside of the normal meeting time, at a time determined during the public meeting.

Second COA Review Meeting: Upon finding that a COA application meets the requirements and review standards, the HPC may grant approval of the COA at this meeting. All plans must be complete and in final form, including dimensions and selected building materials. Notification of the second meeting is not required if held within one month.

Once the application has been reviewed and questions have been answered, a vote will be taken. All motions and business of the HPC are carried by majority vote. The following actions may be taken:

- Approved as presented - grant the COA. Proceed with the building permit process after the 10-day appeal period has passed.
- Approved with modifications and/or conditions.
- Continuation or tabling of an application. In cases where insufficient information is provided, or if the applicant and the HPC agree to continue the case, the application process may be continued to a future named date, for which the applicant will provide a letter authorizing a continuation of the COA application. If both parties do not agree to the continuance, then the HPC must act by approving or denying the proposal.
- Denial of the application.

Appeals: Any party aggrieved by a decision of the HPC may appeal by filing a written appeal with the City Clerk no later than ten days after the decision of the HPC. If after ten days, no appeal is filed, the right of appeal shall be deemed waived and the decision of the HPC will be final. The City Council will hear and decide all appeals in the manner provided by City Code.

***Notification Requirements:**

- Notification that the HPC will consider a COA application for a potential demolition/new home will be mailed to property owners within a 300 foot perimeter of the subject property at least 10 days prior to the meeting.
- In situations where the chief building official overrides the authority of the HPC and where there are no changes to the building plans approved through the COA process; the HPC and surrounding property owners included in the initial COA mailing list will be notified prior to the commencement of the construction/demolition activity authorized by the chief building official. However, if the building plans approved through the COA process change, the COA must be brought back to the HPC to address the proposed changes.

NOTE: ANY CHANGES TO THE PLANS APPROVED for the Certificate of Appropriateness (COA) will require a new COA application and notification of the surrounding properties as required for the initial COA review. The changes from the approved plan must be specifically listed by the builder or architect in that application.



HERITAGE PRESERVATION COMMISSION

COUNTRY CLUB DISTRICT CERTIFICATE OF APPROPRIATENESS (COA)

OPTIONAL SKETCH PLAN REVIEW

Prior to filing a complete application (no application fee is required), an applicant may request to meet with the Heritage Preservation Commission (HPC) for an informal exchange when the HPC can review the basic concept of a proposed project and offer suggestions to a potential applicant. The purpose of this review is to provide assistance in resolving problems or meeting requirements if the potential applicant decides to proceed with the COA process. In this manner, the HPC may provide preliminary, non-binding guidance on the suitability of the project with a minimum burden of expense on a property owner. Such consultation shall bind neither the property owner nor the HPC, and statements made by HPC members shall not form a basis for invalidating any subsequent action taken. Materials presented for this discussion should include site plans, drawings, photographs or other sufficient information to allow for a meaningful understanding of the intended conceptual design. Sketch Plan Review does not require formal notice to neighboring properties but must take place only at regular (formal) meetings of the HPC and is subject to available time on the agenda.

Note – An opinion of the Commission does not constitute an approval of the proposed project.

For further information, or to schedule a meeting, contact Emily Bodeker, Assistant City Planner at 952-826-0462, or EBodeker@EdinaMN.gov



EDINA HERITAGE LANDMARK

Case Number: _____

Date: _____

Fee: _____

Planning Department

4801 West Fiftieth Street * Edina, MN 55424 * (952) 826-0462 FAX (952) 826-0389

Application for : CERTIFICATE OF APPROPRIATENESS

FEE: \$600.00

\$1,200.00 New House

Property Address: _____

APPLICANT:

Name: _____

Address: _____ Phone: _____

PROPERTY OWNER:

Name: _____

Address: _____ Phone: _____

Legal Description Of Property: _____

Zoning: _____ P.I.D.#: _____

Explanation Of Request _____

(Use Reverse Side Or Additional Pages If Necessary)

Is A Variance Required:

☐ Yes

☐ No

Architect Name: _____ Phone: _____

Surveyor Name: _____ Phone: _____

Property Owner's Signature (Date)

Applicant's Signature

(Date)