

Agenda
Heritage Preservation Commission
City Of Edina, Minnesota
Community Room, Edina City Hall

Monday, November 7, 2022
7:00 PM

- I. Call To Order
- II. Roll Call
- III. Approval Of Meeting Agenda
- IV. Approval Of Meeting Minutes
 - A. Minutes: September 13, 2022 Heritage Preservation Commission

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. Century Homes Advisory Communication

VII. Chair And Member Comments

VIII. Staff Comments

- A. DRAFT 2023 HPC Meeting Dates and Application Deadlines
- B. Draft 2023 HPC Work Plan

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.



CITY OF EDINA

4801 West 50th Street

Edina, MN 55424

www.edinamn.gov

Date: November 7, 2022

Agenda Item #: IV.A.

To: Heritage Preservation Commission

Item Type:

From: Emily Bodeker, Assistant City Planner

Item Activity:

Subject: Minutes: September 13, 2022 Heritage Preservation
Commission

Action

ACTION REQUESTED:

Approve the September 13, 2022 minutes of the Heritage Preservation Commission.

INTRODUCTION:

ATTACHMENTS:

9-13-22 HPC Minutes



Minutes
City of Edina, Minnesota
Heritage Preservation Commission
Tuesday, September 13, 2022

I. Call to Order

Chair Schilling called the meeting to order at 7:01 p.m.

II. Roll Call

Answering roll call were Chair Schilling, Commissioners Cundy, Nymo, Hassenstab, Pollock, Lonquist, Kmetz-Sheehy, and student members Maheshwari and Varadhan.

Staff present: HPC Staff Liaison Emily Bodeker

III. Approval of Meeting Agenda

Motion made by Commissioner Kmetz-Sheehy, seconded by Commissioner Lonquist, to approve the meeting agenda as submitted. All voted aye. The motion carried.

IV. Approval of Meeting Minutes

Motion made by Commissioner Pollock, seconded Commissioner Hassenstab, to approve the August 11, 2022, meeting minutes. All voted aye. The motion carried.

V. Special Recognitions and Presentations

New Student Commissioner Varadhan was introduced.

VI. Community Comment: None

VII. Reports/Recommendations

A. Wooddale Bridge- Sec. 106 Review

City Engineer Chad Milner, Mark Maves, and Charlene Roise presented on the structure, condition, transportation needs, and funding of the Wooddale Bridge. Mark Maves outlined potential ideas for the replacement bridge, including replacing the corrugated arch with a concrete arch, while keeping the character defining features of the arch. Charlene Roise explained the background and steps involved in section 106 processes.

The Commission discussed the relative scale of the bridge and the nearby church grounds, why replacement is necessary as opposed to rehabilitation, and asked questions of staff relating to construction of bridge walls, geometry of the arch, and timeline.

Motion made by Commissioner Lonquist, seconded by Commissioner Nymo, to approve that the HPC be a consulting party for the Wooddale Bridge project going forward. All voted aye. The motion carried.

B. 2023 Work Plan HPC

Initiative #1- Review Certificates of Appropriateness applications.

Initiative #2 – Recruit nominees and award and promote the 2023 Heritage Preservation Award during Preservation Month in May. Commissioners Nymo and Pollock volunteered to be co-leads on the initiative.

Initiative #3 – Based on owner interest, nominate eligible properties as Edina Heritage Landmarks and add additional properties to the eligible property list.

Initiative #4 – Create a decision tree schematic explaining what work in the Country Club District triggers a COA for use educating the HPC and homeowners. Commissioner Lonquist and Chair Schilling volunteered to be lead on this initiative.

Initiative #5 - Utilize City's existing list of contributing and non-contributing resources in the Country Club District as an educational tool. Commissioners discussed changing the language used in the initiative title to “Utilize 2019 survey of the country club district to analyze what led to a non-contributing resource designation” to encompass the initiative better.

Initiative #6 - Review and comment on potential code changes for country club district, changes to the country club plan of treatment and potential escrow fee.

Initiative #7 – Prepare all elements needed for a successful Century Homes program to launch in January 2024. Commissioners Hassenstab, Lonquist, and Student Commissioner Maheshwari are co-leads for this initiative.

The Commission discussed deliverables and language of each initiative. The Commission decided to remove initiative #5 and identified leads for initiatives on the 2023 Work Plan.

Motion made by Commissioner **Lonquist??**, seconded by Commissioner **Nymo??**, to approve draft 2023 Work Plan with initiative #5 removed and leads identified. All voted aye. The motion carried.

VIII. Chair and Member Comments:

Chair Schilling and Commissioner Nymo are traveling to Duluth tomorrow to the Preserve Minnesota Conference.

Commissioner Nymo?? announced Homes by Architects Tours is this weekend. Docomomo has a shopping mall themed home tour on October 8th which will include houses in Commissioner Nymo's?? neighborhood.

Commissioner Hassenstab wants to explore the opportunity to save the Wooddale Bridge and investigate other options besides demolition.

IX. Staff Comments:

Liaison Bodeker explained to the HPC that the advisory communication will be on the September 20th City Council agenda. Liaison Bodeker also updated that the applicant has appealed the COA decision on the Arden project and it will be on the October 6th City Council agenda.

X. Adjournment

Motion made by Commissioner Pollock, seconded by Hassenstab, to adjourn the meeting at 9:07 pm. All voted aye. The motion carried.

Respectfully submitted,
Emily Bodeker



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Date: November 7, 2022

Agenda Item #: VI.A.

To: Heritage Preservation Commission

Item Type:
Report and Recommendation

From: Emily Bodeker, Assistant City Planner

Item Activity:
Action

Subject: Century Homes Advisory Communication

ACTION REQUESTED:

Approve the advisory communication to the city council on the 2022 century homes work plan item.

INTRODUCTION:

Commissioners Lonnquist and Maheshwari presented the century homes information to city council on Thursday, October 6th. The Heritage Preservation Commission needs to approve the "official" communication to city council. Once approved, the advisory communication will go on the consent agenda of a future city council meeting.

ATTACHMENTS:

Century Homes Advisory Communication

ADVISORY COMMUNICATION



Date: November 7, 2022
To: City Council
From: Heritage Preservation Commission
Subject: Heritage Preservation Commission Advisory Communication

Situation:

The HPC has completed the following 2022 work plan item:

Initiative Title: Explore the development of a century home program in Edina based on programs in other cities; define the resources needed to manage a potential program in the future.	Deliverable: Information and a recommendation for a future century home program in Edina.
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Background:

A Commissioner learned about Century Home Programs while attending a State Preservation Conference in St. Cloud in 2019. The model presented is utilized in various forms nationwide:

- owners of properties that are at least 100 years old prepare a very brief report sharing what they know of their home's history,
- they submit the form to city staff, HPC, Historical Commission or combination thereof, along with payment to cover the expense of a plaque they will receive to display,
- communities utilize and celebrate the history of these homes in various ways.

While the workflow was designed so that a potential Edina Century Homes program could be ready to launch in 2024, concurrent with the centennial of the Country Club District, the program is intentionally a means to spotlight heritage resources in other areas of the city.

Assessment:

The subcommittee researched models from seven Minnesota communities and developed the attached presentation. A Century Home Program would require very modest staff work or city expense, yet provide numerous opportunities to achieve the City's stated preservation goals. The HPC enthusiastically responded to the presentation and offered detailed feedback.

Two notable updates to the Opportunity Statement, listed fully in the presentation's appendix:

1. **Community Connection:** In late August we received this enthusiastic response from Molly McIntosh, Executive Director of the Edina Historical Society, "our board is very motivated to help out, myself included!" EHS-HPC collaboration is a stated goal of the Comprehensive Plan. One board member is eager to lead Century Home walking tours.
2. **Environmental Impact:** Each commission has been asked to consider a 2023 work plan item that advances the city's climate agenda. Despite conventional wisdom, the oldest building is often the greenest, when the full carbon impact of materials, demolition, and new construction are considered along with the carbon impact of building operations.



Next Steps:

The HPC will be proposing the following work plan item for 2023:

Initiative Title: Finalize and approve all elements and expenses of a Century Home recognition program to launch in 2024, in collaboration with the Edina Historical Society.

Deliverables: Text and design for web page, plaque, applications materials, community outreach flier, and project management guidelines. Create and approve associated budget.



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Date: November 7, 2022

Agenda Item #: VIII.A.

To: Heritage Preservation Commission

Item Type:

Other

From: Emily Bodeker, Assistant City Planner

Item Activity:

Subject: DRAFT 2023 HPC Meeting Dates and Application
Deadlines

Information

ACTION REQUESTED:

None, FYI.

A motion needs to be approved if the HPC chooses to change the times of the regular HPC meeting.

INTRODUCTION:

ATTACHMENTS:

Draft HPC Meeting Dates and Deadlines



Heritage Preservation Commission Meeting Schedule and Application Deadlines 2023

The regular meeting of the HPC is on the 2nd Tuesday of the month at **7:00p.m.**

COA Applications are due 30 days prior to the meeting date

Meeting Month	Application Deadline	Meeting Date
January	December 9, 2022	9 th
February	January 13 th	13 th
March	February 14 th	14 th
April	March 11 th	11 th
May*	April 9 th	9 th
June	May 13 th	13 th
July	June 11 th	11 th
August	July 8 th	8 th
September	August 12 th	12 th
October	September 10 th	10 th
November	October 13 th	13 th
December	November 12 th	12 th
January	December 9 th , 2023	January 9, 2024

*Preservation Month



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Date: November 7, 2022

Agenda Item #: VIII.B.

To: Heritage Preservation Commission

Item Type:

Other

From: Emily Bodeker, Assistant City Planner

Item Activity:

Subject: Draft 2023 HPC Work Plan

Information

ACTION REQUESTED:

None.

INTRODUCTION:

Attached is the draft HPC work plan that was presented to City Council on 11/1/22.

ATTACHMENTS:

Draft 2023 HPC Work Plan



Commission: Heritage Preservation Commission

2023 Annual Work Plan Proposal - DRAFT

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)		
Initiative Title <i>Review Certificates of Appropriateness applications</i>	Deliverable COAs	Leads N/A	Target Completion Date Ongoing
		All Commission	
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, Consultant Vogel and Building Official Fisher if necessary.			
Staff time is dependent on how many applications/preapplication meeting requests are received.			
Liaison Comments: Processing COAs is an ongoing item.			
City Manager Comments: No changes. Council Charge 4.			
Progress Q1:			
Progress Q2:			
Progress Q3:			
Progress Q4:			

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)		
Initiative Title <i>Recruit nominees and award and promote the 2023 Heritage Preservation Award during Preservation Month in May</i>	Deliverable Award the 2023 Heritage Award	Leads Nymo & Pollock Sub-Committee	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 the Planning budget.			
Staff Support Required (Completed by staff): How many hours of support by the staff liaison? Communications / marketing support?			
Public outreach: make the online nomination form live on the website, press release, social media posts. Article on winner after award is given.			
Liaison Comments: The HPC will continue to award the Heritage Preservation Award during Preservation Month.			
City Manager Comments: No changes. Council charge 4.			
Progress Q1:			
Progress Q2:			
Progress Q3:			
Progress Q4:			

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 checked="" type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide)	
Initiative Title <i>Based on owner interest, nominate eligible properties as Edina Heritage Landmarks and add additional properties to the eligible property list.</i>	Deliverable <ul style="list-style-type: none"> • Add to eligible property list • Designate additional Edina Heritage Landmark properties 	Leads N/A 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. Consultant fees come from Planning Department budget.			
Staff Support Required (Completed by staff): How many hours of support by the staff liaison? Communications / marketing support?			
Public Outreach/Social Media posts if additional properties are designated as Edina Heritage Landmarks. Creation of new webpage if new landmark property is designated.			
Liaison Comments: This item is ongoing and continues based on owner interest.			
City Manager Comments: No changes. Council charge 3.			
Progress Q1:			
Progress Q2:			
Progress Q3:			
Progress Q4:			

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)		
Initiative Title <i>Create a decision tree schematic explaining what work in the Country Club District triggers a COA for use educating the HPC and homeowners.</i>	Deliverable	Decision tree schematic explaining process. Visual can be used in public education.	Leads	Target
			Schilling, Lonnnquist and Kmetz-Sheehy Sub-Committee	Completion Date By end of 2023
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.				
Staff Support Required (Completed by staff): How many hours of support by the staff liaison? Communications / marketing support? Graphic design to help with decision tree schematic design and add it to the city's website.				
Liaison Comments: Staff is supportive of this initiative. This is a tool that can be used as staff and the public on when a COA is required for a project and when it is not.				
City Manager Comments: Swap initiative #4 and #5 to identify the order of work. The commission will need to complete the review of potential code changes, changes to the Plan of Treatment and potential escrow fee before they create the decision tree schematic. Council charge 4.				
Progress Q1:				
Progress Q2:				
Progress Q3:				
Progress Q4:				

Initiative # 5	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)		
Initiative Title <i>Review and comment on potential code changes, changes to the country club plan of treatment and potential escrow fee.</i>	Deliverable Comments on code drafts, plan of treatment changes and potential escrow fee	Leads N/A All Commission	Target Completion Date By end of 2023
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 funding required.			
Staff Support Required (Completed by staff): How many hours of support by the staff liaison? Communications / marketing support? Planning staff will draft code and potential plan of treatment changes.			
Liaison Comments: Staff is supportive of this initiative. Staff is currently working on drafts of each item.			
City Manager Comments: See comments under proposed initiative #4. Commission should use a sub-committee for this work and identify leads. Council charge 3.			
Progress Q1:			
Progress Q2:			
Progress Q3:			
Progress Q4:			

Initiative # 6	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 checked="" type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide)		
Initiative Title <i>Prepare all elements needed for a successful Century Homes program to launch in January 2024, in collaboration with the Edina Historical Society.</i>	Deliverable Text and design for web page, plaque, application materials, community outreach flyer, and project management guidelines. Create associated budget.	Leads Hassenstab, Lonnquist, Maheshwari Subcommittee	Target Completion Date By end of 2023
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. Funds would be required for a Century Home project launch in 2024.			
Staff Support Required (Completed by staff): How many hours of support by the staff liaison? Communications / marketing support?			
Graphic Design/Communications support- webpage, social media, flyer			
Liaison Comments: Staff is supportive of this initiative. This is the second work plan item around Century Homes			
City Manager Comments: No changes, however, note initiative #5 should be completed before this initiative. Council charge 3.			
Progress Q1:			
Progress Q2:			
Progress Q3:			
Progress Q4:			

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.)
-2022 archeology work plan items
Added to the parking lot by staff. This item was discussed but ultimately removed by the HPC.
- Utilize the city’s existing list of contributing and non-contributing resources in the Country Club District as an education tool. -Improve decision-making using a review of homes in the Country Club District built during 1924-1944 that are no longer contributing heritage resources due to excessive or inappropriate changes.