

Heritage Preservation Board Roles and Responsibilities

Background: The City of Edina has a wealth of heritage resources including numerous historic buildings and sites worthy of preservation. To protect and enhance these non-renewable community resources, since 1974 the City has developed specific policies and procedures that integrate heritage preservation with other community development planning.

The mission of the City's heritage preservation program is to preserve Edina's heritage resources by protecting historically significant buildings, sites, structures, objects, and districts.

The Heritage Preservation Board ("HPB"), appointed by the Mayor and City Council, advises the City Council, City Manager and other City boards and commissions on all matters relating to heritage resource preservation, protection, and enhancement in the community. The Board safeguards the significant heritage properties of the City by identifying and nominating them for designation by the City Council as Edina Heritage Landmarks. In addition, the Board is responsible for developing and maintaining a comprehensive preservation plan; reviewing applications for City permits in relation to properties designated as Edina Heritage Landmarks; and encouraging the preservation, rehabilitation, restoration and reconstruction of significant heritage properties through public education.

Meetings: The HPB, provided for in City Ordinance Section 2, Article III, Division 5, typically meets at 7 p.m. the second Tuesday of most months (see schedule below). All meetings are open to the public and held at Edina City Hall, 4801 W. 50th St.

Roles and Responsibilities: The City of Edina December 2, 2008 Comprehensive Plan Chapter 6 Heritage Preservation provides clear guidance on the goals, roles and responsibilities of the HPB:

Goals

1. Ensure that Edina will be a distinctive and recognizable community, committed to preservation of historic buildings and sites that provide physical links to the past and foster a sense of community identity.
2. Preserve historically significant buildings, sites, structures, objects, and districts as functional, useful parts of the modern city so that they will be the focus of important education, edification, recreation, and economic development activities.
3. Provide historic property owners and neighborhood groups with technical assistance and education in historic preservation.
4. Sponsor heritage preservation programs that stress empowerment of individuals and communities through stewardship, advocacy, education, and partnership.

Benchmarks

The following benchmarks have been established for the City Heritage Preservation Program. **By 2020, the Program will achieve the following:**

- a) Fully integrate heritage preservation with other city planning for parks, recreation, community development, public safety, public works, and education.
- b) Identify and evaluate all buildings within the Country Club District more than 50 years old to determine their heritage landmark eligibility.
- c) Survey the Morningside, Browndale Park, West Minneapolis Heights, and Minnehaha Creek neighborhoods and Southdale Mall to determine the heritage preservation potential of buildings, sites, structures, objects, and districts.

- d) Re-survey the Edina Country Club District to refine and update the 1980 survey data.
- e) Review and update each Heritage Landmark Plan of Treatment every ten years.
- f) Carry out archaeological surveys of all undeveloped lands within the City limits.
- g) Develop and implement effective, voluntary, non-regulatory approaches to preserving significant heritage resources.
- h) Develop historic property interpretation programs for selected heritage landmarks in partnership with property owners and outside agencies.
- i) Make all pertinent information on preserved heritage landmarks accessible to the general public.
- j) Make local history and heritage preservation a vital part of K-12 school curricula and lifelong learning programs for Edina residents.

Policies

Policy 1: Prepare and adopt a Heritage Preservation Plan

Actions:

1. The City will adopt and maintain a Heritage Preservation Plan as part of the City's Comprehensive Plan.
2. All preservation program activities will be carried out in a manner consistent with the comprehensive plan.
3. The City will use the Heritage Preservation Plan to establish policies, procedures, and plans for managing the preservation, protection, and use of heritage resources.
4. The HPB will conduct research to augment, refine, and revise the thematic study units outlined in the 1999 historic context study.
5. Heritage preservation planning will be integrated with other city planning for community development.
6. The City will provide the HPB with the resources needed to prepare and implement a comprehensive heritage preservation plan.
7. Because comprehensive planning is a continuous cycle, the HPB will periodically review and update the Heritage Preservation Plan.

Policy 2: Identify significant heritage resources worthy of consideration in community planning

Actions:

1. The HPB will carry out a comprehensive survey of heritage resources within the city limits and maintain an inventory of all properties recorded.
2. The City will create heritage resource survey plans that advance the goals and priorities of historic contexts.
3. All the information gathered on each property and area surveyed will be placed in the permanent records of the Heritage Preservation Board.

Policy 3: Evaluate heritage resources to determine whether they meet defined criteria of historical, architectural, archaeological, or cultural significance

Actions:

1. The HPB will evaluate all properties identified by the ongoing Heritage Resources Survey and issue a finding of significance for those properties that meet defined criteria; some determinations of landmark eligibility may be provisional and it may be necessary for the HPB to conduct additional studies prior to initiating the landmark nomination process.
2. For each property evaluated as eligible for heritage landmark designation the HPB will issue a finding of significance with a report documenting its location, ownership, date of construction, the relevant historic context and property type, and the criteria on which the finding of significance was based.
3. The HPB will maintain an accurate, up-to-date inventory and map depicting the heritage resources evaluated as significant.

Policy 4: Rezone significant heritage resources as Edina Heritage Landmarks or Landmark Districts

Actions:

1. The HPB will nominate significant historic properties and districts for designation as Heritage Landmarks or Landmark Districts.
2. A landmark nomination study will be completed for each property nominated; the nomination study will locate and identify the subject property, explain how it meets one or more of the landmark eligibility criteria, and make the case for historic significance and integrity.
3. Each landmark nomination study will include a Plan of Treatment that will develop specific approaches to design review and treatment.
4. Except in extraordinary circumstances, the HPB will not nominate a property for landmark designation without the consent of the owner.

Policy 5: Protect heritage landmarks through design review

Actions:

1. The City will take all necessary steps to ensure that no Significant Heritage Preservation Resource is destroyed or damaged as a result of any project for which a Certificate of Appropriateness has been issued by the HPB.
2. The HPB will work with the Planning Commission to ensure that heritage resources management issues are taken into account in planning for residential, commercial, and industrial development.
3. Every application for a preliminary plat, rezoning, conditional use permit, or variance from the zoning code that may affect an Edina Heritage Landmark or Landmark District will be reviewed by the HPB, which will advise the Planning Commission whether or not the requested action will have an adverse effect on a Significant Heritage Preservation Resource.
4. When demolition or site destruction cannot be avoided, careful consideration will be given to mitigating the loss by moving the affected Edina Heritage Landmark/Heritage Preservation Resource, Landmark District or Historic Building to another location, recording it prior to demolition, or by salvaging architectural elements or archaeological data for reuse or curation.

5. In cases involving permits that are not subject to design, a reasonable effort will be made to preserve and protect important historical, architectural, archaeological, and cultural features.

Policy 6: Carry out public facilities maintenance and construction projects in such a manner that Significant Heritage Preservation Resources are preserved and protected

Actions:

1. The HPB and its staff will work with the city manager, city engineer, community development director, and others to ensure that Edina Heritage Landmarks/Heritage Preservation Resources/Landmark District or Historic Buildings are taken into account in project planning.
2. The HPB and its staff will help project planners identify the historical, cultural, aesthetic, and visual relationships between heritage landmarks and their surroundings.

Policy 7: Encourage voluntary compliance with historic preservation treatment standards

Actions:

1. The City will cooperate with property owners in developing plans for their properties, advise them about approaches used in similar preservation projects, and provide technical assistance in historic property rehabilitation and restoration treatments.
2. The HPB and City staff will review voluntary requests for design review of work that would not ordinarily be subject to the heritage preservation ordinance and issue Certificates of Appropriateness for projects that meet preservation treatment standards.
3. The City will consider development of financial incentives for the preservation, rehabilitation, and adaptive use of heritage resources, such as tax incentives, grants, loans, easements, and subsidies.

Policy 8: Preserve Edina Heritage Landmarks/Heritage Preservation Resources, Landmark Districts or Historic Buildings on City property and rights of way

Actions:

1. The City will develop strategies and establish priorities for the restoration and rehabilitation of City-owned heritage resources.

Policy 9: Provide public education regarding heritage preservation

Actions:

1. The City will provide the public with information on heritage preservation activities in the city.
2. The HPB will design and maintain a high-quality heritage preservation page on the City's website.
3. The City will develop facilities and programs that interpret heritage resources for the public.
4. The HPB will make a special effort to reach out to and involve the Edina Historical Society, neighborhood groups, and other community organizations with particular interests in historic properties or community development.

Policy 10: Participate in the federal-state-local government heritage preservation partnership

Actions:

1. The City will continue to participate in the CLG program.
2. The City will cooperate with neighboring cities and other communities in developing their preservation programs.

Policy 11: Be prepared to respond to disasters involving heritage resources

Actions:

1. Define the City role and responsibilities in disaster preparedness, response, and recovery relative to historic preservation.
2. Perform a risk assessment to identify the types of disasters likely to occur and evaluate the vulnerability of specific heritage resources to disasters.
3. Provide members of the City disaster management team with information on heritage resources and preservation priorities.
4. Encourage owners of historic properties to develop disaster preparedness plans.
5. Establish a disaster response team of experienced preservationists, architects, historians, and planners.

Policy 12: Determination of Eligibility as Significant Heritage Preservation Resources (adopted 1/14/2014)

Actions:

1. The HPB may issue a Determination of Eligibility that a property meets the Edina Heritage Landmark criteria for historical significance and integrity, is worthy of preservation, and is eligible for designation as an Edina Heritage Landmark (Significant Heritage Preservation Resource).
2. The City will avoid any adverse effects to a Significant Heritage Preservation Resource arising from public works and other types of development projects sponsored, funded, or assisted by the City.
3. The City will consider the effects of City projects, including projects that involve City funding, on a property that has been determined to be a Significant Heritage Preservation Resource. City officials, departments, boards and commissions will afford the HPB and its staff a reasonable opportunity to review and comment on such projects.
4. If a Significant Heritage Preservation Resource must be damaged or destroyed as a result of any undertaking by the City, the HPB shall be authorized to make a reasonable effort to recover important historical, architectural, or archaeological data associated with the property.

Policy 13: Administer Country Club Heritage Landmark District Plan of Treatment Relative to Demolitions

City Code:

- a. The Country Club is designated and zoned as the Country Club Heritage Landmark District ("Landmark District"). Pursuant to the applicable plan of treatment, homes within the Landmark District which were built from 1924 to 1944 are heritage preservation resources ("Heritage Resources").
- b. The applicable plan of treatment provides, among other things, that:
 - i. The primary purpose of the Landmark District is the preservation of the existing historic house facades and streetscapes.
 - ii. The preferred treatment for Heritage Resources in the Landmark District is rehabilitation defined as the act or process of making possible a compatible use for a property through repair, alteration, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. One of the stated standards for rehabilitation is that deteriorated historic features will be repaired rather than replaced.

Certificate of Appropriateness:

The city mandates that no COA will be approved for demolition, in whole or in part, of any Heritage Resources unless the applicant can show:

- a. The property is not a heritage preservation resource; or
- b. The property no longer contributes to the historical significance of the Landmark District because its historic integrity has been compromised by deterioration, damage, or by inappropriate addition or alteration.

The city additionally mandates that a certificate of appropriateness (COA) be issued before any city permit is issued for demolition and new construction of any principal dwelling or detached garage within the Landmark District. The city defines demolition to include the physical alteration of a building that requires a city permit under circumstances where:

- a. 50% or more of the surface 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.

Actions:

- 1 In the absence of extraordinary circumstances involving threats to public safety, which circumstances result in an order to demolish by the city building official, no demolition, in whole or in part, of any Heritage Resource shall proceed, unless the applicant has previously shown that the historic integrity of the property has been compromised by deterioration, damage, or by inappropriate additions or alterations.
- 2 During construction the repair and replacement of existing structure through rehabilitation will be limited to the COA approved plan, subject to the selective removal of uncovered material unsuitable to safely remain as confirmed by the city building official.
- 3 During construction in the event of uncovered conditions posing a life and safety concern as confirmed by the city building official reasonable effort is encouraged to repair in lieu of premature demolition.

- 4 In the event of an extraordinary circumstance involving threats to public health or safety so as to necessitate demolition, in whole or in part, of a Heritage Resource, the applicant shall immediately notify the city. The HPB staff liaison/planner, in turn, shall thereafter notify the HPB and surrounding neighbors of the applicant's notice and shall also immediately further notify the HPB and surrounding neighbors of any authorization or directive of the city building official pertaining to demolition of the Heritage Resource.
- 5 In the absence of extraordinary circumstances involving threats to public health or safety, any change in the scope or amount of work to be performed on a Heritage Resource other than selective removal of uncovered material unsuitable to safely remain as confirmed by the city building official, shall require submittal of an application for a new COA in accordance with all governing provisions.
- 6 The city building official, while acting in accordance with their role and authority, shall be familiar with HPB policies including the Country Club Landmark District Plan of Treatment and consult with the HPB staff liaison/planner for clarifications as to the intent of those policies related to rehabilitation as the preferred treatment.