



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 -

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 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 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"> 1. Front or main façade, as viewed from the public right of way. 2. 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. 3. 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