

7.5 Heritage Preservation Commission (HPC)

7.5.1 Created

There is hereby established a heritage preservation commission in accordance with Minn. Stat. §471.193, subd. 2.

7.5.2 Members

The membership of the heritage preservation commission shall be as outlined in the heritage preservation commission bylaws, subject to the requirements of the Minn. Stat. §471.193, subd. 5 and the city council's authority as outlined in Section 4.3.1(B). Members of the heritage preservation commission shall be appointed for terms of three years, except that any person appointed to fill a vacancy occurring prior to the expiration of the term for which his/her predecessor was appointed shall be appointed only for the remainder of such term. Upon the expiration of the member's term of office, a member shall continue to serve until his/her successor is appointed. Members who serve three consecutive terms, not including a partial term due to appointment to fill a vacancy, shall be ineligible for reappointment for one year following the completion of their third term.

7.5.3 Annual Report

The heritage preservation commission shall make an annual report, containing a statement of its activities and plans, to the state historic preservation office and the city council.

7.5.4 Powers and Duties

In addition to any other authority granted to the heritage preservation commission by charter, ordinance, or state law, the heritage preservation commission shall have the following powers and duties related to this LDC:

- (A) To review and make decisions on certificates of appropriateness;
- (B) Following designation of a heritage preservation commission site by city council, the heritage preservation commission shall act as a resource and in an advisory capacity to the owner of the property regarding preservation, restoration, and rehabilitation activities. Heritage preservation commission activity in this regard shall include participation in the planning and implementation of activities within the downtown historic district and other sites that have been designated as heritage preservation sites.
- (C) The heritage preservation commission shall work for the continuing education of the citizens of the city with respect to the city's civic and architectural heritage. This continuing education may include public meetings or publications. It shall keep current and public a register of designated heritage preservation sites along with the plans and programs that pertain to them.
- (D) The heritage preservation commission may recommend to the city the acceptance of gifts and contributions to be made to the city and to assist the city staff in the preparation of applications for grant funds to be made through the city for the purpose of heritage preservation. Any contributions or gifts will be expended in the manner provided through the city's fiscal policy.
- (E) The heritage preservation commission shall establish and monitor an archive policy that would encourage the collection of all city planning and development records, documents, studies, models, maps, plans and drawings. This may be entered into the public library historical archives as a permanent record of city history and development.

- (F) At the discretion of the heritage preservation commission, public hearings may be initiated to solicit public input regarding proposed activities on a heritage preservation site.
- (G) To recommend to the city council heritage preservation site designation as provided for in Section 8.5.7, Heritage Preservation Site Designation.