



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda

Heritage Preservation Commission.

Monday, November 8, 2021

12:00 PM

Council Chamber, Third Floor, City Hall, 411
West First Street

To view the meeting, visit <http://www.duluthmn.gov/live-meeting>

NOTICE: The Heritage Preservation Commission will be holding this meeting by other electronic means pursuant to Minnesota Statutes Section 13D.021 in response to the COVID-19 emergency. Some members of the Board will be participating through video conference. Due to the COVID -19 emergency and the closure of City facilities, public comment will not be taken in person. However, members of the public can monitor the meeting and provide public comment on agenda items through WebEx Events. Visit <https://duluthmn.gov/live-meeting> to access the meeting. The public is also encouraged to submit written comment to planning@duluthmn.gov prior to the meeting. Please include "HPC Agenda" in the subject line, and include your name and address and the agenda item you are speaking to. Please note that all public comment is considered Public Data.

1 Call to Order/Determination of Quorum

2 Public Hearings (None At This Time)

3 Consideration of Minutes

Oct 11, 2021, Regular HPC Minutes

4 Communications

5 Repot of Final Disposition on Matters Previously Before the Commission

6 Reports of Officers, Staff and Committees

Annual Meeting (Election of Officers, Bylaw Changes)

7 Consideration of Matters Regarding Commission Action

[HP2](#)

PL 21-161 Downtown Commercial Historic Design Guidelines

Attachments:

[PL 21-161 Sep 21 HPC Memo with Draft Doc](#)

[HP3](#)

HPC Bylaw Amendments

Attachments:

[Bylaws as of Nov 2021 With Proposed Changes](#)

[Bylaws as of 1.22.13](#)

[HP4](#)

2022 Preservation Conference

Attachments:

[2021 State Preservation Conference Final](#)

8 Other Business

9 Adjournment

Heritage Preservation Commission
October 11, 2021 Meeting Minutes
Web-Ex Meeting Format

Due to the COVID-19 emergency, the HPC members participated through video conference from home. The meeting was held as a Special Meeting pursuant to Minnesota Statute 13D.021 in response to the Covid-19 emergency.

Call to Order and Roll Call

Vice-President Stacey DeRoche called to order the meeting of the Heritage Preservation Commission (HPC) at 12:04 p.m. on Monday, October 11, 2021.

Attendance: (Via WebEx video conferencing – all votes conducted via roll call)

Attending: Ken Buehler, Stacey DeRoche, Brandon Hartung, Jess Mccullogh, and Sarah Wisdorf

Absent: Jessica Fortney, and Mike Poupore

Staff Present: Steven Robertson and Cindy Stafford

Public Hearings

None

Consideration of Minutes

July 12, 2021 Regular HPC Meeting

July 19, 2021 Special HPC Meeting

July 26, 2021 Special HPC Meeting

August 9, 2021, Regular HPC Meeting

September 13, 2021 Regular HPC Meeting

MOTION/Second: Wisdorf/Mccullogh approved all of the minutes

VOTE: (4-0) Buehler missed the vote

Communications

Presentation, Duluth Citizens' Climate Action Plan – Brett Cease gave an overview. He discussed the need, the plan and the process. There were four areas of key findings in: food and agriculture, transportation, buildings, and energy production. Actions and community initiatives were discussed. Cease welcomed feedback. How can we make others aware? Planner Steven Robertson noted the importance of food production. Some communities allow for front yards to be gardens. Commissioner Jess Mccullogh noted the use of roof top space. In other cities (mostly in warmer climates) he noted the painting of the rooftop white. He also noted gardens and solar panel installation on rooftops. Vice President DeRoche thanked Cease for his presentation.

Letter, SHPO DECC Seawall Replacement, 9/3/2021 – Robertson stated no action is needed at this time, and is intended for informational purposes.

Report of Final Disposition of Matters Previously Before the Commission – N/A

Reports of Officers, Staff and Committees

Planning Commission - Commissioner Sarah Wisdorf gave an overview. There is nothing pertaining to HPC on the pc agenda this month.

Consideration of Matters Regarding Commission Action

PL21-161 Downtown Commercial Historic Design Guidelines – Robertson gave an overview and noted the proposed ordinance change. They will have a public meeting in November or December. They are proposing a 3rd local historic district downtown. Commissioner Ken Buehler clarified where the other local historic districts are. Robertson noted there is one around city hall, and one around UMD's old main. Each are about two blocks in size. Vice President DeRoche thought staff should go ahead and schedule the public hearing. Robertson stated at that time, the HPC can recommend approval, make changes or table the item.

Other Business

November 8, 2021 will be the HPC's annual meeting. It will be held during their regular meeting time. Robertson suggested making a change to the bylaws to eliminate section 11.2 which recognizes a design review committee, and a staff review committee. Also, eliminate section 11.1 A and B. They have never used. Buehler affirmed he doesn't remember using them either. Robertson noted the need to elect new officers (President and Vice-President). The current officers' terms will be ending.

Adjournment

Adjournment at 12:35 p.m.

Respectfully,

Adam Fulton – Deputy Director
Department of Planning and Economic Development

BYLAWS OF THE HERITAGE PRESERVATION COMMISSION OF THE CITY OF DULUTH

ARTICLE I - IDENTITY

- 1.1 This organization shall be known as the Heritage Preservation Commission of the City of Duluth, hereafter referred to as the HPC.
- 1.2 The administrative office and mailing address of the HPC shall be the Planning and Economic Development, Room 160, City Hall, Duluth, Minnesota 55802.

ARTICLE II - ORIGIN AND POWERS

- 2.1 The HPC was created by Ordinance No. 8938 adopted 4-17-89 by the Duluth City Council pursuant to Minnesota Statute 471.193. The HPC serves in an advisory capacity except in respect to approving or disapproving modifications to Heritage Preservation Landmarks or Districts.

ARTICLE III - DUTIES AND OBJECTIVES

- 3.1 The HPC is designed to serve in an advisory capacity to the City Council and Administration and is further empowered to perform certain quasi-judicial functions.
- 3.2 The objectives of the Commission are to safeguard the heritage of the City of Duluth by preserving sites and structures which reflect elements of the City's cultural, social, economic, political, engineering or architectural history; to protect and enhance the City of Duluth's attractions to residents, tourists and visitors, and serve as a support and stimulus to business and industry; to enhance the economic viability of heritage preservation landmarks and districts through the promotion of their unique character; to enhance the visual and aesthetic character, diversity and interest of the City of Duluth; to foster civic pride in the beauty and notable accomplishments of the past; and to promote the use and preservation of historic landmarks and districts for the educational and general welfare of the people of the City of Duluth. To achieve these objectives, among others, the HPC shall: (a) recommend to the Duluth City Council designation of heritage preservation landmarks and districts based on established criteria; (b) adopt heritage preservation guidelines specific to individual heritage preservation landmarks and districts; (c) review construction and demolition activities proposed within designated heritage preservation landmarks to ensure compliance with the adopted heritage preservation guidelines; (d) maintain an inventory of all historic areas, places, buildings, structures and similar objects within the City of Duluth; (e) review local applications to the National Register of Historic Places per the provision of the Certified Local Government designation if applicable; (f) work for the continuing education of the citizens of Duluth with respect to the historic and architectural heritage of the City; (g) advise the Duluth Planning Commission as to the historical or architectural uniqueness of residential properties for purposes of allowing Bed and Breakfast establishments; and (h) serve as a forum for citizen input with regard to the above-mentioned tasks and objectives.

ARTICLE IV - MEMBERSHIP

- 4.1 Members. The HPC shall consist of seven citizen members who are eligible voters residing within the city limits of Duluth. Five (5) of the members shall be appointed by the Mayor, subject to confirmation by the City Council. One (1) member shall be appointed by the St. Louis County Historical Society and another member shall be appointed by the Duluth Planning Commission. All members shall be persons who have demonstrated an interest in the historical, cultural or architectural development of the city or who own property within a heritage preservation district. At least two (2) of the members appointed by the Mayor shall be preservation-related professionals.
- 4.2 Terms. Members shall be appointed for terms of three (3) years. Any vacancy in membership shall be filled by the appropriate appointing body with Mayoral appointees subject to confirmation by the Duluth City Council.
- 4.3 Removal. HPC members shall be subject to removal by the Mayor for just cause, but only after notice and opportunity for a hearing before the City Council and only with the approval of the Council.
- 4.4 Absenteeism. If any member fails to attend three (3) consecutive regular meetings of the HPC without satisfactory explanation, notice of such failure shall be forwarded to the appropriate appointing body with the request for removal and replacement of such member on the HPC.
- 4.5 Expenses. HPC members shall serve without salary. Costs for mailing notices, preparing and distributing minutes and other meeting materials, along with other clerical expenses shall be paid by the City of Duluth.

ARTICLE V - OFFICERS

- 5.1 Titles. The officers of the HPC shall be a president, vice president and secretary. The president and vice president shall be citizen members of the HPC. The secretary shall be the Manager of the Planning Division, Department of Planning and Development of the City or his or her designee.
- 5.2 Duties of the President. The president shall preside at all meetings, appoint committees, rule on procedural questions subject to reversal by a two-thirds (2/3) vote of members in attendance, exercise the same voting rights as the other members and carry out such other duties as are assigned by the HPC.
- 5.3 Duties of the Vice President. The vice president shall act in the absence or inability of the president to act and in such instances shall have the powers and functions of the president.
- 5.4 Duties of the Secretary. The secretary shall be responsible for notifying all members of meetings, drafting and circulating agendas, performing research work and preparing reports as are necessary to fully advise the HPC of all facts on matters before it, keeping on file all official records and reports of the HPC, keeping written record of HPC meetings, transactions and actions, serving required notice of all public hearings and public meetings, maintaining and circulating minutes, reporting on and attending to the correspondence of the HPC.

ARTICLE VI - ELECTION OF OFFICERS

- 6.1 Terms. Officers shall be elected at the annual meeting of the HPC. Terms of office shall be for one (1) year and no member shall hold the office of president or vice president for more than two (2) years consecutively. Officers shall serve until replaced by a duly elected officer in accord with these procedures.
- 6.2 Nominating Committee. The president may appoint a nominating committee to report to the HPC prior to elections, but nomination of officers may also be made from the floor.
- 6.3 Majority Required. Candidates for office receiving a majority vote of the entire membership shall be declared duly elected.
- 6.4 Vacancies. Vacancies occurring in offices of the HPC shall be filled forthwith by regular elections procedure

ARTICLE VII - MEETINGS

- 7.1 Annual Meetings. An annual organizational meeting shall be held in November of each year. Election of officers shall be conducted and proposed amendments to by-laws may be acted upon.
- 7.2 Regular Meetings. Regular meetings of the Commission shall be held on the second Monday of each month at a time and place agreed upon by the Commission at a prior meeting. In the event that the regular meeting date falls on a legal holiday, the meeting shall be held on the following day.
- 7.3 Special Meetings. Special meetings may be called at the discretion of the president or at the written request of at least five (5) members who shall convey such request to the secretary.
- 7.4 Notice of Meetings. Notice in writing of annual meetings setting forth the time and place thereof shall be delivered to all HPC members at least twenty (20) days in advance of such meetings; notice in writing of each regular meeting shall be sent to all members at least five (5) days in advance of such meeting and notice in writing of any special meeting shall be sent to all members at least five (5) days prior to such meeting; and all notices shall state the time, place and purpose of such meetings.

ARTICLE VIII - PRE-MEETING PROCEDURES

- 8.1 Agenda. The agenda for each meeting of the HPC shall be developed in writing by the secretary subject to approval by the planning director and president.
- 8.2 Application Deadlines. No matter shall be placed on the HPC agenda unless a written request or petition, along with the required forms, legal descriptions, maps, drawings, etc., have been submitted to the Planning Department in proper and correct form and unless the following timetable has been observed:
- (a) Designation of Heritage Preservation Landmark. Requests to consider an individual property, parcel, place, building, structure, work of art or other object for designation as a Heritage Preservation Landmark must be received by the Planning Department at least four (4) weeks prior to the HPC meeting at which action may be taken. Applicants shall meet informally with Planning Department staff prior to submittal of such applications in order to preliminarily discuss required drawings and possible planning implications.
 - (b) Designation of Heritage Preservation District. Requests to consider a contiguous collection or group of lands, parcels, sites, structures, buildings or objects for designation as a Heritage Preservation District must be received by the Planning Department at least eight (8) weeks prior to the HPC meeting at which action may be taken. Applicants shall meet informally with Planning Department Staff prior to submittal of such applications in order to preliminarily discuss application requirements and planning implications.

- (c) Certificates of Approvals. Applications for certificates of approvals for proposed modifications to Heritage Preservation Landmarks and Districts which require review by the full HPC must be received by the Planning Department at least four (4) weeks prior to the HPC meeting at which action may be taken. Applications for certificates of appropriateness which meet the criteria for committee or staff action do not have submittal deadlines. However, in cases where approval by committee or staff is not given, applicants must meet the required submittal schedule for the full HPC outlined above.
 - (d) All other matters: For all matters other than those mentioned in (a), (b) and (c) above, all applications and referrals, including required legal descriptions, certified sufficient petitions, maps, drawings, etc., shall be received by the Planning Department at least three (3) weeks prior to the HPC meeting at which action may be taken.
- 8.3 Reference to Committee. Either the secretary of the HPC or the president may refer proposals to a HPC committee before placing such matter on the agenda, and in such event, the pertinent committee shall meet and consider said matter and report action taken or recommendation to the full HPC. Also, any three (3) members of the HPC, may prior to or during full Commission discussion, require that a matter be considered by a HPC committee.
- 8.4 Reports. The secretary shall prepare a technical study or report on all matters to be heard by the full HPC and shall mail such reports to HPC members before the meeting at which action may be taken.
- 8.5 Withdrawal. If a petitioner or applicant desires to withdraw a matter from the agenda, such request must be submitted to the secretary in writing, and if any public notice has been given, any persons appearing at the noticed hearing on said petition or application shall be entitled to testify at said hearing.

ARTICLE IX - MEETING PROCEDURE

- 9.1 Rules of Order. Unless otherwise specifically designated, Roberts Rules of Order, as most recently revised, shall govern meeting procedure.
- 9.2 Quorum. A majority of the currently serving membership of the Commission shall constitute a quorum for meeting purposes. A majority vote of the members present shall be required to transact business or make binding decisions in behalf of the Commission.
- 9.3 Conflict of Interest. Whenever a Commission member shall have a direct or indirect personal or financial interest in an application or petition before the Commission, such member shall declare such interest and shall not participate in any hearing on said matter; shall absent himself from the room during all deliberative sessions or Commission discussion on said matter; and shall in no event vote upon said matter. When there is question as to the existence of a conflict of interest, the president shall make ruling thereon.
- 9.4 Suspension of Rules. The commission may temporarily suspend its rules by a majority vote of members in attendance.
- 9.5 Appearance of Petitioner. No application or petition shall be given final approval unless the applicant or petitioner appears personally or by representative at hearing called thereon, or makes satisfactory explanation or presentation in lieu thereof.
- 9.6 Agenda. Order of business at regular meetings shall be as follows:
1. Call to order.
 2. Roll call or determination of quorum.
 3. Public hearings.
 4. Consideration of minutes.
 5. Communications.
 6. Report of final disposition of matters previously before the Commission.
 7. Reports of officers, staff and committees.
 8. Consideration of matters regarding Commission action.
 9. Other business.
 10. Adjournment.
- 9.7 Dispensation. A motion must be made and voted upon in order to dispense with any item on the agenda.
- 9.8 Non-Agenda Matters. No binding or final action may be taken on any matter not on the written agenda except by unanimous vote of the members in attendance or a majority of the entire membership.
- 9.9 Tabling. A tabling motion, if passed, has the effect of laying the matter over until the next regular meeting unless otherwise specified.

ARTICLE X - PUBLIC HEARING PROCEDURE

- 10.1 Public Testimony. Any person desiring to speak to the HPC during an official public hearing shall be heard prior to any determination of the matter in question. Such testimony shall be accompanied by the person's name and address for the public record. Letters received in lieu of oral testimony shall become a part of the public record and be considered prior to any final determination of the matter by the HPC.
- 10.2 Time Limits. The president of the HPC may establish such time limits on testimonies as are reasonable to provide for an efficient meeting so long as all interested parties are given a chance to testify.
- 10.3 Termination of Hearing. Upon close of public hearing no further presentation shall be allowed except upon suspension of the rules.

ARTICLE XI - COMMITTEES

~~11.1 Standing Committees. There shall be standing committees appointed by the president. The review power of each and membership shall be as follows:~~

~~A. Design Review Committee. The Design Review Committee shall be comprised of three members of the HPC and shall be the authority to approve moderate alterations to designated Heritage Preservation Landmarks and Districts which are consistent with the appropriate adopted Preservation Guidelines. Such moderate alterations include the following:~~

- ~~1. reroofing/roof alterations such as adding skylights or dormers;~~
- ~~2. freestanding accessory structures of 1,000 sq. ft. or less;~~
- ~~3. masonry finishing;~~
- ~~4. chimney construction;~~
- ~~6. signs; and~~
- ~~7. similar alterations, subject to the approval of the president of the HPC.~~

~~The Design Review Committee may also rule on whether the structures within R-1, R-2 or S-Zoning Districts proposed to be Bed and Breakfasts meet the requirement of being architecturally or historically unique.~~

~~B. Staff Review Committee. The secretary of the HPC and designated planning staff shall be the authority to approve minor alterations and modifications to designated Heritage Preservation Landmarks and Districts which are consistent with the appropriate adopted Preservation Guidelines. Such minor alterations include the following:~~

- ~~1. reroofing, with original materials;~~
- ~~2. rear porch and/or deck additions;~~
- ~~3. fences, retaining walls and landscaping;~~
- ~~4. freestanding accessory structures of 600 sq. ft. or less;~~
- ~~5. exterior cleaning, refinishing, tuck pointing;~~
- ~~6. replacement of windows, siding, trim or doors;~~
- ~~7. installation of doors or windows in rear elevations;~~
- ~~8. chimney reconstruction;~~
- ~~9. awnings;~~
- ~~10. screening walls or fences for parking lots, trash dumpsters and mechanical/electrical units;~~
- ~~11. work done under utility or sidewalk permits; and~~
- ~~12. similar work, subject to the approval of the chair of the Design Review Committee.~~

~~C. Designation Initiation Committee. The Designation Initiation Committee shall be comprised of three (3) members of the Heritage Preservation Commission and shall be responsible for conducting an ongoing inventory of historic properties with the City of Duluth. The committee shall in a preliminary way evaluate the significance of the properties on the inventory and, together with the secretary of the HPC, recommended qualified properties to the full HPC for designation.~~

11.2 Special Committees. The president of the HPC may appoint such special committees and chairs thereof as he or she may from time to time deem necessary.

ARTICLE XII - POLICY

12.1 Policy Statement. Written statements of any policies of the HPC shall be drafted and maintained at the City Planning Division office.

12.2 Policy Revision. Said policies may be revised, amended or added at any regular or special meeting by a majority of the entire membership (four) and shall be reviewed by the HPC or a committee thereof annually.

12.3 Policy Availability. The staff shall advise petitioners, applicants or other interested persons of applicable portions of said policies upon request.

ARTICLE XIII - AMENDMENT OF BY-LAWS

13.1 Amendment Procedure. These by-laws and rules of procedure may be amended at the annual meeting by majority vote of commissioners in attendance and notice and copies of any proposed amendments shall be given all commissioners along with meeting notice. No interim amendments shall be allowed unless each commissioner receives at least thirty (30) days' written notice of intent to amend, including the date, time and place such amendment will be voted on, and an exact copy of the amendment as proposed. Interim amendments require majority vote of the entire membership (four) of the HPC for passage, and in such instance only, HPC members will be allowed to vote by written proxy.

ARTICLE XIV - EFFECTIVE DATE

14.1 These by-laws adopted the by the Heritage Preservation Commission of the City of Duluth are effective on November 28, 1989, and mostly recently amended November 2021.

HERITAGE PRESERVATION COMMISSION BY-LAWS

CITY OF DULUTH

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applications to the National Register of Historic Places per the provision of the Certified Local Government designation if applicable; (f) work for the continuing education of the citizens of Duluth with respect to the historic and architectural heritage of the City; (g) advise the Duluth Planning Commission as to the historical or architectural uniqueness of residential properties for purposes of allowing Bed and Breakfast establishments; and (h) serve as a forum for citizen input with regard to the above-mentioned tasks and objectives.

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ARTICLE VII - MEETINGS

- 7.1 Annual Meetings. An annual organizational meeting shall be held in November of each year. Election of officers shall be conducted and proposed amendments to by-laws may be acted upon.
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- 7.3 Special Meetings. Special meetings may be called at the discretion of the president or at the written request of at least five (5) members who shall convey such request to the secretary.
- 7.4 Notice of Meetings. Notice in writing of annual meetings setting forth the time and place thereof shall be delivered to all HPC members at least twenty (20) days in advance of such meetings; notice in writing of each regular meeting shall be sent to all members at least five (5) days in advance of such meeting and notice in writing of any special meeting shall be sent to all members at least five (5) days prior to such meeting; and all notices shall state the time, place and purpose of such meetings.

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given, applicants must meet the required submittal schedule for the full HPC outlined above.

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 8. Consideration of matters regarding Commission action.
 9. Other business.
 10. Adjournment.
- 9.7 Dispensation. A motion must be made and voted upon in order to dispense with any item on the agenda.
- 9.8 Non-Agenda Matters. No binding or final action may be taken on any matter not on the written agenda except by unanimous vote of the members in attendance or a majority of the entire membership.
- 9.9 Tabling. A tabling motion, if passed, has the effect of laying the matter over until the next regular meeting unless otherwise specified.

ARTICLE X - PUBLIC HEARING PROCEDURE

- 10.1 Public Testimony. Any person desiring to speak to the HPC during an official public hearing shall be heard prior to any determination of the matter in question. Such testimony shall be accompanied by the person's name and address for the public record. Letters received in lieu of oral testimony shall become a part of the public record and be considered prior to any final determination of the matter by the HPC.
- 10.2 Time Limits. The president of the HPC may establish such time limits on testimonies as are reasonable to provide for an efficient meeting so long as all interested parties are given a chance to testify.
- 10.3 Termination of Hearing. Upon close of public hearing no further presentation shall be allowed except upon suspension of the rules.

ARTICLE XI - COMMITTEES

11.1 Standing Committees. There shall be standing committees appointed by the president. The review power of each and membership shall be as follows:

A. Design Review Committee. The Design Review Committee shall be comprised of three members of the HPC and shall be the authority to approve moderate alterations to designated Heritage Preservation Landmarks and Districts which are consistent with the appropriate adopted Preservation Guidelines. Such moderate alterations include the following:

1. reroofing/roof alterations such as adding skylights or dormers;
2. freestanding accessory structures of 1,000 sq. ft. or less;
3. masonry finishing;
4. chimney construction;
6. signs; and
7. similar alterations, subject to the approval of the president of the HPC.

The Design Review Committee may also rule on whether the structures within R-1, R-2 or S Zoning Districts proposed to be Bed and Breakfasts meet the requirement of being architecturally or historically unique.

B. Staff Review Committee. The secretary of the HPC and designated planning staff shall be the authority to approve minor alterations and modifications to designated Heritage Preservation Landmarks and Districts which are consistent with the appropriate adopted Preservation Guidelines. Such minor alterations include the following:

1. reroofing, with original materials;
2. rear porch and/or deck additions;
3. fences, retaining walls and landscaping;
4. freestanding accessory structures of 600 sq. ft. or less;
5. exterior cleaning, refinishing, tuck pointing;
6. replacement of windows, siding, trim or doors;
7. installation of doors or windows in rear elevations;
8. chimney reconstruction;
9. awnings;
10. screening walls or fences for parking lots, trash dumpsters and mechanical/electrical units;
11. work done under utility or sidewalk permits; and
12. similar work, subject to the approval of the chair of the Design Review Committee.

- C. Designation Initiation Committee. The Designation Initiation Committee shall be comprised of three (3) members of the Heritage Preservation Commission and shall be responsible for conducting an ongoing inventory of historic properties with the City of Duluth. The committee shall in a preliminary way evaluate the significance of the properties on the inventory and, together with the secretary of the HPC, recommended qualified properties to the full HPC for designation.
- 11.2 Special Committees. The president of the HPC may appoint such special committees and chairs thereof as he or she may from time to time deem necessary.

ARTICLE XII - POLICY

- 12.1 Policy Statement. Written statements of any policies of the HPC shall be drafted and maintained at the City Planning Division office.
- 12.2 Policy Revision. Said policies may be revised, amended or added at any regular or special meeting by a majority of the entire membership (four) and shall be reviewed by the HPC or a committee thereof annually.
- 12.3 Policy Availability. The staff shall advise petitioners, applicants or other interested persons of applicable portions of said policies upon request.

ARTICLE XIII - AMENDMENT OF BY-LAWS

- 13.1 Amendment Procedure. These by-laws and rules of procedure may be amended at the annual meeting by majority vote of commissioners in attendance and notice and copies of any proposed amendments shall be given all commissioners along with meeting notice. No interim amendments shall be allowed unless each commissioner receives at least thirty (30) days' written notice of intent to amend, including the date, time and place such amendment will be voted on, and an exact copy of the amendment as proposed. Interim amendments require majority vote of the entire membership (four) of the HPC for passage, and in such instance only, HPC members will be allowed to vote by written proxy.

ARTICLE XIV - EFFECTIVE DATE

- 14.1 These by-laws adopted the by the Heritage Preservation Commission of the City of Duluth are effective on November 28, 1989.

Applicant Information/Project Summary/Budget Information

Project Name*

Please provide a succinct title for the project.

2021 State Preservation Conference

City Name, Address, and County

City of Duluth
411 West First
Street Duluth, MN
55802

Project Staff

List principal personnel and their qualifications. You can upload a document with a staff list on it as well.

Adam Fulton
Steven Robertson
Eleanor Bacso

Brief Project Summary

Please provide a brief summary of the project.

Host the 2021 State Conference

Amount Requested

\$43,350.00

Match Offered

Must be at least 40% of total costs. If you are unsure of how much of a match is needed for your project, check your budget template.

\$19,150.00

Budget

Please download the budget template provided below to save, fill out, and upload

Authorized Representative

City's Authorized Representative.

Chris Fleege, Director of Planning & Economic Development

Project Narrative

Project Categories

Please indicate which one of the following categories your project falls under.

7. Public Education

Project Description

Please provide a detailed description of the project.

Explore and expand the preservation needs of our state's local communities and broaden historic preservation efforts to bolster our sense of "place" by producing Heritage Preservation strategies. Using local initiatives to promote Historic Preservation across the state, and capitalizing on these strengths as a catalyst to use preservation as an economic engine that is accessible to more communities and benefiting our region as a whole.

The City of Duluth has some preliminary ideas for tour suggestions, and we will certainly add/edit these in the future if the grant is awarded.

Suggested Tours

-Optional Self-guided tours:

A Planned Communities of Riverside and Morgan Park,

B Historic Recreation Areas in Duluth,

C Superior WI and the North Shore,

D Historic Parking Lots (Sites of Former Historic Structures that Were Demolished)

-Guided tours:

A Downtown Duluth and Canal Park,

B Entertainment (West Duluth Theater, Norshor)

C Duluth's Other Downtowns (Lincoln Park, West Duluth, London Road)

-Walking Tour of the Lakewalk (Fitgers, Canal Park)

-Evening Event on the Vista; Tour of the Harbor

Individual class sessions will be held at different historic locations within the downtown historic district: Zeitgeist, Norshor, Greysolon Ballroom, or other areas in downtown but are not as close to the heart of the district (such as City Hall). Kick off (or conclusion) session could be at the Historic Depot

Reflection of Goals and Strategies of the Statewide Preservation Plan

Please include a discussion of how this project reflects the goals and strategies outlined in the statewide preservation plan.

By hosting this conference in Duluth, we hope to promote historic Preservation will be seen as a broad, inclusive movement that identifies, protects, preserves and interprets important places and events associated with all people who have contributed to Minnesota's past. Primarily we want to focus on Duluth's built environment, but we also want to highlight the history of Indigenous people as well. We believe this dovetails with the statewide historic preservation plan's vision for the future. In addition, we want to also highlight the impact that the landscape and environment of the area has had a huge impact on the heritage and development of this entire area, and share that knowledge with conference attendees (and members of the public at large).

Impact on Community

Provide a concise statement describing the expected effect of the project on the community's awareness and understanding of local government in addressing local preservation issues.

This conference will raise awareness at the state and local level of preservation issues in the City of Duluth and State of Minnesota. It will also improve: the economics of historic preservation, the connection of history, housing and healthy communities, create long-term value to our communities, and innovation and repurposing our history. It will also be an honor to highlight some of Duluth's history to people from outside the area, as well as reinforce with local people some of the things that make Duluth unique.

Community Support

Please provide a concise statement summarizing demonstrated community support for this project. Cash match is one measure of community support. Simply Stating that there is community support is NOT a demonstration of support.

How we will these help provide support?

The Duluth Preservation Alliance, Heritage Preservation Commission, and broader preservation community will support this grant request both financially and with an in-kind match of volunteer hours to ensure a successful event. Please see the below groups that will be providing financial support and time:

**City of Duluth (Staff Time)
HPC (Volunteer Time)
Duluth Preservation Alliance
Local AIA chapter
Lake Superior Area Realtors
Duluth Visitors and Convention Bureau**

Final Product

Provide a concise description of products that will result from the project. You may upload any documentation you think is necessary.

The product of the Annual Statewide Historic Preservation Conference will be the increased capacity for conference attendees to preserve cultural heritage and to effectively inform current and future public policies and cultural practices. Through the information and ideas shared during the conference sessions, tours and events, Minnesota's solid foundation of preservation education and activism will be enhanced, leading to increased preservation of places that matter and to the strengthening of connections between historic preservation, economic viability and sustainability.

Conference attendees will be able to explore Duluth's wealth of wide-ranging historic resources and learn about their use by an increasingly diverse population. From start-ups to pop-up shops and co-working locations, Duluth's historic building stock has been successfully utilized by a wide variety of communities.

Minnesota is a state rich in diverse, and sometimes challenging, cultural resources. The need to responsibly preserve this important and growing legacy is essential to the state's health and stability. As stewards of these critical resources, conference attendees will be better prepared to encourage historic preservation as an essential tool for revitalization and for the creation of greater understanding among an increasingly diverse population.

Conference organizers will seek professional accreditation from the Minnesota Association of Realtors, the Minnesota American Planning Association, and the American Institute of Architects.

File Attachment Summary

Applicant File Uploads

- FY20 CLG Grant Budget Template (Conference).xlsx