



City of Duluth
Planning Division

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May 19, 2011

Preservation Commission Member
Duluth Historic Preservation Commission
Duluth, MN 55802

Dear Commission Member:

- I. Chair Carolyn Sundquist called a meeting of the Duluth Historic Preservation Commission for 2:00 Tuesday, May 24, 2011, in Room 303.
- II. Roll Call: Donald Dass, Wayne Gannaway, Carolyn Sundquist, David Woodward

Members Excused: Tim Meyer

Members Absent: Drew Digby, Ken Buehler
- III. Public Hearings
- IV. Consideration of Minutes – April 26, 2011, accepted as corrected.
- V. Communications

MOTION/Second: Sundquist/Gannaway to **Move** New Business first on the Agenda.

VOTE: Unanimous 4-0

VIII. New Business

A. Lincoln Park Business District – Potential National Register Historic District

Hamre stated that they met with the Lincoln Park business community. They were interested in historic tax credit. Heidi Timm-Bijold had information from the downtown historic district. They were wondering if they had enough properties and that they would need about 70 properties and find an historic preservationist who would work on this. Sundquist stated that they are talking about a National District. Keith had not been able to get in touch with Susan as of yet. Dass stated that he would like to look at the properties. Woodward suggested starting at the Tabernacle and go up to 1st street and the scuba shop buildings as all the properties have that same character in the Historic area. Sundquist asked if they want to have a special meeting to discuss this. Sundquist asked if they would need to set up a special meeting with Edna for this meeting. They may then provide feedback to Hamre. Staff is exempt from issue of a special meeting. They are looking at it as a business group. They see the positive of this area. They want to try to do things that support this area. Woodward and Gannaway will coordinate with Keith and Timm-Bijould to call a special meeting and have a tour.

VI. Old Business

A. East End Survey III (CLG Grant funded) – Keith Hamre

Hamre stated that they have received the CLG Grant and will have it signed.

MOTION/Second: Woodward/Gannaway to Accept and Sign the CLG Grant agreement from SHPO to do the East End Survey III. VOTE: Unanimous 4-0
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Woodward asked about having interns working with the GIS layers of the existing historic surveys. They are ready and available to work with the City GIS staff. We would be looking at their qualifications and they will also need to get the parameters of the GIS Layers. There will be an evaluation and they will be looking at how much geography they can complete for us

Hamre said that they will put out a request for consultants. Hamre added that since they have a set budget they don't have to take the lowest bid. They will e-mail out the RFP and give them two to three weeks to respond. Sundquist stated that it would take a longer time as they will do site visits as well. She added that they would get a wider response this time as there is funding and we will get a generous amount of responses for a consultant. Hamre would like to get the top three people into an interview for selection. Sundquist added that if they can, get them for the July meeting.

Hamre stated that the RFP process is pretty standard. If they have a certain score system that they would like, bring it to the next meeting. Sundquist said to be sure to get the draft RFP two weeks before the Commission's next meeting and be on that agenda. The process is pretty straight forward. They may want to talk to Mike Koop regarding the properties. As the public bidding process goes, we want to get Mike's information on this process. There is an evaluation and they are looking at how much geography can they complete for us. They would also look at their qualifications.

B. Hillside Apartments project (HPC has consulting party status) – Keith Hamre

Sundquist stated that the HPC has consulting party status. They sent a letter of concern for this project and they had asked that the HPC get the same information on this project as SHPO gets. Hamre said that consulting party status is a technical term. He comes to them at their November meeting for the public comment process for funding and reviews the projects and asks for their input. On this project he didn't know the site and didn't know what the proposal was. The proposal is for 30 to 40 units for supportive housing for families and a potential of six to ten shelter units. They would need to be able to control the access points in and out of the facility. Because the property is over 50 years old it was sent to the state preservation office. Wagner Zahn is the architect and they had looked at these properties and to the best of their knowledge there were no known eligible properties that would qualify. It would not be feasible because of the need to be able to control the access points.

Deb Kelner is doing an evaluation for the Laura Mc Carther School and Memorial Park. She is the local consultant that does the evaluations. She stated that the report should be done soon. There are three buildings to be evaluated for demolition. This may not be a possibility and SHPO might be the determination. Mary Ann wrote the letter that was sent to SHPO to evaluate this project. We are asking for the same information that SHPO is receiving. Sundquist stated that consulting status starts sooner than later. We do have the 106 consulting status. They definitely want the consultant's report and they

also need to be on the same page and the same project information that they sent to Mary Anne and the consultant's report. Mary Anne had asked for a meeting as soon as possible. Hamre stated that the evaluation needs to be done before they can go further. We can have them show us their process and determinations. They may have a special meeting in St. Paul.

C. HPC 2011 Objectives

In the annual report we set forth our objectives for this year. We were looking at checking with the Clerk's office to get the designated historic properties recorded. Sundquist stated that they need to do this for this year and to apply for at least one consultant status, which is for St. Peters Church. The HPC will meet with the Building Safety department to verify that all the landmark historic properties are flagged so that the permit applications can be referred to the HPC and are designated as historic and are properly recorded. They will put this on the July Agenda. They are complying with the CLG Grant to conduct a phase three survey. The HPC intends to work with the Planning Department and Planning Commission to better incorporate consideration of historic resources into planning considerations. The UDC incorporated only a list of properties compared to the number of districts. Sundquist said that there is an historic overlay in the UDC. Woodward added that they could ask Petkac to look at not just the designated properties but what there is beyond these. Dass stated that we have a bunch of buildings that we are concerned about and need to look at these.

D. St. Peters Church – Potential Landmark Status

Sundquist will let the Bishop know that we will pursue landmark status for this property.

VII. Reports of Officers and Committees

A. Planning Commission (past issues and future issues) – Drew Digby

IX. Other Business

X. Adjournment. The meeting was adjourned at 3:14.

Respectfully,


Carolyn Sundquist