



City of Duluth  
Planning Division

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Duluth Historic Preservation Commission  
Minutes of August 30, 2011  
Room 303 City Hall

I. Call to Order: Chair Carolyn Sundquist called the meeting to order at 1:00, Tuesday, August 30, 2011, in Room 303.

II. Roll Call:

Members Present: Drew Digby, Wayne Gannaway, Carolyn Sundquist, and David Woodward

Members Excused: Donald Dass, Tim Meyer and Ken Buehler

Staff: Keith Hamre, Chuck Froseth, Edna Ulrich

III. Interviews for the East End Phase III Survey.

Sundquist asked how the procedures of these proceedings will go. Digby explained that the process and to keep them on track with the interviews being a half hour with the applicants and then about 15 minutes to discuss the interview.

A. Mustard Seed

Sundquist introduced herself as the chair of the commission and introduced the other commission members. Gannaway asked about their budget and how it relates to deliverables. Mike Frances stated that they looked at the budget that we had and they looked to allocate their resources they had and the budget that they have and they looked at the RFP. They have allocated resources to accommodate what they want to achieve. They have allocated about \$4,000 for materials. Woodward stated that this is with the \$6.20 per structure. In the field, what would that entail and how did they arrive at that number? They look at the number of hours, the types, architect, addresses and what fits that structure. Woodward asked if it included photography and digital photography and they said it would. For the \$6.20 per surveyed house - how did they arrive at that number? They go by the number of hours, survey hours in the field and the number of structures. How would they familiarize themselves with communities without being located here? They are show that they will have a kick off meeting for two hours at \$75 per hour. Is this enough time for a meeting and presentation? Woodward stated that there is no travel time and preparation, would that be on their time? Frances stated that travel time is built into this.

Gannaway asked how this was calculated and was some of that for travel time? Woodward concurred that preparation for the meeting and the travel time is not budgeted. Gannaway asked what knowledge do they have with northern Minnesota History and what projects are they working on

now? They are currently working on a project in Ohio. They are also working on other ones in Illinois, Oklahoma, South Dakota, Georgia, Mexico and Missouri. Woodward asked about cultural resource work and are they talking about architectural history, cultural history, Architectural work which it usually is. Sundquist asked if Christina would be the primary person and does she do this kind of survey work? Does she have a lot of experienced in this type of work which she does.

Chuck Froseth stated that the matching grant is \$4000 and \$18,750 is from the State. Woodward is very familiar with this project. It is not a major concern for them if they are not local. Froseth stated that they are going to have a kick off in September, sometime in the 3<sup>rd</sup> or 4<sup>rd</sup> week. Frances asked if there will be other stakeholders involved with this project? Froseth stated that they will work on this and contact 90% of the Stakeholders.

Carolyn stated that they do not know what has been done in this neighborhood. They are expecting a high level of participation here. From their proposal they are counting on using the cities equipment. This should be available from the City or County. They are presuming of a reasonable amount of staff participation.

Drew liked that they have done this before and know what is involved with this. Our concern is not with their budget. Woodward stated that it would not be about what is spent but that they would be able to get the job done. Carolyn had concerns related to the budget and not knowing the budget that the City of Duluth has. They are expecting a very high level of participation. In their proposal they are thinking that they would use our GIS. They are presuming a reasonable amount of staff support and background information. Woodward stated that they have worked with their level of knowledge.

#### B. Summit. Enviroolutions

Sundquist introduced herself to Andrew and stated that we have four of our commissioners here. She is chair of the Duluth Preservation Commission. The commissioners introduced themselves and they have all reviewed their proposal. Vice Chair Gannaway will ask the questions. Give us a short description of your budget and how it relates to deliverables. Andrew stated that they assign hours based on what they think will accomplish the task. They also have their own costs and that gets factored in with the overall costs. The overall budget is related to the final report and the research design, survey and reports have their own costs factored in the overall costs. Woodward was wondering if they broke down the how many structures they are looking at and the cost per structure? Andrew stated that they would focus on the properties that have the highest integrity to get the most out of it. Sundquist asked if they will be looking at individual properties which may not be next to each other. Is this the basis of doing the windshield survey for properties that may not be next to each other? Andrew stated that was correct.

Gannaway asked if they would work with city staff and/or HPC members to get an agreement of what integrity means for the context of the building. Andrew stated that they would do a windshield survey to be sure that everyone is on the same page. How do they familiarize themselves with communities that they had not yet seen? Applicant stated that they would use other HPC surveys and previous surveys architectural support, maps, aerial photographs and other various sources to get up to speed. They would also talk to people that have an interest in Duluth and get that base of knowledge. Gannaway asked if they have these types of conversations and the applicant stated that it

would be their background surveys and SHPO resources. There are also the public meetings that would also be a good community source. Woodward asked if they used black and white film for the documentation along with digital. Is that still being used? It is required by NHS and they are now requiring both film and digital. Woodward asked what they will use for the GIS layers and do they include hours for this? They do not include hours for this. Woodward asked about the format to coordinate with GIS and they will provide the data and how to utilize it. Gannaway asked what knowledge they have with Northern Minnesota? He stated that they have looked at specific neighborhoods and had done some work in Northern Minnesota. He thinks he has a good grasp of Minnesota. She stated that they had contract experience in neighborhood surveys. Andrew is very excited about doing this and excited for the opportunity.

Andrew asked what the timeline is for selection. Froseth stated that the commissioner will draft a resolution and they would like to get that done soon.

Carolyn stated that being they are in St. Paul this would be familiar to them. Froseth does not yet know what the staffing will be for this project. Woodward stated that one of the benefits is that this company has been in this area. They have enormous amounts of archives here and they will need to do their due diligence. The other company did not know their resources.

D. Debra Kellner

We were unable to connect with this contact. The three applications were reviewed and discussed by the HPC members.

<p><b>MOTION/Second:</b> Woodward/Gannaway to hire Summit Envirosolutions Inc. for the East End Phase III Survey. VOTE: 4-0</p>
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Carolyn asked what the next Step will be. Hamre stated that Community Development will work with Cindy's office for the Resolution. They will work with her on this and will handle the RFP process. This company has enough local knowledge to explain how they will proceed. He stated that they will work with reporting to the Minnesota Historical Society and get it into our system. Hamre added that Community Development will work together with the Planning Division on this. Froseth stated that he will notify the recommended bidder and send notices to the others.

David Woodward stated that he may be interviewed for a possible position with Summit. They may have a verbal agreement.

E. Review 30% of Design Drawings for Hillside Development Project

The site plan for the Hillside Project on West 4<sup>th</sup> Street and Second Avenue West was presented to the HPC. They pointed out the area that is to be included. Five buildings will be demolished. Some of these will be apartments. Digby asked if they can give us an overview of the project. Sundquist stated that they don't like to see historic houses demolished. This is in zone MU-N. The Applicant showed the proposed site plan. This is for a 16,000 square footprint. Forty-four units are for families in crises and supportive services. There will be 1, 2 and 3 bedroom units. They have parking behind the building. There will be about 96% for families with children in crisis. There are safety

requirements and it will have 24 hour security. Keith noted that the SHPO will be looking for a structure that has an exterior façade which mirrors some of the characteristics of the surrounding buildings, like materials and window treatments. Sundquist stated that there will be a big brand new building in a historic area. They are in the preliminary stages of this. They have gotten funds Minnesota Housing Finance, Greater Minnesota House, Huntington Home Funds. Hamre stated that they will set up a walk-through of the building.

We need to have comments back to Hamre by September 6.

F. SHPO Conference

Carolyn asked about the conference and if they had read the letter and as volunteers they will reimburse \$10 per hour. This is up to \$700 per city. Woodward will call Mike about this. David Montgomery is also a contact and see if he can also sign.

G. Consideration of Minutes: Approved with corrections by Gannaway/Woodward.

H. Adjournment. The meeting was adjourned at 3:21

Respectfully,

*Carolyn Sundquist*

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