

**THE DULUTH HERITAGE PRESERVATION COMMISSION (DHPC)**  
**Minutes**

**Duluth City Council Chambers, Third Floor, City Hall**

**4:30 p.m. Tuesday, August 21, 2007**

(Members: Penny Clark, Donald Dass, Tony Dierckins, Heather Rand, Robert Hewitt,  
Staff: Lynn Ann Hollatz, Planner      Excused: Maryanne Norton, Carolyn Sundquist)

1. CALL TO ORDER (President: Penny Clark) **4:20PM**
2. ROLL CALLS OR DETERMINATION OF QUORUM **Yes**  
ACCEPTANCE OF THE AGENDA - ADDITIONS/CORRECTIONS **accepted**
3. DIXCUSSION OF COA PROCESS **Group decided that in the future Hollatz will notify the Design Review committee before an official application is made. Committee will meet with the applicant to discuss design before application submitted with hopes to expedite the process. Motion made by Rand to change procedure. 2<sup>nd</sup> by Hewitt- all in favor- Motion passed**
4. INTRODUCTION OF GUEST: Mary Evans -DAR-discussion of nominating the John A. Astor Park for National and local designation. **Mary Evans discussed the importance of listing this property on the locally designated list. Commission members were all given a handout about the property. Clark will check with Michael Koop regarding possibility of nomination to Natl. Register. Motion made by Hewitt to nominate the property to the local register. 2<sup>nd</sup> by Dass. All in favor. Motion passed.**
5. CONSIDERATION OF MINUTES: July 24, 2007 **Accepted as written**
6. COMMUNICATIONS **Hollatz discussed several letter that she'd received including one regarding money available from SHPO for attendees to the conference in October. Clark will check on this.**
7. REPORT OF FINAL DISPOSITION OF MATTER PREVIOUSLY BEFORE THE COMMISSION
  - A. COA Request: Former Central High School Signs. (Dierckins and Dass) **Nothing new**
  - B. Discussion of ordinance for COA and design review before application. **See #3**
8. REPORTS OF STAFF, OFFICERS, AND COMMITTEES
  - A. Planning Staff (Hollatz) **Nothing new**
  - B. East End Residential Historical District Survey - Larson and Fisher, Inc. -Update (Hollatz). **Report will be completed by the end of the month according to Fisher**
  - C. NHS Historic Loan Program (Hewitt) Discuss ways to promote report **Decided to keep this item on the agenda**
  - D. Duluth Preservation Alliance - (Hewitt) **DPA Hour Tour is Sunday, Sept.16.**
  - E. Duluth Planning Commission - (Rand) **Nothing new**
  - F. St. Louis County Historical Society - (Clark) **Nothing new**
  - G. National Preservation Conference in St. Paul - Oct. 2-6, 2007 (Sundquist) **Nothing new**
9. NEW BUSINESS/OTHER BUSINESS
  - A. Request by administration to amend by-laws to require written consent for local designation by property owner, acknowledging benefits and limitations, and that the designation runs with the property and binds future owners. Bob Bruce would present proposed language changes to the bylaws (Bruce) **Nothing new**
  - B. Annual Report of the DHPC - revisions **Nothing new**
  - C. Organization of task force to coordinate updating the 1984 Survey. Priority was public education to the community. Updating the Survey would follow. (Dierckins, Clark and Norton).**Clark reported on meeting with Michael Koop and Dennis Lampkin to discuss fund raising strategies. Clark met**

with Norton and mapped out the city into sections coming up with 16 areas to be surveyed over the upcoming years. Clark will work with Koop to write a cover letter to be sent to prospective contributors beginning with Corporate sponsorship. Clark will arrange to meet with prospectives shortly after they receive the initial letter. Hopefully these meetings will begin in September.

- D. Organization of task force to develop resource kit and educational materials for each objective determined at the DHPC Retreat. **On hold**
  - E. First Presbyterian Church, 300 E 2<sup>nd</sup> St: - potential for Local Landmark (Sundquist) **Nothing new**
  - F. Minnesota State Historic Tax Credits - 2007 Legislative session (Sundquist) **Nothing new**
  - G. Schedule meeting with Joe Miller to review list of city owned structures for historic significance (Sundquist/Hollatz) **Clark discussed importance of tackling this right away especially in light of more budget cuts. Clark will arrange a meeting to happen soon with Joe Miller, Terry Groshung, Sundquist, Dass, Hollatz and Clark. Clark updated the local and Natl. Register list and will send to all via e-mail. Members asked to make a list of top 20 properties that they would like put on the local list to be discussed at next meeting.**
  - H. "A Heritage Preservation Landmark" brass plaques (Dierckins and Clark) **List updated and will be sent to all members.**
  - I. New DHPC commissioner to replace Hewitt whose term is expiring **Nothing new.**
  - J. Other Business.
    - 1. Tree ordinance discussion revisited **Norton working on this**
    - 2. List of DPHC duties revisited **Decided that we need written policy updates for future commissions like policy change decided today. Clark will check into doing this.**
    - 3. Discussion regarding potential properties for national and local nomination, particularly city and school owned properties. **See discussion under #9G. This needs to include city, state, county, federal and university properties.**
    - 4. South Pier Water level tiles (Dierckins) **Dierckins explained finding the tiles and will follow up on having them reinstalled with the HPCs help.**
    - 5. Kiosk in Canal Park (Clark) **Clark reported that the Canal Park Business Association is contracting for a new kiosk by Little Angie's and they wanted to have historical displays. Clark offered to talk to the HPC to provide help with these displays. Group decided that this and the high water tile display would be good community projects for the HPC to get involved with.**
    - 6. Financial help from the DPA (Clark) **Clark reported on a meeting with Dennis Lampkin, President of the DPA and his suggestion that the DPA might be willing to provide a yearly sum of money to the HPC for operating expenses. Hewitt mentioned a similar discussion with Lampkin and using this money to help us secure matching funds for various projects.**
10. ADJOURNMENT **Meeting adjourned at 6:15pm**

**Next meeting:** Tuesday, Sept. 18, 2007 at 5:00 p.m. in the Mayor's Reception Room.