



City of Duluth  
Planning Division

411 West First Street • Room 208 • Duluth, Minnesota 55802-1197  
218-730-5580 • Fax: 218-730-5904 • www.duluthmn.gov

An Equal Opportunity Employer

July 20, 2011

Preservation Commission Member  
Duluth Historic Preservation Commission  
Duluth, MN 55802

Dear Commission Member:

Chair Carolyn Sundquist called a meeting of the Duluth Historic Preservation Commission for 2:00 Tuesday, July 26, 2011, in Room 303.

- I. Call to Order
- II. Roll Call: Donald Dass, Drew Digby, Wayne Gannaway, Tim Meyer, Carolyn Sundquist and David Woodward

Absent: Ken Buehler

- III. Public Hearings
- IV. Consideration of Minutes – Woodward/Gannaway to approve the June 28, 2011 minutes.
- V. Communications
- VI. Old Business

East End Survey

Hamre stated that the requests for proposals have gone out. There is a lot of interest and consultants calling. There have been several firms interested which one was Deb Kelner and about three other firms. If we get five to six responses we need to get some volunteers to read through these and have it down to three or four people. City Council is on break but the next meeting would be in August. Sundquist stated that Mike Koop had a concern that there was no mention of the HPC. Hamre stated that he would look into this. If we don't have any that we want we will send it out again. The bids are due July 31<sup>st</sup>. Hamre said that if we get only three or four we can go straight to the interviews. Sundquist added that they would need to look at scheduling the meeting. They will need to schedule this and the commission should be able to get all of the proposals in adequate time to review the proposals and start interviews. These are usually highly professional people who do these.

Sundquist noted that the RFP did not request any submission of work examples. Woodward recommends this be a three-piece process. 1. All proposals be submitted to entire commission. 2. Special

committee meeting to be scheduled to have three people to review the proposals and. 3. A second special meeting for the interview process. Everyone would be welcome to join the interview process.

Hamre asked if the whole HPC would want to interview and they agreed. Hamre will send all of the proposals to the HPC. Woodward asked if we want to have a sub-committee? Digby stated that they can call this a subcommittee which would waive the quorum. They will need at least three people for a subcommittee.

Sundquist stated if we meet on 9:15 on August 8 we should allow them two weeks. Our next scheduled meeting is August 23. Sundquist asked if they can send them a notice for the interview date. Hamre said that they will send out confirmations that they received their proposals and the meeting times to the applicants.

Hamre stated that 2 hours is quick to complete the interviews. They should expect at least ½ hour for the interviews. Sundquist added to put this on your calendar noon on August 8 and 1:00 on August 23<sup>rd</sup>.

## VII. Hillside Apartments

Sundquist stated that if there are historic properties we can make our case to save the property. Historic preservation is included up front in the process and how can we maintain them. Hamre said that they do look at the neighborhood impact and re-investment in the neighborhood. Sometimes we can't save a property. He would like to see a good faith effort and stop it before it happens.

Hamre asked how they would like to go in this process. He asked if they get information that they let him know. Sundquist stated that they have requested Consulting Party Status. They did not know that this was the process and then sent Hamre a memo and copied SHPO. They now know the process and hope no offence is given.

Hamre added that the property needs a lot of work right now they could donate it to HUD. Sundquist stated that maybe they can put it out to other agencies to see if they would want it donated.

## VIII. Reports of Officers and Committees

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

This is a part of the Higher Education Small Area Plan. Diby stated that about 250 people attended the meeting. The school district has proposals on the school sites which they have not yet seen. Woodward said that there is Lincoln Park Elementary, Morgan Park, Washburn and Nettleton. This area is at lower side of Arrowhead and the upper side of St. Marie which this might be the time to check for landmark status. Digby said that they should be part of this. They should take some properties there and look if eligible for Landmark status. We can see what it takes for this. Local landmark status is easy to do. Digby stated that this is the lower side of St. Marie Street and the upperside of Woodland which are already 90% rentals. There may also have an environmental consideration as this is close to a creek.

Digby had asked the University to see what their master plan is. Digby stated that they would need to buy out some of the neighbor's properties which may be a slow process. They should be looking at any issues which need to be raised.

IX. New Business

1. Landmark Status Recording and COA Compliance Procedures

Sundquist stated that they need to go over this. They needed to contact the City Clerk and Building Safety. She spoke to Jeff Cox and asked him some questions. Could he verify that all the historic properties have been registered with the Clerk's Office and Building Safety. 28A created the HPC and the landmark status.

Landmark status responsibility is for keeping property owners informed that their property is on landmark status. This would be an issue for the Planning Division to determine. Any recent designations would be listed here.

Digby stated that you want to make sure there is a good accurate list. They may pull a building permit and the status of the property. With the UDC and the one stop shop, how is the process of sending letters to Owners? This should be part of the one stop shop. There should be a flag that goes up on all of the historic properties. Digby stated that with the adoption of the UDC and the one stop shop where does the list actually reside? This would be in the Clerk's Office

Sundquist was surprised that the COA was presented at the HPC at that meeting which is a violation with the UDC. The UDC demands that every COA has a public hearing. That was not done for this COA and the HPC did not have a chance to review and ask for action. There are 2 checklists as part of the UDC implementation process. Samantha had contacted her in June and told her what the process was.

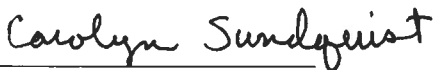
2. SHPO Conference

There is a requirement to go to this conference.

X. Other Business

Adjournment. Motion/Second Gannaway/Woodward to adjourn at 3:14.

Respectfully,

  
Carolyn Sundquist