

Heritage Preservation Commission  
November 22, 2016 Meeting Minutes  
Council Chambers – Duluth City Hall

I. Call to Order and Roll Call

Vice-Chair Michael Poupore called to order the meeting of the Heritage Preservation Commission (HPC) at 2:08 p.m. on Tuesday, November 22, 2016.

Attending: Laurie Boche, Terry Guggenbuehl, Michael Poupore, and David Woodward (Arrived at 2:20 during agenda item C).

Absent: Ken Buehler

Staff Present: Ben VanTassel, Jenn Moses, and Cindy Stafford

Visitors: N/A

II. New Business

- A. New Meeting Time (Bylaws – Fourth Tuesday of the Month) possibly postpone until new commissioners come on board? Jenn states we do need to set the time to get in on the city calendar. The commissioners are okay with keeping the same time at 2:00 p.m.
- B. Election of 2017 Officers – VanTassel states Chair Woodward has reached his maximum time allotted to serve as President. Chair and Vice-Chair have one-year appointments.

MOTION: Guggenbuehl/Boche nominate Poupore as President.

**(Vote 3-0)**

MOTION: Guggenbuehl/Poupore nominate Boche as Vice-President.

**(Vote 3-0)**

- C. 2017 Work Plan – Jenn Moses gave an overview of the handout. (Chair Woodward arrives to meeting.) He would like to stay on the commission past his expiring Chair position. Added to the work plan would be the involvement of the Duluth Public Arts Commission and the Indigenous Commission. Mike Poupore would like to see the status of projects ahead of time and prioritize according to need. The waiting period over the winter might be detrimental to buildings which are in bad shape. Pastoret terrace is discussed as well as the Skyline Parkway legal description. Staff will look into how long this will take. Woodward notes the CLG grant deadline is January 20, 2017. VanTassel thinks staff can tackle the grant proposal for skyline Parkway legal description. Grant usually used for city inventories, but this year it could be for something else. Chair Woodward doesn't think they will go after the small grant funds. Deadline is January 13, 2017, but they are every other month. Woodward discusses the HPC's availability for a December meeting. Can staff get a ball-park figure by December's meeting? VanTassel staff will try to get a ball park estimate for December. Jail item can be moved from February to January. February can be an Armory discussion. Chair Woodward states the HPC can tour the building. Poupore there is a purchase agreement slated for the end of this year. Laurie Boche states she would like to tour the building. They would like a cultural interpretation for the building. March – Chair Woodward would like to see the zoo as a potential nomination. In April the Lake Superior and Mississippi Railroad can be discussed. Check on status and progress on US Steel site. Lincoln Park survey – the

public meeting will be held. May – Old Central High School – meet with school district's new facilities team. Chair Woodward suggest possibly bumping this topic to March. June – bluestone quarries for potential nominations. Identification would be a good phase 1 project. July – Historical and Cultural large grant deadline July 21, 2017. Chair Woodward suggests inviting Jeffrey Larson back for another presentation. August – (move Enger Tower in February as a topic for discussion and move grant application up to May.) Woodward proposes a year work plan list every November and revisit work plan quarterly (every 3 months).

- D. Current HPC Vacancies – Woodward has 1 person who is interested and 1 person who has applied. VanTassel they have had a number of applications. The mayor will appoint. There are currently 2 vacancies. Chair Woodward would like to vet the list. Moses notes the members are typically recommended by mayor and then goes to city council (1<sup>st</sup> meeting in January) for approval. Comments are welcomed by the city council. Woodward would like an RSVP every month to make sure they have a quorum.

### III. Communications and Other Business

A. Reports –

Terry Guggenbuehl gives a planning commission update. In October they approved a parking variance for the Trapenhagen house to be converted into 12 apartments. It's on the national register. Moses distributes a document on lighthouses.

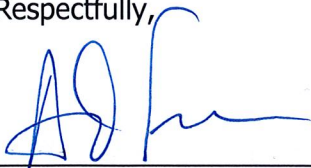
B. Consideration of Minutes – August 23, 2016

**MOTION/Second:** Guggenbuel/Poupore approve August 23, 2016 minutes.

**VOTE: (4-0)**

- C. Adjournment at 3:11 p.m. (Next Meeting, Tuesday, December 27, 2016?)

Respectfully,



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Adam Fulton - Manager  
Community Planning