



City of Duluth
Planning Division

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City of Duluth
Heritage Preservation Commission
March 26, 2013 Meeting Minutes
Room 400 - Duluth City Hall

I. Call to Order

Chairperson Woodward called to order the meeting of the Heritage Preservation Commission at 2:00 pm on Tuesday, March 26, 2013.

II. Roll Call

Attending: Ken Buehler, Patricia Mullins, Carolyn Sundquist and David Woodward.

Absent: Tim Meyer

Staff Present: John Kelley and Cindy Stafford

Visitor (and potential future member) Present: Steve Matthews

III. Public Hearing

None

IV. Consideration of Minutes

February 26, 2013, approved with minor changes.

MOTION/Second: Sundquist/Buehler

VOTE: (4-0)

V. Communications

A. Carter hotel. Woodward announced that there will be an onsite walk through to tour the building on April 2, 2013. He thought it would be an all-day event and will let the other Commissioners know the time. He noted that special meetings need to be announced 5 days in advance and that there shouldn't be a conflict about one person being on different Committees. Woodward noted that in 2010 the building was inspected by the County and some minor electrical issues were apparent. Then three years later the building was hugely damaged due to roofing issues, despite a new roof installed in 1997. Also, Woodward noted that environmental studies found no mold.

Woodward would like to add the Clayton-Jackson-McGhie Memorial to the agenda for next meeting to discuss the designation of local landmark status.

The Duluth Armory building which is listed on the National Register of Historic Places received flood damage in the sub-basement, and approximately 2-4" on the London Road level. Trees popped the culvert top which will need to be replaced with a thicker concrete top. LHB is handling the arrangements.

- B. Planning for Duluth Ethnographic Study update. Woodward announced that the public meeting is scheduled for March 31, 2013. Mullins noted that this falls on Easter. John will check on the dates.

VI. Old Business

- A. Phase V – Remove draft report
- B. Filling Commission Vacancies - Steve Matthews is interested in joining the HPC. He will fill out an application. John noted that there were 5 existing applications and 4 were being considered. Sundquist noted that the CLG (federal) imposes strict criteria on who is eligible. John will check with Keith about the possible candidates and if it's possible for the HPC to review them.
- C. UDC Revisions – HPC will have direct access to the City Council. The changes will be presented to the Planning Commission tonight, and more UDC changes are forthcoming.
- D. Re: HPC authority to nominate homes/structures for historic preservation status without owner's consent. Still waiting to hear official word from the City's attorney office. John to check with Nate.
- E. St. Peters Church – The drafted letter to the Church inviting them to meet with the HPC was discussed. Woodward is concerned about potential legal/liability issues. Carolyn asks what is standard with other Commissions, and should the letter come from the City or the Commission? Carolyn noted the verbiage in the letter which states that designation..... "typically starts with the property owner". She said this statement is not true and would like to have it removed. Also, she suggested addressing the letter to both the Bishop and Father Petrich. John will update the letter and resubmit it for the Commission's approval. David noted that he would like to sign it on behalf of the City.

VII. Reports of Officers

Mullins announced that the Planning Commission is hearing requests about Vacation Rental applications.

VIII. New Business

- A. Top 10 sites revisited, including:
 - Enger Tower
 - Clayton-Jackson-McGhie Memorial
 - Masonic Temple

The Bridge is on the list. The viking ship is not on the list. David noted that a preservation plan is often created in conjunction with landmark status. A Certificate of Appropriateness (COA) is needed when proposed changes are introduced. If the HPC turns down a COA, the property owner can appeal that decision directly to the City Council.

- B. Masonic Temple – Per David he heard back from Kevin who will bring forward the HPC's wishes to the Church's elders. Carolyn states that it's important to review the reasons why SHPO denied their request, so that the HPC can address them ahead of time. Per David reasons for rejection were: 1) onion domes removed, and 2) steel door facing the lake. It was noted that there is an art and a science to getting properties listed.
- C. The proposed workshop date with SHPO may change. David and Patricia would like to see it moved to Mid- May.

IX. Other Business

City proposed Fire hall at Snively and Woodland. Per David an assessment is needed ahead of time before they make the decision of location. HPC can't stress this enough and would like to adjust Phase V to include that corner to use funds from CLG grant. Carolyn noted the Carter Hotel. David notes that there needs to be continuity in looking at historic sites.

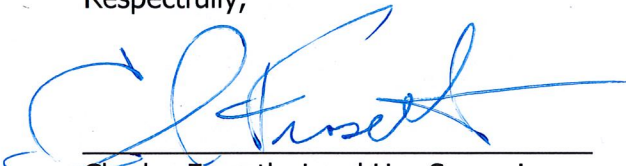
MOTION MADE TO THANK CAROLYN FOR HER SERVICE W/ THE HPC.
BUEHLER/WOODWARD – PASSES UNANIMOUSLY!!!!!!

HPC notes that it is important that City staff have knowledge about Historic planning. They would like to see a planner at the State Planning Conference. Question asked of John if a designated planner would be associated with the HPC. Not to John's knowledge. Carolyn noted a publication that she feels is important and that the City should be aware of. It is a bi-monthly professional journal from the National Association Heritage Preservation Commission (NAPC). This publication is very useful and also gives insight on other communities.

X. Adjournment

Meeting adjourned at 3:40 p.m.

Respectfully,



Charles Froseth, Land Use Supervisor