



# MEETING AGENDA

**Duluth Heritage Preservation Commission, Special Meeting**  
**To view the meeting, visit <http://duluthmn.gov/live-meeting>**

**Monday, August 24, 2020, 12:00 PM**  
**(Note: Special Date, Time, and Location)**

## Call to Order and Roll Call

### Unfinished Business

1. Amendment to PL 20-054 Historic Construction Permit (Exterior Signage), Temple Opera Building at 201 East Superior Street

### New Business

2. Discussion on RFP for Design Guidelines for the Duluth Commercial Historic District

### Communication and Other Businesses

3. Consideration of Minutes: July 13, 2020

Adjournment (Next Scheduled Meeting, Monday, September 14, or Monday, October 12, 2020)

**NOTICE:** The Heritage Preservation Commission will be holding its July 13, 2020 Special Meeting by other electronic means pursuant to Minnesota Statutes Section 13D.021 in response to the COVID-19 emergency. Some members of the Board will be participating through video conference. Due to the COVID-19 emergency and the closure of City facilities, public comment will not be taken in person. However, members of the public can monitor the meeting and provide public comment on agenda items through WebEx Events. Visit <https://duluthmn.gov/live-meeting> to access the meeting. The public is also encouraged to submit written comment to [planning@duluthmn.gov](mailto:planning@duluthmn.gov) prior to the meeting. Please include "HPC Agenda" in the subject line, and include your name and address and the agenda item you are speaking to. Please note that all public comment is considered Public Data.

Heritage Preservation Commission  
July 13, 2020 Special Meeting Minutes  
City Hall – Council Chambers

*Due to the COVID-19 emergency, the HPC members participated through video conference from home. The meeting was held as a Special Meeting pursuant to Minnesota Statute 13D.021 in response to the Covid-19 emergency.*

Call to Order and Roll Call

President Jessica Fortney called to order the meeting of the Heritage Preservation Commission (HPC) at 12:00 p.m. on Monday, July 13, 2020.

**Attendance:** (Via WebEx video conferencing – all votes conducted via roll call)

Attending: Ken Buehler, Stacey DeRoche, Jessica Fortney, Mike Poupore, and Sarah Wisdorf

Absent: Meredith Anderson and Brandon Hartung

Staff Present: Steven Robertson

Agenda item #4 moved up in the agenda and added item #7 regarding Tiffany windows.

Communication and Other Businesses

4. Correspondence: MN SHPO, Lincoln Park National Outdoor Recreation Legacy Grant – Lisa Luukkala announced she will be leaving the city and has accepted the position of Executive Director of the Lake Superior Hiking Trail. The HPC's new liaison will be Parks and Recreation Manager Jessica Peterson. Luukkala gave an overview of the project. Progress has slowed since the beginning of the year. The draft Memorandum of Understanding (MOU) was supported. They are looking forward to the National Park Service taking over the lead role of the 106 process. The city can focus on final design and public engagement. The Minnesota DNR will provide an active role in the process. They are waiting for a timeline to be established. Mike Poupore stated it sounds like it's moving forward. Luukkala noted their contract expires at the end of the year, so a new contract is forthcoming. Poupore asked if the money was safe. Luukkala stated it appears so.

Unfinished Business

1. Update and discussion on MN SHPO CLG Grant Award District (a grant of \$24,000 to prepare design guidelines for the Duluth Commercial Historic District. The city will establish a planning project boundary from 1<sup>st</sup> Street bound by 1<sup>st</sup> Avenue West to allow for guidelines focusing on the unique built form, based on historic building massing, height and character within the smaller planning area of the Duluth Commercial Historic District) – Senior Planner Steven Robertson gave an overview, and shared an example of the Pastoret mitigation, and would like to highlight preservation activities going forward. The current map reflects the Historic District created in the 90's. Examples in the packet included Mankato and Stillwater. He noted Requests for Proposals (RFP's) could be requested, and a sub-committee could be created. Stacey DeRoche noted the map and why 1<sup>st</sup> and 4<sup>th</sup> Avenue West wasn't included. Poupore thought the original design wasn't included and may be been from the U.S. Bank's entry. DeRoche feels it is an important area to encompass, which includes the Alworth Building and Security Jewelers. On the lower side of the street, the buildings are all original. Robertson will do

some research, and this item can remain on the agenda. Chair Fortney noted RFPs. The questions to consider are, why? What does it mean to the owners? What does it mean to the city? Robertson noted the city of Hastings' Frequently Asked Question section. Chair Fortney appreciates the diagrams and the straight-forward language. She noted the language shouldn't be aimed directly only at HPC experts. Ken Buehler found it to be well written and educational and agrees with the format. Sarah Wisdorf also liked the Hastings example. To encourage redevelopment, it should be as straight-forward as possible. Poupore noted establishing good design guidelines into the UDC would be a good asset as well. Robertson will draw up a draft RFP and bring back to the commission in August. He also agreed with Poupore about adding language to the UDC.

2. Update and Discussion on MN SHPO CLG Grant Award 2021 Conference (a grant of \$13,000 for the 2021 Minnesota Annual Historic Preservation Conference) – No update. Chair Fortney noted they will find out soon. Poupore noted the CLG grant involved. Robertson stated DEDA will also be matching funds.
3. Update on Archival Documentation for Pastoret Terrace and Paul Roberson Ballroom – Robertson noted the SPHO letter was included in the packet. It's not an action item, but the letter was forwarded. Poupore noted the HPC will comment on the final draft after SPHO is done.

#### Communication and Other Businesses

5. Correspondence: Section 106 Public Outreach for Cell Antenna Colocation at 325 South Lake Avenue, June 17, 2020 – Robertson noted they are replacing existing equipment, and the appearance will not change.
6. Consideration of Minutes: May 26, 2020 and June 1, 2020

**MOTION/Second:** Buehler/DeRoche approve the minutes

**VOTE: (5-0)**

#### New Business

7. Tiffany windows. Buehler gave an overview and shared the resolution he would like the HPC to submit to the city council. The city is facing financial hardship, and are looking into the possibility of selling the Tiffany windows. The city is the owner, and they are now on display inside the Depot. The windows had deteriorated over the time. Hanging them caused a separation in the materials. There was money allocated towards restoration. After the restoration, the city decided to place them back in the Depot. They are north facing and behind bullet-proof glass. They are now suspended in a floating hanging system, which is stress free. The Ness administration tried to sell them and thought they were valued at 3 million dollars. The value was tainted due to a commission-based sale. The historical society, working with city councilor Jeff Anderson, was able to designate the windows as a historical landmark. They are insured for \$125,000 each, which the county pays for. This leads us to today's resolution. They need to convey the HPC is not in support of the city taking the windows off of landmark status. Poupore noted the city council's resolution is not conforming to the proper protocol, and isn't valid. Robertson stated tonight's city council resolution is gauging the interest to start the process. This is a prologue, and the actual process will require

proper procedural steps. Poupore doesn't agree with the language and bringing it forward in resolution form. Chair Fortney added they were tip-toeing around HPC's input. She was offended that the city council didn't invite the HPC to participate. The city council resolution does not follow proper policy and procedure. Poupore asked if it can be removed before an HPC member has to attend the agenda session. Robertson stated he can forward Buehler's resolution to the city councilors. DeRoche noted the landmark status designation, and asked why even bother with the designation if it can be so easily reversed? It makes the whole process seem meaningless. Poupore reiterated the city council needs to go through proper channels. DeRoche stated the point of landmark protection is to take away the threat. Buehler was careful in choosing his words for the HPC's resolution to the city council. Soft pedalling at this point, but is open for changes. Chair Fortney thanks Buehler for writing the resolution, and feels the need to convey the message more strongly. Poupore also, asked if they could strengthen the language. Buehler is amenable to any amendment, if it's the will of the commission. The conversation is now educational in nature. Part of the HPC's role is to educate the people they work with. Chair Fortney agreed if the language is too strong, it can go the other way fast. She suggested changing the language around local landmarks, and finds it unfortunate that they need to be reactive versus proactive. Buehler stated the city is in desperation mode, but if they vote to maintain the landmark status, and waters calm, he suggests inviting Noah Schuchman to a meeting to go over the HPC's role and importance to the community. Poupore agrees and supports the HPC's resolution as written. DeRoche thanked Buehler and stated it is a considerable investment by the county. Buehler noted the city has been a good steward.

**MOTION/Second:** Poupore/Buehler approve the HPC's resolution to share with the city councilors

**VOTE: (5-0)**

Robertson will forward the resolution to the city councilor and copy Chair Fortney.

Adjournment at 1:07 p.m.

Respectfully,

---

Adam Fulton – Deputy Director  
Department of Planning and Economic Development



**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
411 West First Street  
Duluth, Minnesota 55802

 218-730-5580

 [planning@duluthmn.gov](mailto:planning@duluthmn.gov)

## MEMORANDUM

DATE: August 18, 2020  
TO: Heritage Preservation Commission  
FROM: Steven Robertson, Senior Planner  
RE: Amendment to Approved Historic Construction/Demolition Permit for the Temple Opera Building Renovations (PL 20-054)

At the May 26 and June 1, 2020, meetings, the members of the HPC discussed (and ultimately approved) a Certificate of Appropriateness for a project at 201 East Superior Street (Temple Opera). The applicant at that time, 201E, LLC, proposed to alter the south and west façades of the Temple Opera Building and to update exterior elements and compromised parts of the structure (the elements to be replaced were not original to the building).

Bell Bank, the new owner and occupant of the property, has submitted an amendment to the previously approved Certificate of Appropriateness. The applicant is seeking to install two wall-mounted signs, one entry sign, and one flag mounted (projecting/hanging) sign. Attached with this memo is correspondence from the applicant and exhibits showing the proposed signage.

According to Sec. 50-37.14.B of the Duluth Legislative Code, before demolition and construction may occur the Heritage Preservation Commission (HPC) must review the application for the proposed work and approve a Historic Construction/Demolition Permit. Criteria to be considered as part of the HPC's permit review are found in Sec. 50-37.14.C:

The commission shall approve the application, or approve it with modifications, if the commission determines that the application complies with all applicable provisions of this Chapter and state law and that the work to be performed shall not adversely affect the historic preservation landmark or district based on adopted historic preservation guidelines.

As there is an adopted preservation plan on file for this Duluth Landmark specifically, the HPC may want to consider the project relative to the purpose statements from the body's bylaws.

The Heritage Preservation Commission's (HPC) purpose relative to this:

- Promote of the use and preservation of historic landmarks and districts for the educational and general welfare of the people of the City of Duluth; and
- Safeguard the heritage of the City of Duluth by preserving sites and structures which reflect elements of the City's cultural, social, economic, political, engineering or architectural history; and

- Enhance the economic viability of heritage preservation landmarks and districts through the promotion of their unique character; and
- Protect and enhance the City's attractions to residents, tourists and visitors, and serve as a support and stimulus to business and industry.

From Adopted Preservation Plan, 7-9-91, Masonic Temple Building Heritage Preservation Landmark

*SIGNS AND ACCESSORIES*

*Signs shall be compatible with the character of the building. Signs should not conceal architectural detail, clutter the building's image, or distract from the unity of the facade.*

*A. Materials*

*Sign materials shall complement materials of the existing building. Surface design elements shall not distract from or conflict with the structure's age and/or design. Materials which are the same as those that were used for signage during the period of the building construction shall be encouraged. Newer materials and technologies such as extruded aluminum and plastics, internally lit cabinet signs, or backlit awning signs are not appropriate for the building.*

*B. Type Styles*

*The type styles used to letter the signboard shall enhance the building's design and materials. Type styles should also be compatible with type form the period of the building's construction.*

*C. Method of Attachment*

*Painted signs may be permissible on glass windows and doors. The facade shall not be damaged in sign installation except for minor attachment. The method of attachment shall respect the structure's architectural integrity and shall become an extension of the buildings architectural features wherever possible.*

*D. Lighting*

*Location of exterior lights shall be appropriate to the individual structure. Subdued lighting is preferred. There shall be no flashing, blinking, moving or varying intensity lighting, fixtures shall relate to the historic period of the building's construction.*



## MEMORANDUM

Re: Signage permit application 201 E. Superior

Thanks for the opportunity to share additional information about our signage permit application. The challenge before us is to find common ground between the intent of the preservation plan for the Temple Opera Block and the needs of Bell Bank as a tenant in the building.

The most important factor I think we can agree on is that having a viable long term occupant of the building will ensure the preservation of the building. When the building is occupied there will naturally be a party interested in it being well maintained, weather-tight, secure, protected from fire, protected from vandalism, kept at a stable interior temperature and level of humidity, free of rodent infestation, etc. The presence of a viable occupant in the Temple Opera Block also has the benefit of increased stability in the neighborhood that increases the chances that others will invest in neighboring buildings. What do we ask in return? Help us be a viable long term tenant by allowing us to identify our institution. There is more to this than simply the letters "Bell Bank". Like any other business we have a carefully crafted brand image. The colors, letter font and logo arrangement are consistent at all of our branches. That is vitally important so that our customers know that this particular branch is part of the Bell Bank institution.

We are being thoughtful about where and how we plan to install our signs:

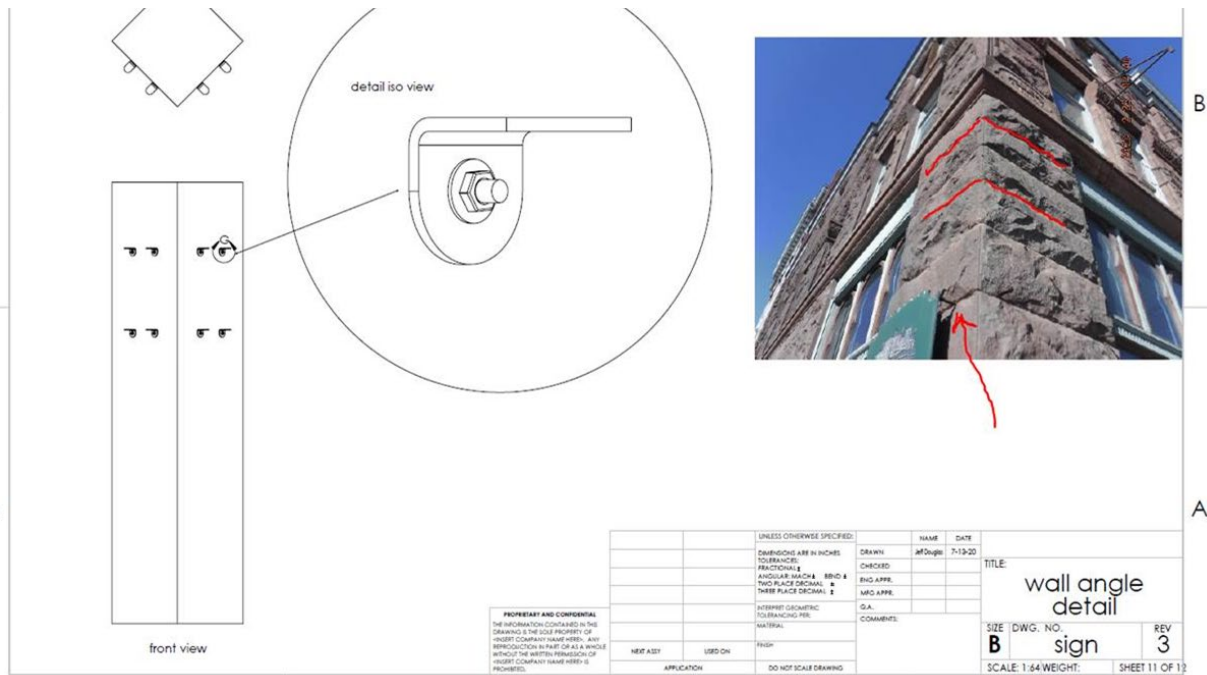
1. Parapet signage: As the historic preservation committee is likely aware, the upper three stories and corner dome were removed from the original building in 1942. The current parapet materials are not original. It is brick, not stone, capped with prefinished aluminum. This provides an ideal location for signage placement that doesn't obscure the original stone material and no original building material will be damaged during the installation. This placement is consistent with the placement of the current "Temple Opera Block" letters which will remain in their current location high in the center of the building façade on Superior Street. The new signage is proportioned to fit in the projecting portion of the façade at the corner in a similar manner as the Temple Opera Block letters.



2. Corner flag sign: This sign is designed to be visible at the pedestrian level. As a projecting flag sign it does not cover the stone wall behind it. The mounting to the wall is designed to align with the mortar joints so that in the future the sign can be removed without any permanent damage to the stone. There are remnants of earlier flag signage supports present on the building that support this style of signage (circled below).



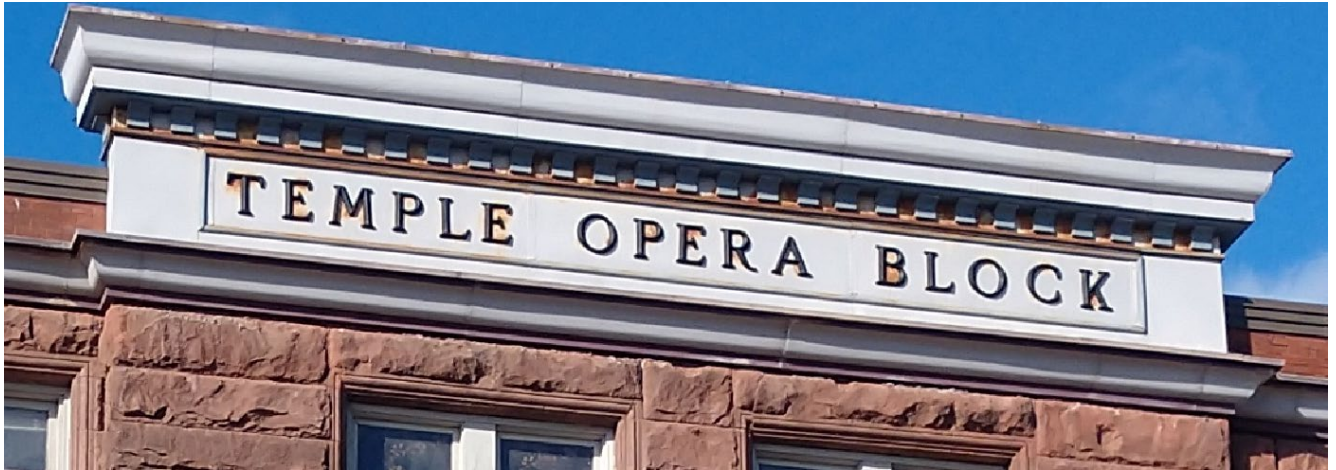




3. Main entry sign: This sign is critical for wayfinding purposes as it identifies the main entry to the bank. It is designed to fit between the decorative columns and under the balcony and we will install the sign in a manner that avoids permanent damage to historic materials.

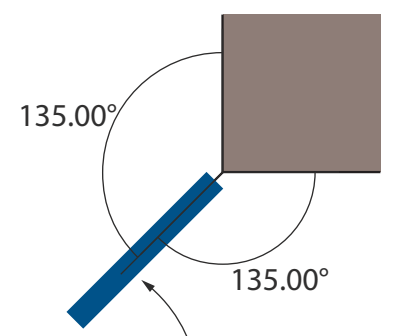
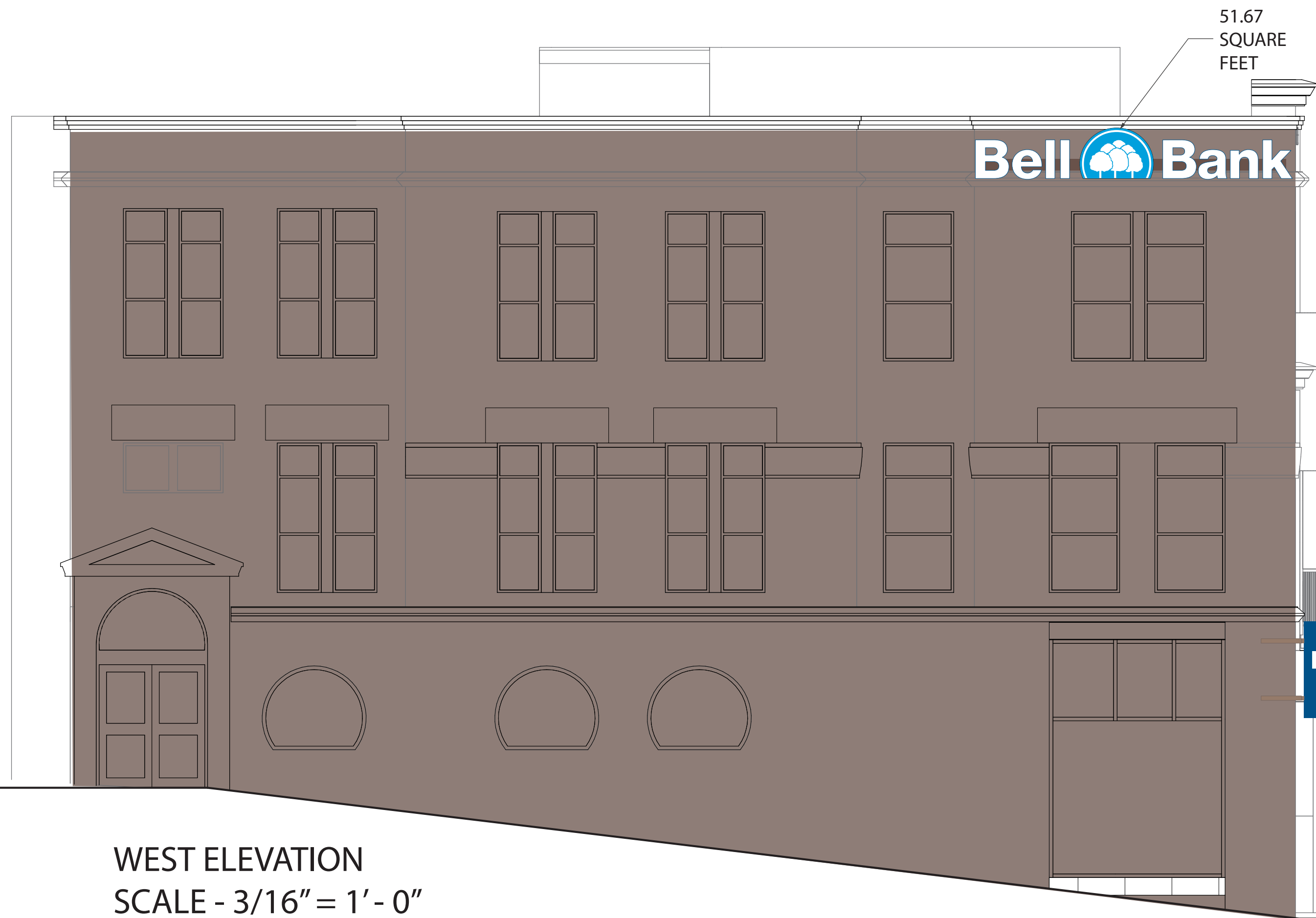
Although this building is not a national register historic building we would also like to reference The Secretary of the Interior’s Standards for Rehabilitation definition which seems appropriate: **“Rehabilitation” is defined as “the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.”** (<https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>)

Another statement of note in the same document is the following: **“Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.”** With that statement in mind it seems appropriate to not attempt to make the new signage appear historical. To the casual observer it will be clear what the historic elements are:

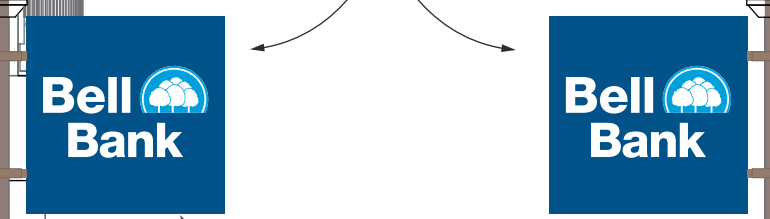


Respectfully,

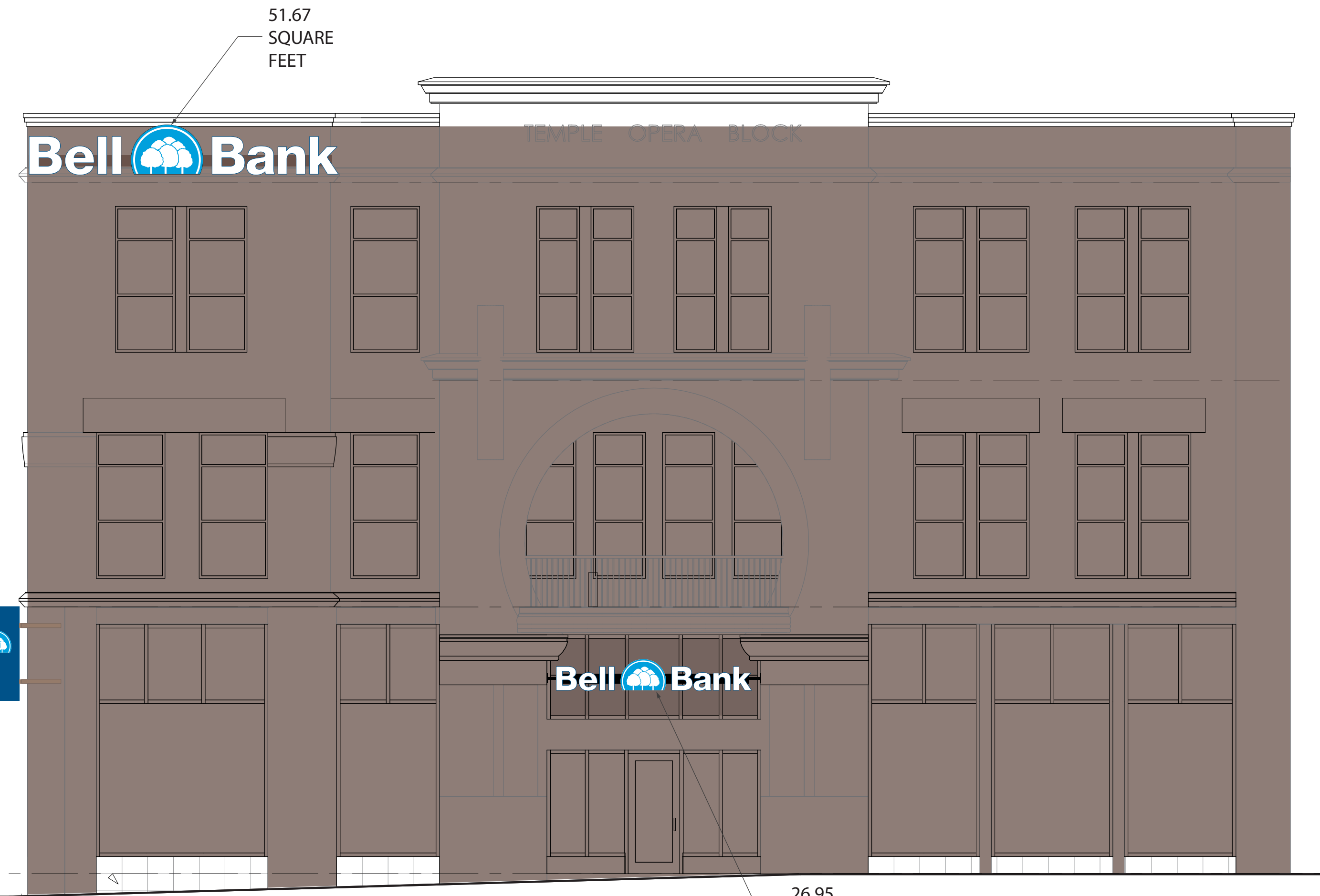
**Steve Terman**  
Facilities Coordinator  
**Bell Bank**



Quantity 1  
Double Sided  
Flag Mount Sign



30.25  
SQUARE  
FEET



DOCUMENT SIZE - 12" H. x 32" W.

Bell Bank

Duluth, MN  
Quote # 65040-1 Rev1

Date: 02/18/2020  
Revised Date: 04/22/2020 05/07/2020

Sales Representative:  
Eric Klebe

Drawn by: GAN

Page Scale: 3/4" = 1'-0"  
Page Size: 11x17



Illuminated Channel Letters

Mounting: Raceway with Steel Tube Structure  
Painted Matte Black  
Lighting Direction: Face-Lit  
Face: Color / White Acrylic  
3M translucent film overlay  
Oracle Light Blue 053  
Backs: .063" Aluminum  
Trim Cap: Color PMS 541 Blue / 1" Jewelite  
Returns: Color PMS 541 Blue / 5" Depth

4133 Iowa St. | Alexandria, MN 56308  
p. 320.846.9697 | f. 320.846.9698

fargo | alexandria | bismarck | grand forks | minot | st. cloud

Due to the limitations of the printing process,  
the colors shown may not reflect actual colors.



Bell Bank

Duluth, MN  
Quote # 65040-A1

Date: 02/18/2020  
Revised Date: 04/27/2020

Sales Representative:  
Eric Klebe

Drawn by: GAN

Page Scale: 3/4" = 1'-0"  
Page Size: 11x17



Illuminated Double Sided Projecting Sign

Cabinet Material: Aluminum painted  
PPG 197220  
Graphics: routed from face, backed with  
White Acrylic  
3M film Overlay: Oracle Light Blue 053

4133 Iowa St. | Alexandria, MN 56308  
p. 320.846.9697 | f. 320.846.9698

fargo | alexandria | bismarck | grand forks | minot | st. cloud

Due to the limitations of the printing process,  
the colors shown may not reflect actual colors.



Minimum 8' clearance.  
Shown at approx. 11' - 4"  
from grade

TEMPLE OPERA BLOCK



TITANIUM  
\$4,200 SO F  
RETAIL S  
AVAILA  
FOR L  
112-215

JIVE



TEMPLE OPERA BLOCK

Superior St

LEFT TURN  
YIELD  
ON GREEN

ROSEMAR  
AP

NORSH  
STEEL MAGNOLIAS  
JAN 30 - FEB 9

OFFICE SUITES  
AVAILABLE  
FOR LEASE

4,200 SQ FT  
RETAIL SPACE  
AVAILABLE  
FOR LEASE

218-213-6648





CASINO

FON  
CA