



MEETING AGENDA

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

Monday, December 14, 2020, 12:00 PM
(Note: Special Date, Time, and Location)

1. Call to Order/Determination of Quorum

2. Public Hearings

-None

3. Consideration of Minutes

-November 9, 2020

4. Communications

-Marten Trail Plan, Informational Meeting, <https://duluthmn.gov/parks/parks-planning/st-louis-river-corridor/waabizheshikana-the-marten-trail-western-waterfront-trail-planning/>

5. Report of Final Disposition of Matters Previously Before the Commission

6. Reports of Officers, Staff and Committees

7. Consideration of Matters Regarding Commission Action

-Historic Old Central High School Preservation Plan

8. Other Business

-2021 Work Plan/Goals

9. Adjournment (Next Scheduled Meeting, Monday, January 11, 2021)

NOTICE: The Heritage Preservation Commission will be holding its December 14, 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 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
November 9, 2020 Special Meeting Minutes
Web-Ex Meeting Format

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 12:07 p.m. on Monday, November 9, 2020.

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

Attending: Ken Buehler, Stacey DeRoche, Jessica Fortney, Brandon Hartung, Mike Poupore (joined meeting after the election of officers vote), and Sarah Wisdorf

Absent: Meredith Anderson

Staff Present: Steven Robertson

Annual Meeting

1. Election of Officers - Ken Buehler asked if the existing officers are willing to serve another term. President Jessica Fortney and Vice President Stacey DeRoche both are willing to serve again.

MOTION/Second: Buehler/Wisdorf nominate Chair Fortney to serve as president and Commissioner DeRoche to serve as vice-president.

VOTE: (5-0)

(Commissioner Mike Poupore joined the meeting)

2. Discussion on Bylaws and Potential Proposed Changes – Steven Robertson gave an overview. The bylaws were last updated in 2013. The commissioners can choose to leave as is, but the meeting date and time should be updated. Chair Fortney is in agreement to update the meeting date and time. She asked if the other commissioners would like to see any changes. No changes were requested.

MOTION/Second: Fortney/DeRoche amendment to the bylaws to change meeting date and time to the 2nd Monday of the month at noon.

VOTE: (5-0, Poupore abstained due to technical issue)

Work Plan Items (Added to the agenda) – Chair Fortney asked if the commission should revisit now, or wait until the next meeting? Sarah Wisdorf suggested waiting until the next meeting, so it can be on the agenda for December.

Unfinished Business

3. Update on RFP for Design Guidelines for the Duluth Commercial Historic District – Robertson noted staff is hoping to move forward in the next two weeks.

Update on Pastoret Terrace (Added to the agenda) – Robertson noted there was a fire in the building about ten days ago. There is an ongoing investigation. The city is waiting on an engineering analysis to determine the extent of the damage.

Communication and Other Business

4. Unified Development Chapter (UDC) Proposed Text Change for Historic Preservation – Robertson gave an overview and noted this was more of clerical change. The challenge is to receive a preservation plan after the fact, so giving the applicant a set timeline (one-year) is being proposed. The timeline of “in the future” is too vague. Mike Poupore stated in the past the HPC had more power over property owners. Can this language be added to the UDC? Chair Fortney suggested looking at what it was, and what it is now to compare. Poupore doesn’t have the specific language at hand. Chair Fortney suggested adding it to their work plan. She asked if this proposed change would go before the planning commission. Robertson noted any zoning code change requires two bodies to approve. Staff proposed it, if it passes the planning commission, it goes to the city council. He asked the HPC if they are in agreement to moving forward, or if not, it can be removed. Poupore would like it tabled until they can revisit it before it moves forward. Robertson thought the language to the UDC may have changed in 2009. Poupore will do some research and share his findings with the other commissioners. Wisdorf stated UDC changes can be made throughout the year. If there are no objections, she would like to move the preservation plan clause forward to get it in the books. Poupore agrees.

MOTION/Second: Fortney/Poupore move forward with the updated language to the UDC regarding the preservation plan timeline be adjusted to one year.

VOTE: (6-0)

5. Update on EAW Related to the Proposed Demolition of Two Structures that Contribute to the Historic Character of Downtown Duluth. Robertson gave an overview and noted the Hacienda and the Duluth Oriental Grocery buildings. The EAW will be shared with the HPC during the 30-day comment period. The timeline is proposed for February or March. Poupore asked if this item can be added to the HPC’s December agenda. Robertson noted the EAW is still in the research phase and it would be best to wait for the actual EAW to come out. Poupore wants to make sure the HPC’s comments are included in the EAW. Robertson noted the HPC’s minutes can be shared with the EAW consultant.
6. Correspondence: US Army Corps of Engineers, The Rehabilitation of the Piers and Headwall of the Duluth Vessel Yard (30 Day Public Comment Period), October 28, 2020 – Robertson noted the correspondence found in the commissioners’ packet, and noted they can comment, Chair Fortney is not familiar with the vessel yard, and asks for comments from the other commissioners. Commissioner Buehler reviewed the paperwork, and does not find it clear on what they are proposing, or who would do the signage. Poupore asked if this includes Pier B. Robertson stated it does not, and agrees the document could be more clear and include exhibits. Chair Fortney would like to see a map of the proposed changes. Commissioner Wisdorf asked staff if they can request more specific information. Robertson agreed to email the individual and request more information. Chair Fortney noted she clicked on the link on page 93 for the MOA, but there was not much detail on the interpretive display.

7. Consideration of Minutes from 8-24-2020
MOTION/Second: Wisdorf/Buehler approve the minutes

VOTE: (6-0)

Chair Fortney asks the commissioners to be thinking about their work plan to discuss at their December meeting. She asked if there is an opening for another commissioner on the HPC? Robertson noted they had appointed Meredith Anderson, but she accepted a new job and may have to resign from the HPC. There may be an opening soon.

Commissioner Wisdorf – gave a planning commission update. There is nothing of interest to the HPC at this time.

Adjournment at 12:52 p.m. (Next meeting scheduled for Monday, 12/14/2020.)

Respectfully,

Adam Fulton – Deputy Director
Department of Planning and Economic Development

Steven Robertson

From: Steven Robertson
Sent: Thursday, December 03, 2020 8:40 AM
To: Steven Robertson; Cindy Stafford
Cc:

Subject: HPC Minor Note About Info Meeting

Members of the HPC,

Good morning!

I will be sending a webex appointment for the Monday, Dec 14, HPC meeting later today.

But I wanted to make you aware of an optional public information meeting coming up shortly that you may be interested in, regarding the Interpretive Plan for the Waabizheshikana, aka the Marten Trail. This will also be a discussion item at the HPC's January meeting.

Information about this meeting will also be provided to the Planning Commission, the Public Arts Commission, Parks and Recreation Commission, and the Indigenous Commission, but please feel free to share with any individuals or groups who may be interested.

Thank you, and have a great morning!

Steven Robertson | Senior Planner | City of Duluth | 411 W 1st St Duluth, Room 160, MN 55802 | 218-730-5295 | srobertson@duluthmn.gov

Interpretive Plan for the Waabizheshikana: The Marten Trail (formerly the Western Waterfront Trail)

Stakeholders and the public are invited to virtually participate in either of two public meetings on the Interpretive Plan for the Waabizheshikana: The Marten Trail (formerly the Western Waterfront Trail). The meetings will be held on Tuesday, December 15th at 1:00 pm and Wednesday December 16th at 6:00 pm. The content and process will be the same at each meeting.

The meeting will be hosted by the City of Duluth's Parks and Recreation division, along with their consultant team led by the firm, Urban Ecosystems. Meeting Agenda will include:

- Introductions
- Purpose of Project
- Presentation of Draft Plan and Recommendations
- Q&A and Solicit Feedback

In Fall of 2019, the City Council approved the Waabizheshikana: the Marten Trail Mini-Master Plan which recommended the completion of a separate interpretive planning process that explores the themes, mediums and stories of the river, land and its people.

Waabizheshikana: The Marten Trail is made up of the existing 3.3-mile trail alignment, the 7-mile trail extension (proposed) and the adjacent green space managed and maintained by the City of Duluth for recreational and conservation purposes.

To attend the virtual meeting, visit: www.duluthmn.gov/live-meeting. Then select, Parks and Recreation Public Meetings.

For more information on the plan or to leave a comment, please visit <https://duluthmn.gov/parks/parks-planning/progress-in-the-park/waabizheshikana-heritage-trail-interpretive-plan/>

DRAFT 2-9-93
ADOPTED 3-24-93

PRESERVATION PLAN
OLD DULUTH CENTRAL HIGH SCHOOL HERITAGE PRESERVATION LANDMARK

I. INTRODUCTION

The following preservation plan contains design review guidelines which will serve as a basis for the Duluth Heritage Preservation Commission's permit review decisions with regard to The Old Duluth Central High School Heritage Preservation Landmark. These guidelines define the acceptable means by which the building's unique physical appearance can be preserved and enhanced through rehabilitation, restoration, or new construction.

One purpose of these guidelines is to provide assurance to the owner of the property that the permit review process will be based on clear standards rather than the taste of individual commission members.

The guidelines will be interpreted with flexibility depending on the particular merit of the proposed changes and their impacts on the portion of the building under review. Consideration will be given to the availability of historic building materials. When applying the guidelines, the Commission will also consider the economic impacts of the design requirements. Decisions of the Heritage Preservation Commission are subject to appeal to the City Council within ten days of written notice of the decision by any party aggrieved by the Commission's decision.

II. AREAS TO BE PRESERVED

- A. South, north, east and west exterior building facades.
- B. Entrance stairways, walks, approaches; and grounds on the south, east and west sides of the building.

III. NEW CONSTRUCTION

New construction refers generally to any new addition to the building. The basic principle for new construction with the Old Duluth Central High School Heritage Preservation Landmark is to maintain the scale and character of the present building. In this case, any such addition would need to provide height, massing, setback, materials, and rhythm compatible to the original building. Guidelines for new construction focus on general rather than specific design elements as follows:

A. Setback-Siting.

In general, new construction should match the setback of the original building.

B. Massing, volume, and height.

Any new construction should conform to the massing of the original structure respecting the height, volume, and scale of adjacent structures.

C. Roofs, Caps and Cornices.

New roof, cap and/or cornice design should replicate the style of roof and materials of the original structure.

D. Materials and Detail.

Any new construction should match the brownstone of the existing building.

E. Windows and Doors.

Windows should relate to those of the existing building in terms of solid to opening ratios, distribution of window openings, and window setback from the wall surface. The proportion, size, and detailing of windows and doors in any new construction should restore the appearance of the original facade and relate to that of the existing building. Double-hung windows are traditional in the district and shall be encouraged for new construction. Window and door frames shall be wood, appropriately colored aluminum and/or vinyl clad materials.

IV. RESTORATION AND REHABILITATION

In general, the United States Secretary of the Interior's Recommended Standards for Historic Rehabilitation shall be followed (see Attachment A). In addition, the following standards shall be applied:

A. Masonry and Walls.

1. Original masonry and mortar shall be retained whenever possible without application of waterproofing, water repellent coatings or surface consolidation treatments unless these treatments are absolutely required to solve a specific technical problem.

2. Where necessary, repair or replacement of deteriorated materials should be made with new material that duplicates the old as closely as possible.

3. To preserve the life of building materials, masonry should be cleaned only when necessary to halt deterioration or to remove graffiti and stains. The most gentle method shall be used, such as the use of low pressure water or approved chemical solutions.

4. The original or early color and texture treatment of masonry surfaces should be retained wherever possible.

5. When repointing, old mortar shall be duplicated in composition, color and texture and be duplicated in joint size, profile type, and method of application in order to preserve the original appearance. If laboratory analysis shows the composition characteristics of the original mortar to be unsuitable, mortar composition may be altered. If the mortar composition is to be altered, the appearance of the mortar shall duplicate the color and texture of the original mortar. Mortar shall be no more than 1 part in 8 Portland Cement.

B. Roofs, Cornices and Details.

1. The material of the existing roof should be matched when in need of repair. With respect to those portions of the roof not visible from street level, the manner of repair or replacement is less critical, however, new roofing materials should blend in with the existing building.

2. All historic craftsmanship, detailing and decorative features that give the roof its essential character should be preserved or restored. Similar material shall be used to repair or replace deteriorating or missing architectural elements such as cornices, brackets, cupolas, chimneys, cresting, vanes, architectural ornamentation, gutters, downspouts, and railings wherever possible.

C. Windows and Doors.

1. Existing window and door openings shall be retained. Whenever possible, original windows and doors and their hardware shall be repaired for reuse.

2. A missing or non-repairable original window or door should be replaced with a window or door that has an appropriate profile and resembles the original and which is recessed to its original depth.

3. Replacement of windows and doors with new stock windows, sashes or doors shall not be allowed if they require alteration of the frame opening or if the size of the window panes, sash or door cause changes in the scale and original proportions of the building.

4. Infilling of window openings is generally not acceptable.

5. Plastic or metal awnings and fake shutters should not be allowed. Shutters are inappropriate for this building.

6. Heating and air conditioners should be installed in such a manner as to not damage window and door frames or require the removal of the original doors or windows. Window or door installation shall be considered only when all other viable heating and cooling systems installations will result in significant damage to historic materials.

7. Storm windows and doors should be selected to be compatible with the character of the building and shall not damage window and door frames or require the removal of the original windows or doors. Exterior storm windows should be appropriate in size and color and should be operable.

8. Lintels, sills, pediments, hoods and steps should be retained or repaired if possible. If repairing, the color and texture shall match existing colors and textures.

V. 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 types from 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. The sign shall become an extension of the buildings architectural features wherever possible.
- D. Lighting: The 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.

VI. OTHER CONSIDERATIONS

Because the Old Duluth Central High School Heritage Preservation Landmark is also on the National Register of Historic Places and thereby subject to review by the Minnesota Historical Society, the Duluth Heritage Preservation Commission shall give due consideration to the State's findings and recommendations regarding proposed changes and renovations to this building.

VII. DEMOLITION

The Heritage Preservation Commission is charged with reviewing permit applications for demolition of structures under Duluth City Code, Chapter 28A, Article II, Sec. 28A-5; Duluth City Code, Chapter 10, Article II, Sec. 10.3; and Duluth City Code, Chapter 10, Article III, Sec. 10-4.

In general, demolition of the Old Duluth Central High School Heritage Preservation Landmark will be discouraged. In the event that a building is over 50% destroyed by fire or an act of God, demolition may be permitted.

UNITED STATES SECRETARY OF THE INTERIOR'S
RECOMMENDED STANDARDS FOR HISTORIC PRESERVATION PROJECTS

The secretary of the interior has developed standards for preservation projects as well as guidelines for applying them to activities from acquisition through rehabilitation and even reconstruction when necessary. The standards are used as the official criteria by which work on National Register historic properties is evaluated and eligibility for federal tax credits is certified.

(1) Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.

(2) The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

(3) All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.

(4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity.

(6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

(7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.

(8) Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.

(9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.

(10) Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

