

Duluth Economic Development Authority (DEDA)
Pastoret Terrace and Robeson Ballroom – Contributing Properties to the
Duluth Commercial Historic District:
National Register Ref. No. 06000455

Proposed Suitable Course of Action: Demolition Mitigation Activities

Action #1: Archival documentation of the Pastoret Terrace and Robeson Ballroom.

- Archival documentation per *Minnesota Historic Property Record Guidelines (Updated June 2009)* will be completed during the period of July 2019 through March 2020, with all necessary physical documentation occurring prior to building demolition.
 - Meet with SHPO to consult on the scope of documentation, including images, both current and historic, narrative, and architectural drawings, as well as the process for preparing documentation.
 - Solicit and select a consultant by July 2019 to research and prepare physical description, narrative, bibliographic references, and identify historic images and/or architectural plans, if available.
 - Solicit and select a professional photographer by August 2019 to photograph the building and compile the documentation submission according to *Appendix E. Guidelines for Photographic Documentation* as detailed in the *Minnesota Historic Property Record Guidelines*.
 - Meet with Duluth Heritage Preservation Commission (HPC) to review and consult on documentation content and process.
 - Submit to SHPO (and HPC if they request) in December 2019 / January 2020 a digital draft of photos, submittal form, and narrative for 30-day review and comment prior to final submission and completion
 - Compile final archival documentation package and submit to SHPO by March 2020. Provide final digital version of the archival documentation package to St. Louis County Historical Society and the official City of Duluth archives.

Action #2: Develop and implement a plan for interpretation to recognize and share with the public the historic and architectural significance of the Pastoret Terrace and Robeson Ballroom.

- Set meetings in February and March 2020 with the City of Duluth, Duluth Heritage Preservation Commission, and SHPO to consult on the types of interpretation and the corresponding scope and historical content of interpretive elements.
- Solicit and select a historian/copywriter by March 2020 to research and develop

content text for the interpretive elements package.

- Solicit and commission an exhibit specialist or expert with graphic design experience by May 2020 to design and layout the interpretive elements package.
- Develop draft plan for interpretation by May 2020 which will incorporate results of consultation meetings with SHPO and HPC to identify appropriate and meaningful elements of interpretation and draft content and design of interpretive elements (whether they be physical outdoor panels, landscape elements, and/or online information).
- Set a meeting between May and August 2020 with the City of Duluth, Duluth Heritage Preservation Commission, and SHPO to review the draft plan for interpretation and in an effort to reach agreement on final plans and details for interpretive elements.
- Once the City, the HPC, and the SHPO have had an opportunity to review the draft plan for interpretation and consult at the above meeting, the DEDA will finalize the plan based upon feedback received and implement the plan accordingly.

Action # 3: Develop design guidelines to continue and advance the preservation of the Duluth Commercial Historic District along East 1st Street between 1st Avenue West and 3rd Avenue East in a manner consistent with the Secretary of the Interior’s Standards for the Treatment of Historic Properties.

- Establish a planning project boundary for the guidelines along 1st Street bound by 1st Avenue West and 3rd Avenue East to allow for guidelines focusing on the unique built form, based on historic building massing, height, and character, within this smaller planning area of the Duluth Commercial Historic District.
- Contract with a firm specializing in historic preservation planning, architectural history, or cultural resources management that will, using existing documents, develop a detailed, cohesive, set of design guidelines. Information from [“Creating & Using Design Guidelines”](#) by the National Park Service will be used to guide the production of the design guidelines.
 - Design guidelines will be intended to provide property owners and contractors assistance as they plan alterations to their historic buildings as well as to standardize the information used to give guidance to the HPC during decision making.
 - Contracted firm shall include interdisciplinary expertise in historic planning and an architectural history. Additional expertise in historic architecture shall be considered.
 - Contracted individual or firm will be responsible to:
 - Determine the City’s and HPC’s needs for historic district design guidelines;
 - Help coordinate community input by facilitating public meetings and/or developing survey questions;
 - Compose design guidelines;

- Substantially conform to a timeline to begin before September 2020, with completion no later than April 30, 2021; and
 - Handle other activities and services associated with the development of the guidelines. At least two public presentations by the selected firm will be required.
 - Once drafted by the City's consultant, the City will submit the draft design guidelines to the SHPO and HPC for formal review and comment.
 - Any comments provided by the SHPO and/or HPC will be considered by the City and will be incorporated, as feasible, into the final design guidelines. For any comments provided which the City is not able to incorporate, the City will provide written reasons for not accepting.
 - Draft final design guidelines will be submitted to the SHPO and HPC for final review and comment.
 - The design guidelines will be considered final upon written notification by the City, at which time the City will submit final versions of the design guidelines to the SHPO and HPC.
- The City will evaluate the guidelines and consider a resolution to commit the City to accept and incorporate the guidelines into current city planning procedures once they are finalized. This may include adoption into plans or ordinances related to development of property in areas covered by the guidelines.