

CHAPTER 2. ADMINISTRATION

ARTICLE VI: Boards and Commissions

DIVISION 4: Heritage Preservation Commission

*State law reference — Heritage Preservation Commissions, Minn. Stats. § 471.193

Section 2-216. Declaration of public policy and purpose.

- (a) The City Council hereby declares as a matter of public policy that the preservation, protection, perpetuation and use of areas, places, buildings, structures, lands, districts and other objects having a special historical, cultural or aesthetic interest or value is a public necessity, and is required in the interest of public health, prosperity, safety and welfare of the people of the City. The purposes of this division is to:
- (1) Safeguard the heritage of the City by preserving sites and structures which reflect elements of the City's cultural, social, economic, political, engineering or architectural history;
 - (2) Protect and enhance the City attractions to residents, tourists and visitors, and serve as a support and stimulus to business and industry;
 - (3) Enhance the economic viability of heritage preservation landmarks and districts through the protection and promotion of their unique character;
 - (4) Enhance the visual and aesthetic character, diversity and interest of the City;
 - (5) Foster civic pride in the beauty and notable accomplishments of the past; and
 - (6) Promote the use and preservation of historic landmarks and districts for the educational and general welfare of the people of the City.

Section 2-217. Definitions.

For the purposes of this chapter, the following words and their derivations shall have the meanings as set forth in the subdivision which follow:

Commission means the Heritage Preservation Commission of the City of Anoka.

Chairman means the Chairman of the Heritage Preservation Commission as provided for hereinunder.

Section 2-218. Established.

Pursuant to Minn. Stats. 471.193, a Heritage Preservation Commission is hereby established to be advisory to the City Council of the City of Anoka. Established in 1998.

Section 2-219. Composition, Qualifications, Appointments, Terms, Oath of Office, Attendance, Resignations, and Vacancies.

- (a) *Composition.* The Commission shall consist of seven (7) members, appointed by a majority vote of the City Council. A quorum shall be four (4) members. Members serve without compensation.
- (b) *Qualifications.* The qualifications of the members of the Commission shall be residency of the City of Anoka, and those whom have demonstrated an interest in the historical, cultural or architectural development of the City and at least two of the members shall be preservation related professions, if available in the community. Per Minnesota Statute, the Commission much include a member from the Anoka County Historical Society, if available.
- (c) *Appointments.* Appointments to the Commission shall be as established in the current policy; as may be amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.
- (d) *Terms.* Appointees shall hold office until their successors are appointed and have qualified.
 - (1) *Full Terms.* Members shall be appointed to serve a three-year (3 yr) term, commencing on January 1st, and expiring at midnight on December 31st of the third year.
 - (2) *Partial Terms.* Members appointed to fill a vacancy/partial term, shall begin serving upon being appointed and Oath of Office, and shall serve the remaining balance of the term of their predecessor.
- (e) *Oath of Office.* Every appointed member shall, before entering upon the discharge of his duties, for each term appointed, take an oath that he will faithfully discharge the duties of his office.
- (f) *Attendance.* Members are expected to be interested in Heritage Preservation matters as related to the general welfare of the community and are expected to prepare for and attend meetings of the Commission when held.
- (g) *Resignations.* Resignations from the Commission should be submitted to the City in written form for acceptance by the City Council. After City Council acceptance, resignations will be acted upon as established in the current policy, as may be amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.
- (h) *Vacancies.* Vacancies in the Commission will be acted upon as established in the current policy, and may be amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.

Section 2-220.

Removal of Members.

A member may be removed from the Commission, when it is determined by a majority vote of the City Council that removal of an individual would be in the best interest of the City.

Section 2-221.

Officers, Meetings, Reports and Expenditures.

- (a) *Officers.* The Commission shall select from among its members such officers as it may deem necessary. The Commission shall have the power to designate and appoint from its members various committees with powers and duties equivalent to and not inconsistent with the powers and duties of the Commission. The commission shall make such rules and regulations as it may deem advisable and

necessary for the conduct of its affairs, for the purpose of carrying out the intent of this ordinance, which are not inconsistent with the laws of the City of Anoka and the State of Minnesota.

- (b) *Meetings.* The Commission shall hold at least one regular meeting each month. It shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions and findings, which shall be of public record.
- (c) *Reports.*
 - (1) *Report to the City Council.* The Commission shall make an annual report to the City Council, containing a statement of its activities.
 - (2) *Communication with the State Historic Preservation Officer.* Pursuant to Minnesota Statutes, proposed site designations and design guidelines must be sent to the State Historic Preservation Officer at the Minnesota Historical Society. Annually, by October 31st, the Commission shall submit an annual report to the State Historic Preservation Officer, which summarizes the Commission's activities, including designations, reviews, and other activities during the previous twelve (12) months.

Section 2-222. Staff.

The City shall provide the Heritage Preservation Commission with staff to perform the duties prescribed under this division.

Section 2-223. Responsibilities.

The Heritage Preservation Commission shall have the responsibility of recommending to the City Council the adoption of ordinances designating areas, places, building structures, works of art or other objects having special historical, cultural or architectural interest for the community as heritage preservation landmarks or districts.

Section 2-224. Powers and duties.

- (a) The Heritage Preservation Commission shall make such rules and regulations as it may deem advisable and necessary for the conduct of its affairs, for the purpose of carrying out the intent of this ordinance, which are not inconsistent with the laws of the City and the state. The heritage preservation commission shall make an annual report to the City Council, containing a statement of its activities.
- (b) The Heritage Preservation Commission shall conduct a continuing survey of all areas, places, buildings, structures or similar objects in the City which the commission, on the basis of information available or presented to it, has reason to believe are or will be eligible for designation as heritage preservation landmarks or districts.
- (c) The Heritage Preservation Commission shall work for the continuing education of the citizens of the City with respect to the historic and architectural heritage of the City. It shall keep current and public an official list of designated heritage preservation landmarks and districts.
- (d) Upon City Council approval, the Heritage Preservation Commission may retain the services, on a permanent or part-time basis, of technical experts and other persons as may be required to perform the commission's duties.

- (e) The Heritage Preservation Commission shall have authority to solicit gifts and contributions to be made to the City and to assist in the preparation of applications for grant funds to be made to the City for the purpose of heritage preservation.
- (f) The Heritage Preservation Commission may recommend to the City Council, after review and comment by the City Planning Commission, that certain properties eligible for designation as heritage preservation landmarks or districts be acquired by gifts, by negotiation or other legal means.

Section 2-225--2-240.

Reserved.