



**Minutes of the
Heritage Preservation Commission**

**Held at 5:00 p.m. January 13, 2016
Work Session Room, Anoka City Hall**

- I. **Call to Order** Chair Ward called the regular meeting to order at 5:10 p.m.
- II. **Roll Call** Members present: Jake Collins, Cory Rahn, Colleen Hansen, and Barb Thurston.

Members absent: Tim Nigh & Peg Flaig.

Staff present: Chuck Darnell, Associate Planner & Clark Palmer, Associate Planner.

Oath of Office: Chair Ward administered the Oath of Office for Commissioners Jake Collins and Barb Thurston, who were both appointed to the HPC for terms that run through December 31, 2018.

Appointment of Chair & Vice Chair: COMMISSIONER COLLINS MOTIONED TO NOMINATE BART WARD AS CHAIR AND TIM NIGH AS VICE CHAIR, SECONDED BY COMMISSIONER HANSEN. MOTION CARRIED 5-0.

Introduction of Staff: Associate Planner Darnell introduced Associate Planner Palmer, and stated that Associate Planner Palmer would be transitioning into the full time staff liaison for the Heritage Preservation Commission.

- III. **Approval of Minutes**

MOTION MADE BY COMMISSIONER THURSTON, SECONDED COMMISSIONER HANSEN TO APPROVE THE DECEMBER 8, 2015 REGULAR MEETING MINUTES. MOTION CARRIED 5-0.

- IV. **New Business**

A. **Approve 2015 Accomplishments & 2016 Goals**

Associate Planner Darnell presented the list of 2015 Accomplishments and 2016 Goals that were discussed at the December 8, 2015 meeting.

MOTION MADE BY COMMISSIONER THURSTON, SECONDED COMMISSIONER HANSEN TO APPROVE THE 2015 ACCOMPLISHMENTS AND 2016 GOALS, MOTION CARRIED 5-0.

V. **Old Business**

A. **2015 Historic Preservation Award Certificates**

Associate Planner Darnell shared the certificates that were created for the recipients of the 2015 Historic Preservation Awards. Chair Ward signed each certificate, and the certificates will be framed and delivered to the award recipients.

The Commissioners discussed potential candidates for awards in 2016, and noted a white house on 5th Avenue and Polk Street, as well as the It's About Sleep redevelopment on Main Street.

B. **Franklin Elementary School Plaque**

Associate Planner Darnell updated on the progress of getting an interpretive sign created for the Franklin School. Staff sent out the template that was created by the HPC, and are awaiting bids which will be brought back to the HPC at the next meeting.

Commissioner Ward stated that staff should get in touch with the Superintendent and Principal of Franklin Elementary School to discuss the project.

Staff asked the HPC about the ideal size of the sign. Commissioner Rahn stated that the sign should be as large as possible. Commissioner Hansen stated that the size doesn't necessarily need to be consistent with the size of signs that were created in the past. Staff suggested that the sign be 4' x 3', and the HPC agreed that that was a reasonable size.

Commissioner Collins stated that the sign needed to have rounded corners. Commissioners Ward and Thurston agreed.

Commissioner Hansen suggested a step stool or some way for children to be able to step up and read the full sign. The HPC discussed some options for this, which included a concrete step or some type of stone step.

Commissioner Ward suggested that staff reach out to the Principal about sign placement and organizing a ceremony for the sign unveiling. Staff will investigate this and report back at the next HPC meeting.

C. **National Register Plaques**

Associate Planner Darnell updated on the progress of the National Register plaque project. Staff brought along one of the plaques that was received, and the HPC viewed and discussed the product.

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Commissioner Collins asked about maintenance of the signs, and explained how the plaques were likely coated and how they could be refurbished in the future. Staff will investigate best practices in long term maintenance with the sign company.

Commissioner Ward asked how many of the plaques would be wall mounted. Staff stated that they had heard from all but 2 property owners, and that a majority of the signs would be wall mounted. Final numbers will be shared once staff had contacted all of the property owners.

Commissioner Collins and Thurston discussed how the plaques could be attached to walls. Commissioner Collins noted that attaching to masonry may be more secure than pole mounting the plaques.

Commissioner Thurston stated that the Windego Park plaque could be located near the entrance to the pedestrian bridge over the Rum River. Commissioner Rahn suggested that the sign could be placed on the bridge itself. Commissioner Thurston was worried that a sign on the bridge could attract vandalism or graffiti.

Commissioner Thurston stated that the HPC should start planning for the ceremony, and that the Minnesota Historical Society should be contacted about attending the ceremony. Chair Ward stated that he would get in touch with the MHS director and invite him to attend the ceremony. Commissioner Collins stated that the Star Tribune could be notified to see if they would be interested in covering the ceremony or writing an article prior to the ceremony to develop interest.

Associate Planner Darnell discussed the installation process, and noted that the Public Services staff had preferred to install the plaques in the spring when the ground had thawed. Staff will be requesting an extension to allow for that, which would also allow for a ceremony to be held in the spring when the weather will have improved.

D. Educational Partnership with Preservation Alliance of Minnesota

Associate Planner Darnell updated on the conversations that had been conducted with the Preservation Alliance of Minnesota. Staff suggested that the two most promising educational courses that would be applicable in Anoka would be the Homeowner and Realtor courses.

Commissioners Thurston and Hansen agreed that residents in Anoka would be interested in the Homeowner series. Commissioner Thurston suggested that window weights and improvements should be included in the workshop. Commissioner Collins suggested that there be some discussion on masonry improvements in the workshop.

Commissioner Collins stated that the workshop should include some discussion on safety during construction or have an emphasis on safety when describing the home improvement projects.

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Staff discussed the Realtor series, and noted that the Preservation Alliance would prefer to have a local real estate firm host the event. Commissioner Ward stated that he would get in touch with Councilmember Freeburg to see if he was interested in hosting the event.

VI. **Committee Reports**

A. **Sandwich Board Committee**

Staff updated on the article that was included in the Anoka Newsletter. Commissioner Hansen stated that the criteria for homes to be awarded sandwich boards should be 75 years. The HPC suggested that staff could create a 1-pager with information about the sandwich board program and requirements, which could be shared with residents.

B. **Home and Garden Tour Committee**

Commissioners Thurston stated that the committee would be meeting soon to start planning this year's event. Thurston also stated that this year the tour will go to multiple neighborhoods around the City.

C. **Tourism Committee**

Commissioner Collins stated that he had some ideas for the committee to work on, including creating pamphlets for sandwich boards and information sheets for potential homebuyers in Anoka.

D. **Historic Vignette Committee**

Chair Ward stated that there was no update on the Historic Vignette Committee.

VII. **Miscellaneous**

Next meeting: February 8, 2016 at 5:00 PM.

Commissioner Rahn asked about the restaurant pad near City Hall, the Gladstone project, and the cottages at the state hospital. Staff will investigate and provide an update at the next meeting.

Commissioner Thurston stated that there was a stamp in a piece of concrete on the corner of 3rd and Madison that should be preserved, as this area is included in the SRP plans for 2017. Staff will investigate and ensure that this is preserved.

VIII. **Adjournment**

**MOTION TO ADJOURN BY RAHN AND SECONDED BY COLLINS.
MEETING ADJOURNED AT 7:20 PM. MOTION CARRIED 5-0.**