



**Minutes of the  
Heritage Preservation Commission (HPC)**

**Held at 5:00 p.m., October 17, 2016  
Committee Room, Anoka City Hall**

I. **Call to Order** Chair Ward called the regular meeting to order at 5:09 p.m.

II. **Roll Call**

Members present: Peg Flaig, Cory Rahn, Barb Thurston, Bart Ward  
Members absent: Jake Collin, Colleen Hansen, Tim Nigh  
Staff present: Clark Palmer, Associate Planner

III. **Approval of Minutes**

**MOTION MADE BY COMMISSIONER THURSTON, SECONDED BY  
COMMISSIONER FLAIG TO APPROVE THE AUGUST 16, 2016, REGULAR  
MEETING MINUTES. MOTION CARRIED 4-0.**

IV. **Public Forum**

No public comment(s)

V. **Old Business**

A. **National Register Plaques Project (grant update)**

Associate Planner Palmer reported that MHS had completed their review of the final grant report submitted to MHS on June 30, 2016, and that the response from MHS was that the project was complete and meets grant program standards. Mr. Palmer said grant expenditures fell short of the \$10,000 grant award by \$580. Mr. Palmer said those funds would have to be returned to MHS to have the grant officially closed.

Commissioner Flaig asked if there was any way the Commission could retain that money and use it on another project. Mr. Palmer advised that all grant funds must be used on expenditures approved by MHS as part of project, and that any remaining funds would have to be returned.

**MOTION BY COMMISSIONER RAHN, SECONDED BY COMMISSIONER  
FLAIG, TO APPROVE THE RETURN OF UNSPENT GRANT FUNDS TO  
MHS IN THE AMOUNT OF \$580. MOTION CARRIED 4-0.**

VI. **New Business**

A. **Washington School Interpretive Sign Project**

Commissioners discussed the next school the HPC would like to prospectively create an interpretive sign for, similar to the recently completed Franklin School sign. Commission Thurston talked about research on the school's history.

Commissioners discussed the desired size of the sign and agreed that the sign did not need to be as large of the Franklin School sign.

The cost of the sign was discussed and how it would be funded.

Commissioner Flaig suggested using half of the sign for photos showing what the school looked like prior to a fire that damaged the original building.

Chair Ward said he would contact the school's superintendent to get the conversation started and inquire about possible cost sharing.

#### **B. Annual Historic Preservation Awards**

The Commission discussed nominations for the 2016 HPC awards. The properties identified include: 433 Polk St., 633 E. Main St., and 740 E Main St.

The Commission asked Associate Planner Palmer to send invitation letters to the recipients for November's regular meeting where the awards will be presented. Commissioner Thurston asked that the letter indicate that the meeting will be televised and would be a great opportunity for the recipient business owners to showcase their business.

#### **C. Annual HPC Report for Minnesota Historical Society (MHS)**

Associate Planner Palmer advised the Commission that the deadline for submitting the annual HPC activities report to MHS is October 31. Mr. Palmer said he was drafting up the report for submittal. Mr. Palmer asked the Commission what items they would specifically like to include in the report. Various activities were discussed for inclusion in the report. The Commission asked Mr. Palmer to submit the report on behalf of the HPC when it is ready. Mr. Palmer said he would do that.

### **VII. Committee Reports**

#### **A. Sandwich Board Committee**

The Commission reviewed the current list of individuals who have expressed interest in receiving a sandwich board sign for their property. The Commission narrowed down the list to the following properties to receive new and replacement signs: 116 Gray St (new), 309 Benton St (new), 427 Van Buren St (new), 1325 3rd Ave (new), 2315 Branch Ave (new), 2500 4th Ave (new), 1801 4th Ave (replacement), 112 Gray St (replacement), 241 Van Buren (replacement)

**MOTION BY COMMISSIONER RAHN, SECONDED BY COMMISSIONER THURSTON, TO APPROVE THE PURCHASE OF 9 SANDWICH BOARD SIGNS, WITH A MAXIMUM OF 6 NEW SIGNS AND 3 REPLACEMENT SIGNS. MOTION CARRIED 4-0.**

**B. Home and Garden Tour Committee**

No report.

**C. Tourism Committee**

No report.

**D. Historic Vignette Committee**

Chair Ward provided a brief update on the current historic vignette project and shared a working draft document.

**VIII. Miscellaneous**

Associate Planner Palmer reminded commissioners on the Special Joint Meeting scheduled for 10/18/16 at 5 p.m. with the Economic Development Commission and Park Board to review the current Riverwalk Concept Plan.

Mr. Palmer advised the Commission that as of the meeting date, the HPC escrow account balance was \$10,895.48.

Mr. Palmer reminded the Commission that the terms for commissioners Cory Rahn and Tim Nigh were due to expire at the end of the year, and they needed to reapply to remain on the Commission. Mr. Palmer reported that he learned from Tim Nigh that he did not plan to reapply, and that the HPC would need to start looking for a new member.

**IX. Adjournment**

**MOTION TO ADJOURN BY RAHN, SECONDED BY FLAIG. MEETING  
ADJOURNED AT 6:24 PM. MOTION CARRIED 4-0.**