



Anoka City Hall, Committee Room, 5:00 p.m.

**Tuesday, June 14, 2016**



- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of the May 10, 2016 Minutes**
- IV. **Public Forum**
- V. **Old Business**
  - A. Franklin Elementary School Sign Project (complete)
  - B. National Register Plaques Project
  - C. City Historical Resources Inventory
- VI. **New Business**
  - A. 2016 Anoka Riverfest & Craft Fair
- VII. **Committee Reports**
  - A. Sandwich Board Committee
  - B. Home and Garden Tour Committee
  - C. Tourism Committee
  - D. Historic Vignette Committee
- VIII. **Miscellaneous**
  - A. Other staff updates
  - B. Next meeting will be August 9, 2016 at 5:00pm
- IX. **Adjournment**



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

**Held at 5:00 p.m., May 10, 2016  
Committee Room, Anoka City Hall**

I. **Call to Order** Vice Chair Nigh called the regular meeting to order at 5:00 p.m.

II. **Roll Call**

Members present: Colleen Hansen, Tim Nigh, Cory Rahn, Barb Thurston

Members absent: Jake Collins, Peg Flaig, Bart Ward

Staff present: Clark Palmer, Associate Planner

III. **Approval of Minutes**

**MOTION MADE BY COMMISSIONER HANSEN, SECONDED BY  
COMMISSIONER THURSTON TO APPROVE THE APRIL 12, 2016,  
REGULAR MEETING MINUTES. MOTION CARRIED 4-0.**

IV. **Public Forum**

No public comment(s)

V. **Old Business**

A. **Franklin Elementary School Sign Project**

Associate Planner Palmer provided an update on the project.

Mr. Palmer informed the Commission that the production of the sign is complete and staff is currently working on organizing a dedication ceremony at the school for May 31, 2016. He said he would send out a meeting invite once the date and time were confirmed.

Commissioner Rahn asked if the sign's installation location was finalized. Mr. Palmer advised that the location of photo #1, which was shown and discussed during the March 8, 2016 regular HPC meeting, was the Principal's preference.

B. **National Register Plaques Project**

Associate Planner Palmer provided an update on the project.

Mr. Palmer informed the Commission that 5 of the 9 signs have been installed and the locations and photos of each are included in the meeting packet.

Mr. Palmer discussed needing to find a contractor to complete the wall mounting of the remaining 4 plaques that have yet to be installed because of concerns Public Services staff have with the wall mounting of signs on private property and city liability. The Commission discussed who would be responsible for paying the

additional cost for hiring a contractor, whether it should be the HPC or city. Commissioner Thurston expressed not wanting the HPC to have to pay the additional cost. Vice Chair Nigh said it did not make sense that the HPC would have to pay for the additional cost if it is something Public Services has concerns about doing.

Mr. Palmer advised that the project completion deadline for the grant is June 30<sup>th</sup>. By that time the work must be complete and a final report submitted to the Minnesota Historical Society. He also said that further grant extensions are not available.

Commissioner Rahn asked if we are on track to meeting the deadline. Mr. Palmer advised that we are.

### **C. Expansion of Historic Districts**

The Commission continued their discussion on the proposed expansions of historic districts within the city including Van Buren and Christian Hill.

Associate Planner Palmer discussed with the Commission how noncontributing structures within historic districts are treated and what regulations apply. Mr. Palmer advised that noncontributing structures can be included in historic districts. He said that likely no additional regulations would apply because plans to alter noncontributing structures would likely not be in conflict with the City of Anoka Heritage Preservation Guidelines. He said the only time additional regulations may apply to noncontributing structures would be if a proposed plan was in conflict with the character of the district as a whole.

Mr. Palmer suggested that the HPC should try to minimize including noncontributing structures in any new proposed boundaries because they don't help meet the designation criteria as specified in the heritage preservation ordinance and because every property owner in each respective district gets a vote on whether to expand the district or not.

Mr. Palmer also advised that aside from the designation of historic districts, local sites and structures can be locally designated as historically significant.

Commissioner Thurston asked if city staff had access to the list of residents who attended previous meetings. Mr. Palmer said he would check but recalled seeing sign-in sheets in city files.

The Commission then looked at maps of the historic districts and explored different options for expanding each of the districts with an initial focus on the Christian Hill historic district.

The Commission discussed different properties surrounding the Christian Hill historic district. The Commission discussed how the original district boundaries were determined.

Mr. Palmer recommended that the Commission focus on properties that further contribute to the character of the district as a whole and not to propose arbitrary district boundaries inconsistent with the designation criteria.

Commissioner Hanson expressed concern about trying to designate the entire Christian Hill neighborhood and suggested focusing on expanding the district based on proximate geographic boundaries and to focus less on how to make certain properties fit within the proposed boundaries.

The Commission had a brief discussion on the Van Buren historic district. Commissioner Hanson said she would look into properties surrounding the district.

After further discussion the item was postponed pending further research.

V. **New Business**

A. **City Historical Resources Inventory**

Associate Planner Palmer lead a discussion on completing a historic resources inventory for the city. The goal is to identify sites and structures that have historical significance and to create a list for City of Anoka staff to reference for future projects.

Staff and the Commission plan to work together to assemble the list.

VI. **Committee Reports**

A. **Sandwich Board Committee**

No report.

B. **Home and Garden Tour Committee**

Commissioner Thurston led a discussion on the Home and Garden Tour. She said that at least 13 houses will be included in this year's tour and that work on the tour booklet is underway.

C. **Tourism Committee**

No report.

D. **Historic Vignette Committee**

No report.

VII. **Miscellaneous**

Commissioner Thurston asked about the house planned for demolition at 500 Taylor St. She requested that the Commission be provided a tour if the HRA moves forward with assisting in the demolition. Mr. Palmer said he would look into it and report to the Commission.

Commissioner Rahn asked about the property at 2<sup>nd</sup> and Harrison and if the project there was moving forward. Mr. Palmer said he believed the project was moving forward but would check on the status and report back.

There was a discussion regarding the quarterly issue of the Cityview newsletter and what materials should be included in the issue.

There was also a brief discussion on sandwich board signs and the criteria the HPC uses to award the signs.

Next HPC meeting will be August 9, 2016 at 5:00 PM.

VIII. **Adjournment**

**MOTION TO ADJOURN BY RAHN AND SECONDED BY HANSEN. MEETING  
ADJOURNED AT 6:35 PM. MOTION CARRIED 4-0.**

DRAFT



# STAFF REPORT



## ITEM

Franklin Elementary School Sign Project (complete)

## BACKGROUND

Staff will provide a final update on the Franklin Elementary School Sign project.

The sign was installed at the school and a dedication ceremony was held on May 31<sup>st</sup>. Below are a few photos from the ceremony. The ceremony included participation from students, school officials, HPC members, Anoka County Historical Society, and the local newspaper.





The project is now complete. Staff would like to have a discussion on the project and provide an opportunity for commissioners to provide comment(s). Staff would also like to have a discussion about the next school (possibly Washington) the Commission would like to create a historic interpretive sign for.

**ACTION**

- 1) None

Clark Palmer  
Associate Planner



# STAFF REPORT



## ITEM

National Register Plaques Project

## BACKGROUND

Since our last meeting all 9 of the signs have either been installed or delivered to their respective private property owners for installation. The project is nearly complete except for the unveiling ceremony commemorating the project's success and completion.

Staff would like to discuss with the Commission details for the planned dedication ceremony. Staff will lead a discussion on the location, date, time, and logistics of organizing the event. Staff will also want to assemble a list of invitees to contact.

## COMMISSION ACTION REQUESTED

- 1) Provide staff direction on the planning of a dedication ceremony to commemorate the completion of the project.

Clark Palmer  
Associate Planner



# STAFF REPORT



## ITEM

City Historical Resources Inventory

## BACKGROUND

At our last meeting commissioners were asked to start thinking about sites and structures within the City of Anoka that they find to hold historical significance. Staff plans to assemble a list of historic resources within the city that the HPC would like to protect and provide guidance to the city for their preservation. Planning staff will share the list with other city staff and departments who in the future will likely be involved in plans or projects that could affect these identified and sensitive historic resources. Staff will continue to work with commissioners to identify sites and structures for the list. A few sites and structures mentioned at the previous meeting are listed below:

- Stone House
- Giddings Gardens
- WPA sidewalk stamp at 3<sup>rd</sup> and Madison
- Main Street Witch Medallion near City Hall
- Historic Pump House #1 along N Ferry St
- National Register properties (9)
- Anoka area schools

Staff would like to discuss with the Commission additional resources that should be included in the list and any desired means of protecting them.

## ACTION

- 1) None

Clark Palmer  
Associate Planner



# STAFF REPORT



## ITEM

2016 Anoka Riverfest & Craft Fair

## BACKGROUND

At previous meetings it was discussed that the HPC would like to have materials prepared for the Fair showcasing the accomplishments of the Commission for display at the Anoka County Historical Society and HPC shared booth. Staff is seeking guidance from commissioners regarding what accomplishments should be showcased, what the desired medium for the display of those accomplishments should be, and any other items to prepare for the Fair.

## COMMISSION ACTION REQUESTED

- 1) Provide direction to staff regarding materials to prepare for the Anoka Riverfest & Craft Fair

Clark Palmer  
Associate Planner