



Note the change in date and location

Anoka City Hall, Work Session Room, 5:00 p.m.
Wednesday, February 10, 2016



- I. **Call to Order**
- II. **Approval of January 13, 2016 Minutes**
- III. **Public Forum**
- IV. **New Business**
 - A. Woodbury House Landscaping
- V. **Old Business**
 - A. Franklin Elementary School Interpretive Sign
 - B. Preservation Alliance of Minnesota – Educational Workshops
 - C. National Register Plaques
 - D. Staff Updates on Various Projects
- VI. **Committee Reports**
 - Sandwich Board Committee
 - Home and Garden Tour Committee
 - Tourism Committee
 - Historic Vignette Committee
- VII. **Miscellaneous**

Next Meeting March 8, 2016 at 5:00pm
- VIII. **Adjournment**



**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.**

STAFF REPORT



ITEM

Woodbury House Landscaping

BACKGROUND

The City of Anoka will be completing some landscaping work on the Woodbury House property in 2016. The Woodbury House is listed on the National Register of Historic Places, and is a property that the Heritage Preservation Commission has recently been involved with in securing a bronze plaque that will be installed on the property with information on the history of the home and details about its listing on the National Register of Historic Places.

Staff will provide an update on the landscaping work that will be completed in 2016. The Heritage Preservation Commission will have an opportunity to discuss the landscaping work, and determine whether it would like to support the project in any way.

ACTION

Draft a resolution to support the landscaping work that will be completed on the Woodbury House property.

Chuck Darnell
Associate Planner

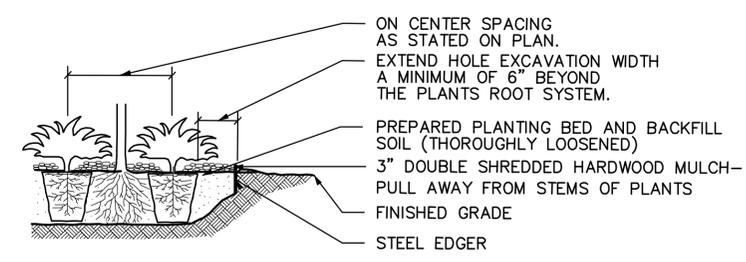
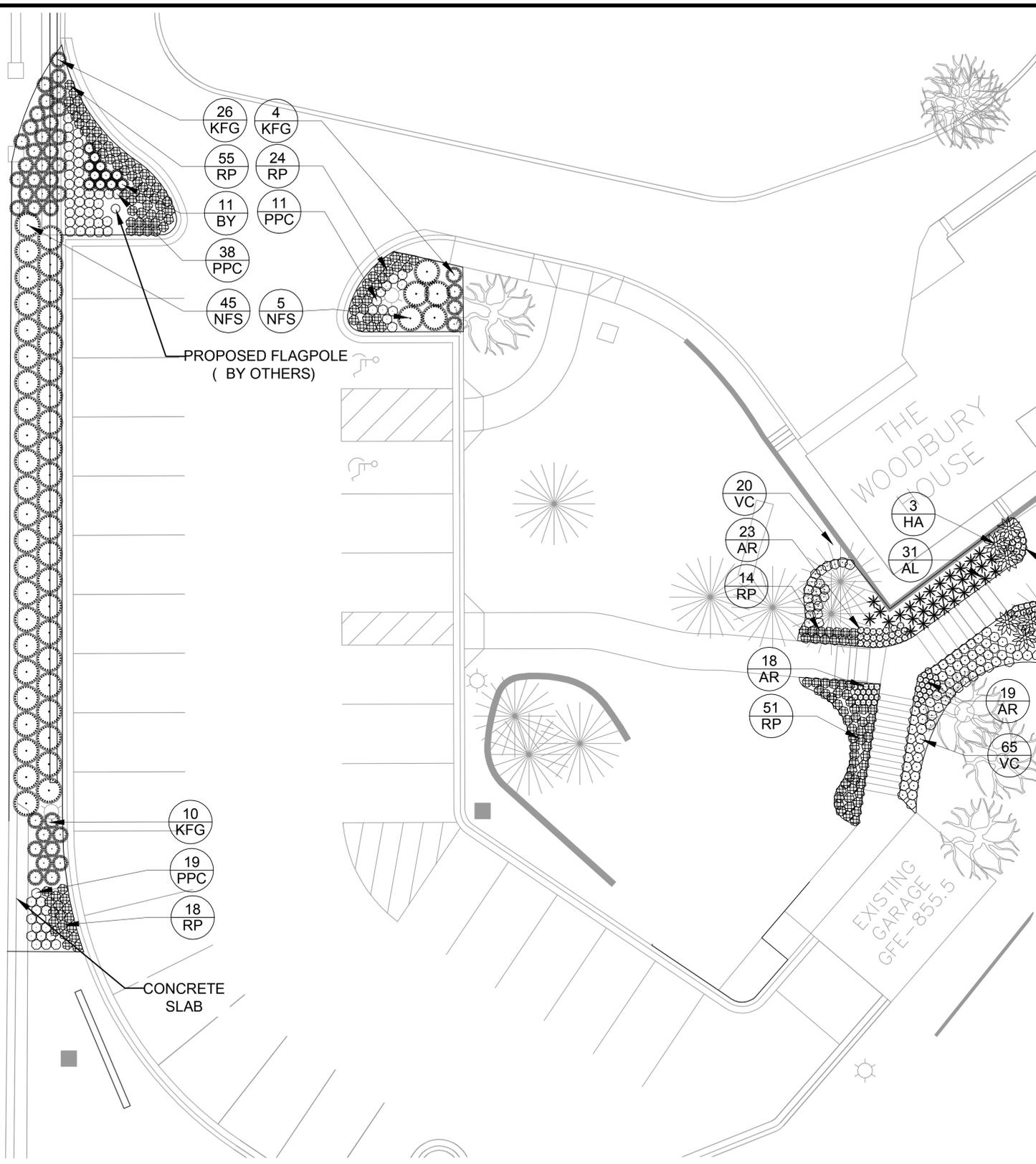
Woodbury House
Existing Photos of Landscaping on Property



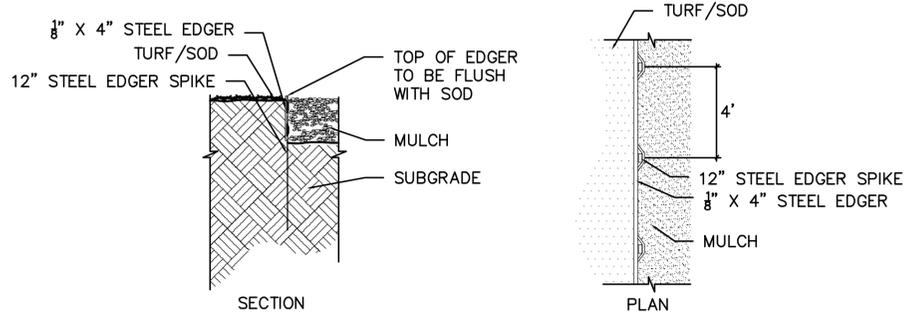
Woodbury House
Existing Photos of Landscaping on Property



K:\TWC\Civil\City\ANOKA\MAD HATTER LA\CAD\Plan Sheets\L1.0.dwg July 14, 2015 - 4:09pm



2 PLANTING DETAIL

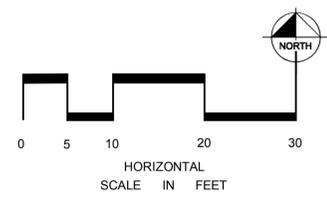


3 STEEL LANDSCAPE EDGER

SHRUBS	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	SPACING	QTY	UNIT COST	TOTAL
AL	ATHYRIUM FILIX-FEMINA 'LADY IN RED'	LADY FERN	#1 CONT.	PER PLAN	24" o.c.	86	\$20	\$1,720
AR	ASTILBE X ARENSII 'RHEINLAND'	RHEINLAND FALSE SPIRAEA	#1 CONT.	PER PLAN	12" o.c.	113	\$20	\$2,260
BY	ACHILLEA MILLEFOLIUM BOREALIS	BOREAL YARROW	#1 CONT.	PER PLAN	24" o.c.	11	\$20	\$220
HA	HOSTA X 'BLUE ANGEL'	PLANTAIN LILY	#1 CONT.	PER PLAN	48" o.c.	14	\$20	\$280
KFG	CALAMAGROSTIS ACUTIFLORA KARL FOERSTER	KARL FOERSTER GRASS	#1 CONT.	PER PLAN	30" o.c.	40	\$20	\$800
NFS	SPIRAEA X JAPONICA 'NEON FLASH'	NEON FLASH SPIREA	#2 CONT.	PER PLAN	48" o.c.	50	\$40	\$2,000
PPC	ECHINACEA PURPUREA	PURPLE CONEFLOWER	#1 CONT.	PER PLAN	18" o.c.	64	\$20	\$1,280
RP	RUDBECKIA FULGIDA 'POT OF GOLD'	CONEFLOWER	#1 CONT.	PER PLAN	18" o.c.	162	\$20	\$3,240
VC	VINCA MINOR	COMMON PERIWINKLE	6-PACK	PER PLAN	18" o.c.	85	\$20	\$1,700
							TOTAL:	\$13,500

TYPE	SPECIFIC	AMOUNT	COST
MULCH	DOUBLE SHREDDED HARDWOOD	22 CUBIC YARDS	\$1,320
EDGING	STEEL LANDSCAPE EDGER	110 LINEAR FEET	\$660
SOIL	ORGANIC COMPOST	22 CUBIC YARDS	\$1,320
			\$3,300

- NOTES:
- CONTRACTOR TO REMOVE TURF NECESSARY FOR ALL NEW PLANTING BEDS. SPRAY GLYPHOSATE IN ALL OTHER PLANTING AREAS TO REMOVE WEEDS PRIOR TO BED CONSTRUCTION.
 - CONTRACTOR TO ADJUST EXISTING IRRIGATION AS NECESSARY.
 - APPLY PREEN IN ALL PLANTING BEDS.
 - LANDSCAPE EDGER TO BE 3/8" X 4", BLACK STEEL.



1 LANDSCAPE PLAN

No.	Date	Revisions	App.	DRAWING NAME
1	8-26-14	Plant Numbers		L1.0.dwg
				DESIGNED BY: TPH
				DRAWN BY: SME
				CHECKED BY: TPH
				DATE: JULY 13, 2015
				PROJECT NO. ----

Kimley»Horn
 2550 UNIVERSITY AVENUE WEST, SUITE 238N, ST. PAUL, MN 55114
 PHONE: 651-645-4197
 WWW.KIMLEY-HORN.COM

ANOKA
 REAL CLASSIC.

CITY OF ANOKA
 MAD HATTER LANDSCAPE PLAN
 LANDSCAPE PLAN

CITY PROJECT
 SHEET NO. 1
 S.P.

STAFF REPORT



ITEM

Franklin Elementary School Interpretive Sign

BACKGROUND

Staff will provide an update on the Franklin Elementary school plaque project. Staff contacted the school's principal and discussed the project and potential sign placement. Included in your packet is a map of the discussed sign placement locations. The Principal is very excited about the project and thinks it will be a great way to highlight the school's important history.

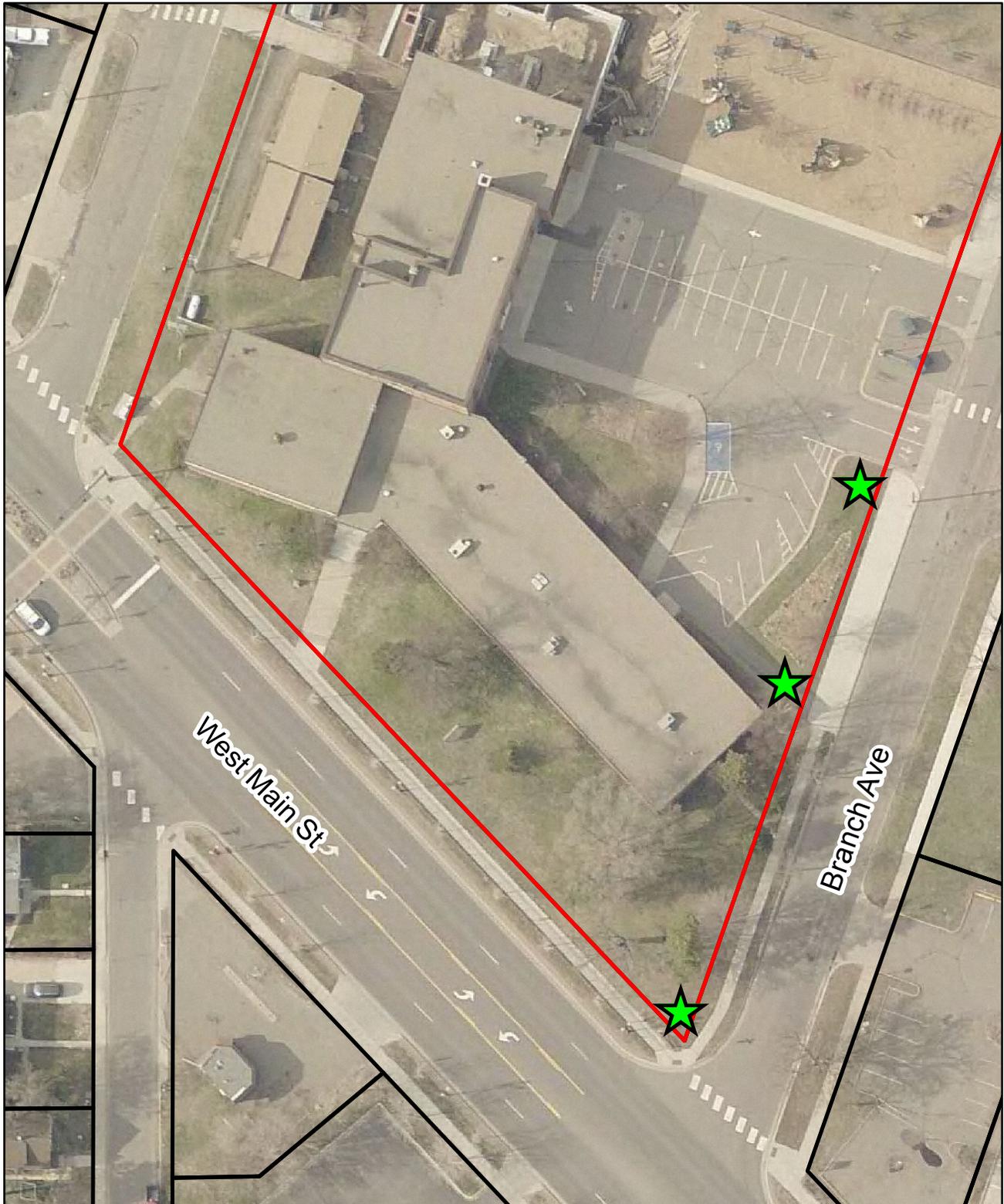
Staff also received a bid for the creation of the sign from Sign Station (company), which a copy of the bid is included in the packet for review.

ACTION

- 1) Review the sign bid and approve the sign budget
- 2) Provide recommendation on the sign's placement location

Clark Palmer
Associate Planner

Site Map Franklin Elementary



Legend

 Potential Sign Location

0 70 140 Feet



Map Created: February 4, 2016



Estimate #4365

1/15/2016

Prepared For:

Anoka, City of
Chuck Darnell
2015 First Avenue
Anoka, MN 55303
Phone: 763-576-2716 Fax:
Alt. Phone:
E-Mail: cdarnell@ci.anoka.mn.us

Prepared By:

Maris
Sign Station, Inc.
560 W. Main St.
Anoka, MN 55303
Phone: 763-753-4633 Fax: 763-390-7932
Alt. Phone:
E-Mail: sales@signstation.com

Description:

Frame sign.

Quantity	Description	Each	Total	Taxable
1	3'x4' frame and clear vision paneled sign. 4'x3' one sided print. Use UV overlam. Encased in Series 2 aluminum frame. Aluminum frame is painted dark bronze . Clear Acrylic cover over print. Same as Greenhaven & Sandburg Copy & layout TBD	1794.192	\$1,794.19	✓

Terms:

Purchase order required. Full payment net 30 days This estimate good for 30 days.

STAFF REPORT



ITEM

Preservation Alliance of Minnesota – Educational Workshops

BACKGROUND

Staff will provide an update on the Preservation Alliance of Minnesota (PAM) and their prospective partnership with the City to provide an educational course and certification to realtors in the program area of Old Home Certified. Old Home Certified is a state approved continuing education program for Realtors, taught by instructors approved by the MN Department of Commerce, that helps real estate agents better understand older homes, their qualities, and how to work with clients interested in these types of homes.

The program is a two-day course. Included in your packet is a sample course program with class sections and start times which is the same as what would be offered in Anoka.

Councilmember Mark Freeburg has agreed to host and promote the event as a real estate professional. Staff will follow-up with Councilmember Freeburg to organize and promote the event.

ACTION

None

Clark Palmer
Associate Planner



February 23, 2016

8:00-10:00 What's That House: Architectural Styles of Minnesota, Erin H. Berg

10:15-12:15 Why Old is Green: Sustainability in Homes, Rosemary Dolata

1:30-2:30 Old House Vocab: From Balustrades to Banisters, Porticos to Portieres, Erin H. Berg

2:45-3:45 Staging: Modern Style, Vintage Home, Katie Kurtz

February 24, 2016

8:00-10:00 Who Built the Twin Cities & How, Emily Northey & Fay Simer

10:15-11:15 Understanding Historic Districts, Amy Spong

11:30-12:30 Resources: Finding Old Home Contractors, Parts & Furnishings, Stephanie Gruver

1:30-2:30 Researching Home Histories, Jennifer Kirby

2:30 -3:30 Marketing Old Houses, Jennifer Kirby

3:30-3:45 Recap and Evaluations

STAFF REPORT



ITEM

National Register Plaques

BACKGROUND

Staff will provide an update on the progress of the National Register Plaques project. Staff received an extension on the project from the Minnesota Historical Society. The new project deadline is June 1st, 2016. All signs have now been received from the sign company, and the Mississippi River bridge sign will be displayed at the meeting for the Heritage Preservation Commission to view. Staff has also been in contact with all of the property owners and received their recommendation for where to locate the plaque on their property.

Staff will update on conversations with the sign company on installation and long term maintenance of the bronze plaques.

Staff will ask the Heritage Preservation Commission to discuss and finalize preferred locations for the two signs that will be located on City property (Windego Park Auditorium and Woodbury House). Maps of the two properties are enclosed.

Staff will also lead a discussion with the Heritage Preservation Commission on next steps in planning for the unveiling ceremony.

ACTION

Recommend locations for installation of the two signs at the Windego Park Auditorium and the Woodbury House.

Chuck Darnell
Associate Planner

Site Map Windego Park Auditorium



0 30 60 Feet



ANOKA
REAL. CLASSIC.

Map Created: February 4, 2016

Site Map Woodbury House



ANOKA
REAL. CLASSIC.

Map Created: February 4, 2016

STAFF REPORT



ITEM

Staff Updates on Various Projects

BACKGROUND

Staff will provide an update on various projects that the Heritage Preservation Commission has expressed an interest in.

Staff investigated the concrete Works Progress Administration (WPA) stamp that was discussed at the last Heritage Preservation Commission meeting. A photo of the stamp is enclosed in your packet.

ACTION

None.

Chuck Darnell
Associate Planner

W/P/A
1970

W/P/A
1970

02/02/2016

YEAH

02/02/2016