



Anoka City Hall, Council Chambers, 5:00 p.m.
Tuesday, November 15, 2016



- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of the October 17, 2016 Regular Meeting Minutes**
- IV. **Public Forum**
- V. **Old Business**
 - A. Annual Heritage Preservation Awards
 - B. Sandwich Boards Signs 2016
 - C. Annual HPC Report for Minnesota Historical Society (update)
- VI. **New Business**
 - A. First Day of Issue 2016 Forever Halloween Stamp Unveiling Event
- VII. **Committee Reports**
 - A. Sandwich Board Committee
 - B. Home and Garden Tour Committee
 - C. Tourism Committee
 - D. Historic Vignette Committee
- VIII. **Miscellaneous**
 - A. Anoka Cityview HPC Article
 - B. Updates on other projects
 - a. Washington School Sign Project
 - b. Expansion of Historic Districts
 - c. Historic Pump House #1
 - C. Next Meeting December 13, 2016 at 5:00 p.m.
- IX. **Adjournment**



**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.**

STAFF REPORT



ITEM

Annual Heritage Preservation Awards

BACKGROUND

Annually the Heritage Preservation Commission (HPC) recognizes commercial and residential properties in the city that exemplify historic preservation through restoration and/or remodeling of a building or home. At our last regular meeting the following properties were identified to receive this year's awards:

433 Polk St (residential award)



633 E Main St – It's about sleep (commercial award)

Before:

After:



740 E Main St – Hawaii Nailspa (commercial award)

Before:

After:



The HPC will present these awards to each of the recipients at the meeting. Included in your packet are materials sent to each of the recipients inviting them to the regular November meeting.

ACTION

None

Clark Palmer
Associate Planner



October 27, 2016

Kari Otoole
433 Polk St
Anoka, MN 55303

RE: Heritage Preservation Commission Award

Dear Kari Otoole,

One of the goals of the City of Anoka Heritage Preservation Commission (HPC) is to foster civic pride by recognizing the unique historic character of Anoka's neighborhoods. Annually the Heritage Preservation Commission (HPC) recognizes commercial and residential properties in the city that exemplify historic preservation through restoration and/or remodeling of a building or home.

Your property at **433 Polk Street** has been selected by the HPC to receive one of this year's HPC awards. Recipients will receive their awards at the upcoming November HPC meeting. You are invited and encouraged to attend. The meeting will be at Anoka City Hall in the Council Chambers on **November 15, 2016 at 5:00 p.m.** If you cannot attend the meeting, we may arrange an alternative time for you to receive your award. So that we can plan for who will be in attendance, please RSVP by calling 763-576-2728 or via email at cpalmer@ci.anoka.mn.us.

Between now and the meeting date, if you have any photos of renovations that you would like to share with the HPC, please email them to me or mail copies of the photos to:

Anoka City Hall
Attn: Clark Palmer
2015 1st Ave N
Anoka, MN 55303

Congratulations, and we hope to see you at the upcoming meeting.

Sincerely,

A handwritten signature in cursive script that reads "Clark Palmer".

Clark Palmer
Anoka Heritage Preservation Commission
763-576-2728
cpalmer@ci.anoka.mn.us



October 27, 2016

It's About Sleep, LLC
633 E Main St
Anoka, MN 55303

RE: Heritage Preservation Commission Award

Dear business owner,

One of the goals of the City of Anoka Heritage Preservation Commission (HPC) is to foster civic pride by recognizing the unique historic character of Anoka's neighborhoods. Annually the Heritage Preservation Commission (HPC) recognizes commercial and residential properties in the city that exemplify historic preservation through restoration and/or remodeling of a building or home.

Your property at **633 East Main Street** has been selected by the HPC to receive one of this year's HPC awards. Recipients will receive their awards at the upcoming November HPC meeting. You are invited and encouraged to attend. **The meeting will be televised and will be a great opportunity to promote your business.** The meeting will be held at Anoka City Hall in the Council Chambers on **November 15, 2016 at 5:00 p.m.** If you cannot attend the meeting, we may arrange an alternative time for you to receive your award. So that we can plan for who will be in attendance, please RSVP by calling 763-576-2728 or via email at cpalmer@ci.anoka.mn.us.

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Attn: Clark Palmer
2015 1st Ave N
Anoka, MN 55303

Sincerely,

A handwritten signature in cursive script that reads "Clark Palmer".

Clark Palmer
Anoka Heritage Preservation Commission
763-576-2728
cpalmer@ci.anoka.mn.us



October 27, 2016

Hawaii Nails Family Inc
740 E Main St
Anoka, MN 55303

RE: Heritage Preservation Commission Award

Dear business owner,

One of the goals of the City of Anoka Heritage Preservation Commission (HPC) is to foster civic pride by recognizing the unique historic character of Anoka's neighborhoods. Annually the Heritage Preservation Commission (HPC) recognizes commercial and residential properties in the city that exemplify historic preservation through restoration and/or remodeling of a building or home.

Your property at **740 East Main Street** has been selected by the HPC to receive one of this year's HPC awards. Recipients will receive their awards at the upcoming November HPC meeting. You are invited and encouraged to attend. The meeting will be at Anoka City Hall in the Council Chambers on **November 15, 2016 at 5:00 p.m.** If you cannot attend the meeting, we may arrange an alternative time for you to receive your award. So that we can plan for who will attend the meeting, please RSVP by calling 763-576-2728 or via email at cpalmer@ci.anoka.mn.us.

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Attn: Clark Palmer
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Congratulations, and we hope to see you at the upcoming meeting.

Sincerely,

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Clark Palmer
Anoka Heritage Preservation Commission
763-576-2728
cpalmer@ci.anoka.mn.us



STAFF REPORT

ITEM

Sandwich Board Signs 2016

UPDATE

On October 26th, six properties were sent letters notifying them that they have been selected by the HPC to receive a free sandwich board sign as part of the annual Sandwich Board Sign program. The letter also invited them to attend the November regular meeting where the signs will be given out. The properties include:

116 Gray St, Circa 1917 (new)
309 Benton St, Circa 1910 (new)
427 Van Buren St, Circa 1924 (new)
1325 3rd Ave, Circa 1940 (new)
2315 Branch Ave, Circa 1886 (new)
2500 4th Ave , Circa 1901 (new)

Staff placed an order with Sign Station for the signs. The signs will be ready for presenting at November's meeting. An additional 3 replacement signs were ordered as well including the following properties:

1801 4th Ave, Circa 1867 (replacement)
112 Gray St, Circa 1881 (replacement)
241 Van Buren, Circa 1890 (replacement)

Included in your packet are materials sent to each of the properties that are to be awarded a new sandwich board sign. Staff also contacted each of the property owners via email or telephone inviting them to the November meeting and to advise them to look for the invitation letter in the mail.

Clark Palmer
Associate Planner



Congratulations!

Your property has been selected to receive a free historic sandwich board sign. Please join us to accept the sign during the November Anoka Heritage Preservation Commission meeting.

WHEN: Tuesday, November 15th
5:00pm

WHERE: Anoka City Hall, 2015 1st Avenue N.
Council Chambers

Please contact Clark Palmer at 763-576-2728 if you have any questions.



Congratulations!

Your property has been selected to receive a free historic sandwich board sign. Please join us to accept the sign during the November Anoka Heritage Preservation Commission meeting.

WHEN: Tuesday, November 15th
5:00pm

WHERE: Anoka City Hall, 2015 1st Avenue N.
Council Chambers

Please contact Clark Palmer at 763-576-2728 if you have any questions.





October 26, 2016

Susan Hagen
1325 3rd Ave
Anoka, MN 55303

Dear Susan Hagen,

One of the goals of the City of Anoka Heritage Preservation Commission (HPC) is to foster civic pride by recognizing the unique historic character of Anoka's neighborhoods. Your house at **1325 3rd Ave** has been selected by the HPC to receive a free sandwich board sign as part of our annual Sandwich Board Sign program. You may have seen these upright signs in front of many Anoka houses.

Recipients will receive their awarded signs at the upcoming November HPC meeting. You are invited and encouraged to attend. The meeting will be at Anoka City Hall in the City Council Chambers on November 15, 2016 at 5:00 p.m. If you cannot attend the meeting, we may arrange an alternative time for you to receive your sign.

So that we can plan for who would like to attend the meeting, please RSVP by calling 763-576-2728 or via email at cpalmer@ci.anoka.mn.us.

Sincerely,

A handwritten signature in cursive script that reads "Clark Palmer".

Clark Palmer
Anoka Heritage Preservation Commission
763-576-2728
cpalmer@ci.anoka.mn.us



October 26, 2016

Joe & Laurie Riley
427 Van Buren St
Anoka, MN 55303

Dear Joe & Laurie Riley,

One of the goals of the City of Anoka Heritage Preservation Commission (HPC) is to foster civic pride by recognizing the unique historic character of Anoka's neighborhoods. Your house at **427 Van Buren St** has been selected by the HPC to receive a free sandwich board sign as part of our annual Sandwich Board Sign program. You may have seen these upright signs in front of many Anoka houses.

Recipients will receive their awarded signs at the upcoming November HPC meeting. You are invited and encouraged to attend. The meeting will be at Anoka City Hall in the City Council Chambers on November 15, 2016 at 5:00 p.m. If you cannot attend the meeting, we may arrange an alternative time for you to receive your sign.

So that we can plan for who would like to attend the meeting, please RSVP by calling 763-576-2728 or via email at cpalmer@ci.anoka.mn.us.

Sincerely,

A handwritten signature in cursive script that reads "Clark Palmer".

Clark Palmer
Anoka Heritage Preservation Commission
763-576-2728
cpalmer@ci.anoka.mn.us



October 26, 2016

Betsy Galvan
2500 4th Ave
Anoka, MN 55303

Dear Betsy Galvan,

One of the goals of the City of Anoka Heritage Preservation Commission (HPC) is to foster civic pride by recognizing the unique historic character of Anoka's neighborhoods. Your house at **2500 4th Ave** has been selected by the HPC to receive a free sandwich board sign as part of our annual Sandwich Board Sign program. You may have seen these upright signs in front of many Anoka houses.

Recipients will receive their awarded signs at the upcoming November HPC meeting. You are invited and encouraged to attend. The meeting will be at Anoka City Hall in the City Council Chambers on November 15, 2016 at 5:00 p.m. If you cannot attend the meeting, we may arrange an alternative time for you to receive your sign.

So that we can plan for who would like to attend the meeting, please RSVP by calling 763-576-2728 or via email at cpalmer@ci.anoka.mn.us.

Sincerely,

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Clark Palmer
Anoka Heritage Preservation Commission
763-576-2728
cpalmer@ci.anoka.mn.us



October 26, 2016

Rebecca & Brandon Johnson
116 Gray St
Anoka, MN 55303

Dear Rebecca & Brandon Johnson,

One of the goals of the City of Anoka Heritage Preservation Commission (HPC) is to foster civic pride by recognizing the unique historic character of Anoka's neighborhoods. Your house at **116 Gray St** has been selected by the HPC to receive a free sandwich board sign as part of our annual Sandwich Board Sign program. You may have seen these upright signs in front of many Anoka houses.

Recipients will receive their awarded signs at the upcoming November HPC meeting. You are invited and encouraged to attend. The meeting will be at Anoka City Hall in the City Council Chambers on November 15, 2016 at 5:00 p.m. If you cannot attend the meeting, we may arrange an alternative time for you to receive your sign.

So that we can plan for who would like to attend the meeting, please RSVP by calling 763-576-2728 or via email at cpalmer@ci.anoka.mn.us.

Sincerely,

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Clark Palmer
Anoka Heritage Preservation Commission
763-576-2728
cpalmer@ci.anoka.mn.us



October 26, 2016

DeAnne and David Behler
309 Benton St
Anoka, MN 55303

Dear DeAnne and David Behler,

One of the goals of the City of Anoka Heritage Preservation Commission (HPC) is to foster civic pride by recognizing the unique historic character of Anoka's neighborhoods. Your house at **309 Benton St** has been selected by the HPC to receive a free sandwich board sign as part of our annual Sandwich Board Sign program. You may have seen these upright signs in front of many Anoka houses.

Recipients will receive their awarded signs at the upcoming November HPC meeting. You are invited and encouraged to attend. The meeting will be at Anoka City Hall in the City Council Chambers on November 15, 2016 at 5:00 p.m. If you cannot attend the meeting, we may arrange an alternative time for you to receive your sign.

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Sincerely,

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Clark Palmer
Anoka Heritage Preservation Commission
763-576-2728
cpalmer@ci.anoka.mn.us



October 26, 2016

Tracy Dougherty
2315 Branch Ave
Anoka, MN 55303

Dear Tracy Dougherty,

One of the goals of the City of Anoka Heritage Preservation Commission (HPC) is to foster civic pride by recognizing the unique historic character of Anoka's neighborhoods. Your house at **2315 Branch Ave** has been selected by the HPC to receive a free sandwich board sign as part of our annual Sandwich Board Sign program. You may have seen these upright signs in front of many Anoka houses.

Recipients will receive their awarded signs at the upcoming November HPC meeting. You are invited and encouraged to attend. The meeting will be at Anoka City Hall in the City Council Chambers on November 15, 2016 at 5:00 p.m. If you cannot attend the meeting, we may arrange an alternative time for you to receive your sign.

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Sincerely,

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Clark Palmer
Anoka Heritage Preservation Commission
763-576-2728
cpalmer@ci.anoka.mn.us

STAFF REPORT



ITEM

Annual HPC Report for Minnesota Historical Society (MHS)

BACKGROUND

Recently staff has submitted the annual HPC activities report to MHS. Included in your packet is a copy of the report submitted on behalf of the HPC.

ACTION

- 1) None.

Clark Palmer
Associate Planner



October 31, 2016

Minnesota Historical Society
State Historic Preservation Officer
345 Kellogg Blvd West
Saint Paul, MN 55102

RE: Annual Anoka Heritage Preservation Commission (HPC) Report

Dear Sir or Madam:

Consistent with what was submitted in the past, the following summarizes the work of the City of Anoka Heritage Preservation Commission (HPC) this past year. The Anoka HPC has completed the following in 2016:

1. Placement of historical markers at each of the 9 National Register of Historic Places properties in Anoka, funded, in part, by a \$10,000 Legacy Grant:
 - Anoka Post Office (300 E Main St.)
 - Anoka-Champlin Mississippi River Bridge
 - Colonial Hall (1900 3rd Ave.) and Masonic Lodge #30 (1908 3rd Ave.)
 - Jackson Hotel (214 Jackson St.)
 - Kline Sanitarium (1500 S. Ferry Rd.)
 - Shaw-Hammons House (302 Fremont St.)
 - Tichnor House (1625 3rd Ave.)
 - Windego Park Auditorium (1830 Ferry St.)
 - Woodbury House (1632 Ferry St)
2. Held a historical markers dedication ceremony at the Woodbury House on July 22nd, with walking tour and social hour after. In attendance at the event were HPC members, local residents including plaque recipients, city staff, Anoka County Historical Society, Minnesota Historical Society, QCTV, the local newspaper, Senator Jim Abeler, and Representative Abigail Whelan.

YOU'RE INVITED to the City of Anoka
Heritage Preservation Commission's

Historical Markers Dedication Event

JOIN US as we dedicate the historical markers newly placed at each of the nine National Register of Historic Places sites in the city of Anoka, and celebrate our city's heritage. There will also be a self-guided walking tour of all the National Register sites and a social hour afterwards at the Jackson Hotel (Billy's – 214 Jackson St.)

Where: Woodbury House
1632 Ferry St., Anoka, MN 55303

When: Friday, July 22, 2016

Time: 3:00 - 3:30 p.m. – Dedication event
3:30 - 4:30 p.m. – Self-guided walking tour
4:30 - 5:30 p.m. – Social hour @ Jackson Hotel
(Billy's – 214 Jackson St.)

CLEAN WATER LAND & LEGACY AMENDMENT

This project has been financed in part by funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society.

- Completed the creation and placement of a historic interpretive sign at Franklin Elementary School, and held a dedication ceremony on May 31st with students, faculty, and members of the public in attendance.



- Continued relationship with Anoka County Historical Society to partner in the Home and Garden Tour and raised \$3,634.97 from the event for the HPC.
- Began the process of identifying all historically significant buildings, sites, and structures with the plans of creating a City Register.
- Will present awarded sandwich board signs recognizing six historic houses in Anoka on November 15th:
 - 1325 3rd Ave
 - 427 Van Buren St
 - 2500 4th Ave
 - 116 Gray St
 - 309 Benton St
 - 2315 Branch Ave



7. Will present Heritage Preservation Awards on November 15th to 3 properties for the exterior improvements made to their buildings:
 - 433 E Main St (residential award)
 - 633 E Main St – It’s About Sleep (commercial award)
 - 740 E Main St – Hawaii Nailspa (commercial award)



8. Continued discussions of expansion of the two existing locally designated historic districts in Anoka—Van Buren and Christian Hill historic districts.
9. Was involved with the planning and execution of the first day of issue 2016 Forever Halloween stamp unveiling event in the city of Anoka.

The Heritage Preservation Commission will continue to educate, promote, and support historic preservation in Anoka.

Sincerely,

 Clark Palmer
 Associate Planner

STAFF REPORT



ITEM

First Day of Issue 2016 Forever Halloween Stamp Unveiling Event

BACKGROUND

Chair Ward will present a summary of the HPC's role in the First Day Issue Halloween Stamp Unveiling event.



ACTION

None

Clark Palmer
Associate Planner