



Anoka City Hall, Committee Room, 5:00 p.m.  
**Tuesday, December 13, 2016**



- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of the November 15, 2016 Regular Meeting Minutes**
- IV. **Public Forum**
- V. **Old Business**
  - A. Annual Heritage Preservation Awards – 433 Polk St.
  - B. Sandwich Boards Signs (Update)
- VI. **New Business**
  - A. HPC 2016 Accomplishments and 2017 Goals
  - B. HPC Meeting Procedures Overview
- VII. **Committee Reports**
  - A. Sandwich Board Committee
  - B. Home and Garden Tour Committee
  - C. Tourism Committee
  - D. Historic Vignette Committee
- VIII. **Miscellaneous**
  - A. Updates on other projects
    - a. Washington School Sign Project
    - b. Expansion of Historic Districts
    - c. Historic Pump House #1/Historical Resources Survey
  - B. HPC 2017 Regular Meeting Schedule
  - C. Next Meeting January 10, 2017 at 5:00 p.m.
- IX. **Adjournment**



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

**Held at 5:00 p.m., November 15, 2016  
Council Chamber, Anoka City Hall**

I. **Call to Order** Chair Ward called the regular meeting to order at 5:04 p.m.

II. **Roll Call**

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

III. **Approval of Minutes**

**MOTION MADE BY COMMISSIONER THURSTON, SECONDED BY  
COMMISSIONER RAHN TO APPROVE THE OCTOBER 17, 2016, REGULAR  
MEETING MINUTES. MOTION CARRIED 4-0.**

IV. **Public Forum**

No public comment(s)

V. **Old Business**

A. **Annual Heritage Preservation Awards**

Chair Ward began by providing an overview of the Heritage Preservation Awards program.

No one was present to accept the award for 433 Polk St. Chair Ward summarized why the property was selected for the award and provided an overview of the history of the property.

The property owner and business operator of 633 E Main St (It's About Sleep) was present to accept the award. Chair Ward spoke to the history of the property. Next, the property owner spoke about the project to restore and preserve parts of the original building.

No one was present to accept the award for 740 E Main St. Chair Ward summarized why the property was selected for the award and provided an overview of the history of the property.

**B. Sandwich Board Signs 2016**

The commission presented sandwich board signs to 116 Gray St., 309 Benton St., 427 Van Buren St., 1325 3<sup>rd</sup> Ave, 2315 Branch Ave, and 2500 4<sup>th</sup> Ave.

The property owners at 116 Gray St. were in attendance to receive their sign. They spoke briefly about their property.

The property owner at 309 Benton St. was in attendance to receive the sign. She spoke briefly about the property.

Chair Ward provided a tip on maintaining the sandwich board signs in good condition including taking the sign in during winter months and cleaning it. Commissioner Hansen provided a tip on preventing the sign from being stolen by staking it down.

No one was in attendance to accept the sign for 427 Van Buren.

The property owner at 1325 3<sup>rd</sup> Ave was in attendance to receive the sign. She spoke briefly about the property.

No one was in attendance to accept the sign for 2315 Branch Ave.

The property owner at 2500 4<sup>th</sup> Ave was in attendance to receive the sign. He spoke briefly about the property.

Chair Ward spoke additionally about the program and provided contact information for staff at City Hall for those interested in learning more about the program.

**C. Annual HPC Report for Minnesota Historical Society**

Associate Planner Palmer provided an overview of the annual activities report sent to the Minnesota Historical Society.

**VI. New Business**

**A. First Day of Issue 2016 Forever Halloween Stamp Unveiling Event**

Chair Ward provided an overview of the HPC's role in the stamp unveiling event. He spoke about the planning and execution of the event.

**VII. Committee Reports**

**A. Sandwich Board Committee**

No report.

**B. Home and Garden Tour Committee**

Commissioner Thurston said the Committee plans to meet next Thursday at the Anoka County Historical Society at 6 p.m., with the home owners from the 2016 Home and Garden Tour invited, to discuss ways the tour could be improved.

**C. Tourism Committee**

No report.

**D. Historic Vignette Committee**

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

**MOTION BY RAHN, SECONDED BY HANSEN, TO APPROVE THE WORKING DRAFT OF THE VIGNETTE. MOTION CARRIED 4-0.**

**VIII. Miscellaneous**

Commissioner Rahn spoke about his background and why he serves on the HPC.

Commissioner Hansen spoke about her background and why she serves on the HPC.

Commissioner Thurston spoke about her background and why she serves on the HPC.

Chair Ward spoke about the commissioners not present at the meeting, including Jake Collins, Tim Nigh, and Peg Flaig.

The status of the Washington School sign project was briefly discuss. Chair Ward said he would have a report for the next regular meeting. Commissioner Thurston said she has completed some research on the history of the school.

Chair Ward spoke briefly about the desire of the commission to expand the locally designated historic districts in the city. Associate Planner Palmer provided an update at where staff it at with the project.

Chair Ward spoke about the historic pump house #1 and asked the commission if members were interested in touring the property and building. Chair Ward provided information on the site's history. Chair Ward proposed involvement from other commissions on how to repurpose the property. Commission Thurston recommended the Economic Development Commission for inclusion in the project.

Chair Ward said the next regular meeting is December 13<sup>th</sup>.

**IX. Adjournment**

**MOTION TO ADJOURN BY RAHN, SECONDED BY THURSTON. MEETING ADJOURNED AT 6:16 PM. MOTION CARRIED 4-0.**

# STAFF REPORT



## ITEM

Annual Heritage Preservation Awards

## UPDATE

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 in November the HPC gave out 3 HPC awards. The property owner for one of the awards, the previous owner of 433 Polk St., was not able to attend the meeting. Staff reached out to the previous owner and invited him to attend the December meeting where the award would be presented. Staff talked to the former owner on the phone and sent an invitation letter. Included in your packet is a copy of the letter. Staff hopes the previous owner will attend the meeting to receive the award.

433 Polk St (residential award)



## REQUESTED ACTION

None

Clark Palmer  
Associate Planner



November 21, 2016

Kurt Hubbs  
11140 W River Rd.  
Champlin, MN 55316

**RE: Heritage Preservation Commission Award – 433 Polk St.**

Dear Mr. Hubbs,

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 former property at **433 Polk Street** has been selected by the HPC to receive one of this year's HPC awards. We would like to formally present the award to you at the next regular HPC meeting. The meeting will be on **December 13, 2016, at 5:00 p.m. at Anoka City Hall** (2015 1<sup>st</sup> Ave N, Anoka, MN 55303). We hope to see you at the meeting.

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

Anoka City Hall  
Attn: Clark Palmer  
2015 1<sup>st</sup> 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](mailto:cpalmer@ci.anoka.mn.us)

# 2016 HERITAGE PRESERVATION AWARD



This certificate is awarded to:

433 POLK STREET

This certificate is awarded for  
preserving and enhancing the historic  
character of this residential property in  
the City of Anoka.



\_\_\_\_\_  
*Bart Ward, Chairperson, Heritage Preservation Commission*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Honorable Mayor, Phil Rice*

\_\_\_\_\_  
*Date*



# STAFF REPORT

## ITEM

Sandwich Board Signs 2016 (Update)

## UPDATE

At our last meeting in November, the HPC awarded several new sandwich board signs. An additional 3 replacement signs were ordered including the following properties:

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

Staff recently met with the owner of 112 Gray St. to exchange the old sign face with the replacement. The frame brought in by the property owner was in rough shape and needed to be restored or replaced. The property owner was expecting a new or refinished frame. Staff brought the old frame to Sign Station to have the frame either replaced or restored. The frame ended up being restored, at an additional cost of \$30.

The cost for the 3 sign replacements without new or refinished frames was \$289.02. This equals a cost of \$96.34 for each new sign face. If all three replacement signs need new frames, this will increase the cost from \$96.34 to \$126.34. Included in your packet is a copy of the estimate prepared by Sign Station for the new and replacement signs.

Prior to ordering the signs, staff did inform each respective property owner that the cost for replacing their sign would not exceed \$100. Staff would like to know if the Commission is comfortable with subsidizing the additional cost above \$100.

## REQUESTED ACTION

Make a motion to approve the covering of costs above \$100 for the 2016 sandwich board sign frame replacements/restorations.

Clark Palmer  
Associate Planner



# STAFF REPORT



## **BACKGROUND**

Each year the Heritage Preservation Commission adopts their previous year's top five accomplishments and top five goals for the coming year. Included in your packet is a list of last year's accomplishments and goals. Staff is seeking direction from the Commission for the drafting of the 2016 accomplishments and 2017 goals. Staff will bring a final draft to the January regular meeting. The finalized list of accomplishments and goals will get forwarded to the City Council for review at a City Council work session meeting, anticipated for February 2017.

## **REQUESTED ACTION**

Review the previous year's goals, draft the top five 2016 accomplishments and draft the top five 2017 goals.

Clark Palmer  
Associate Planner



## **2015 HPC Accomplishments**

1. Continued relationship with Anoka County Historical Society to partner in the Home and Garden Tour and raised funds from the event to be used on HPC projects.
2. Presented sandwich board signs recognizing eight historic houses in Anoka.
3. Compiled information to create historic park plaques for three parks named after local individuals key to the history of Anoka—Rudy Johnson Park, George Green Park, and John Ward Park – and forwarded the information on to the Parks & Recreation Board.
4. Finalized and produced the nine National Register Interpretive Historic Markers, funded by a \$10,000 grant from Minnesota Historical Society.
5. Supported preservation projects in the City of Anoka—Restoration of the commercial building at 2015 2<sup>nd</sup> Avenue; Preservation of historic features in the Main Motor building at 435 West Main Street; and, Preservation, relocation, and restoration of a historic home, which is now located at 314 Monroe Street.

## **2016 HPC Goals**

1. Complete storyboards for Franklin and Washington School and collaborate with the Park Board to create historic park plaques in Bob Ehlen Park, Bonnell Fields, and Gray Ghost Park. Complete, install, and raise awareness of interpretive historic markers for properties on the National Register of Historic Places.
2. Work on continuation of Historic Vignettes, heritage preservation awards, sandwich boards, Home & Garden Tour, and preservation projects including the Weirs and Stone House.
3. Explore opportunities to increase tourism with historic landmarks ie. create a walking tour brochure, develop QR codes, participate in historical games like Ingress.
4. Engage interested property owners who want to be part of the expansion of two locally designated historic districts in Anoka—Van Buren (Swede Town) and Christian Hill Historic District.
5. Investigate whether the Halloween witch medallions that were once set in sidewalk at the four corners of the intersection of 2<sup>nd</sup> Avenue and Main Street can be restored and preserved.

# STAFF REPORT



## **BACKGROUND**

Recently the City Clerk asked all staff liaisons to any of the City's boards and commissions to provide all members with a copy of the formalized Meeting Procedures prepared by the City Clerk. It is requested that all members review and become familiarized with the procedures. It is important to generally follow these procedures because a meeting of a quorum of members, for the purpose of discussing City business, constitutes a legal meeting, which must follow the Open Meeting Law.

Included in your packet is a copy of the Meeting Procedures. Staff will lead a discussion and provide an overview of the procedures.

## **REQUESTED ACTION**

None

Clark Palmer  
Associate Planner

## **MEETING PROCEDURES**

A meeting of a quorum of members, for the purpose of discussing City business, constitutes a legal meeting, which must follow the Open Meeting Law. Almost all meetings are open to the public to attend (there are very few exceptions to this). If at any time you are unsure whether a gathering of members is considered a legal meeting, or whether or not it should be open to the public, please see the City Clerk.

Being “open to the public” does not mean that a Board/Commission is required to allow public participation in discussions, that is at the discretion of the Presiding Officer, the Board/Commission as a whole, or the Board/Commission Bylaws. However, “Public Hearings” must provide an opportunity for public input.

If your Board/Commission agenda includes a section titled “Open Forum” (or something similarly named), this section is for public statements about items that are NOT listed on the agenda. An Open Forum is for statements directed to the Board/Commission as a whole. The Open Forum should be controlled by the Presiding Officer or Chair so as not to permit speakers to address individual Board/Commission members or staff. An Open Forum portion of a meeting is NOT a discussion time. It is for hearing statements only. If the speaker is requesting that a Board/Commission discuss or act upon something that they have stated, or there is a desire by the Board/Commission to discuss the issue, the topic should be placed on a future agenda as a formal agenda item.

The presiding officer should call the meeting to order at the time that is listed on the agenda. Roll Call should be taken. *(For those meetings where a Secretary is not present and that is being audio recorded, the Presiding Officer should state the name of the Board/Commission, Date Time, and individually call off the names of each Board/Commission member during the Roll Call, as well as stating the staff members that are present at the meeting)*

Throughout the meeting, members of Boards/Commission should not speak until/unless they are acknowledged by the Presiding Officer. Statements/questions from Board/Commission members should be directed through the Presiding Officer and not directed to other Board/Commission members, members of the staff or public. If known, the Presiding Officer should alternate the speaking floor to opposing sides on a topic, allowing for each position to have equal speaking time. This particular procedure is based on the proper protocol of Roberts Rules of Order, which is the meeting procedures that the City of Anoka has in place. Some Boards/Commissions may choose to operate in a less formal manner when it comes to their Board/Commission’s discussion procedures of their agenda items. The level of formality for this is at the sole discretion of the Presiding Officer. However, at no time should the public be permitted to speak until/unless they are acknowledged by the Presiding Officer.

**At the meeting:**

A quorum of Board/Commission members are not permitted to discuss their Board/Commission City business prior to a meeting be opened, nor after a meeting has been adjourned (no place/time other than within the legal meeting). This is the main foundation of the State's Open Meeting Law.

It is highly recommended that Board/Commission members, of which is less than a quorum of members, refrain from engaging in discussion about their Board/Commission City business, while in the Chambers of where the meeting takes place, prior to or after adjournment. Perception is key here. We want the public to know that decisions are being made within a formal public meeting and not outside of a formal public meeting.

**Discussion Limits:**

Boards/Commissions are limited to discussing only items that are listed on the Agenda. If an individual Board/Commission wishes to have a discussion about an item that is not listed on the agenda, they should request that the Chairperson and Staff Liaison place it on a future agenda. It is the Presiding Officer's responsibility to cease discussion of items that are not scheduled on the present Agenda.

All Boards/Commissions must strictly follow the Open Meeting Law and the requirements of Roberts Rules of Order as it pertains to voting and meeting requirements.

If there are questions relative to Robert Rules of Order or meeting protocol, please see the City Clerk.