



Heritage Preservation Commission

Regular Meeting

Thursday, March 20, 2025
6:00 p.m.
Elk River City Hall

- Meeting in Upper Town Conference Room
-

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSIDER AGENDA

4. CONSIDER MINUTES

4.1 January 16, 2025, Meeting Minutes

5. GENERAL BUSINESS

General action items in which the commission receives information from city staff or consultants and after deliberation acts on the item under consideration. General Business items are not opportunities to receive or provide public input. However, the commission may, at its sole discretion, solicit public feedback.

5.1 Historic Interpretive Site (Water Tower Park)

5.2 Downtown Small Area Plan 2024

5.3 Other Business

6. MOTION TO ADJOURN

Meeting Protocol

- No sidebar discussions
- No interruptions
- State your concern
- Ensure you understand
- Don't take things personally
- Adhere to time limits
- Come prepared
- Ensure all are heard



**Meeting of the Elk River
Heritage Preservation Commission
Held at the Elk River City Hall
Thursday, January 16, 2025**

Members Present: Chair Lance Lindberg, Commissioners Linda Campbell, Jayne Dietz, and Gavin Tuckey

Members Absent: Commissioner Zachary Griffiths

Council Liaison: Councilmember J. Brian Calva

Staff Present: Community Development Director Zack Carlton

1. Call Meeting to Order

Pursuant to due call and notice thereof, the meeting of the Elk River Heritage Preservation Commission was called to order at 6:00 p.m. by Chair Lindberg.

2. Pledge of Allegiance

Chair Lindberg led the commission in the Pledge of Allegiance.

3. Consider Agenda

Moved by Commissioner Dietz and seconded by Commissioner Tuckey to approve the January 16, 2025, Heritage Preservation Commission agenda.

Motion carried 4-0.

4. Consider Minutes

Moved by Commissioner Campbell and seconded by Commissioner Dietz to approve the November 21, 2024, Heritage Preservation minutes.

Motion carried 4-0.

5.1 Election of Officers - Chair

Moved by Commissioner Dietz and seconded by Commissioner Tuckey to re-appoint Lance Lindberg as Chair of the Heritage Preservation Commission for 2025.

Motion carried 4-0.

5.2 Election of Officers – Vice-Chair

Moved by Commissioner Campbell and seconded by Commissioner Dietz to re-appoint Zachary Griffiths as Vice-Chair of the Heritage Preservation Commission for 2025.

Motion carried 4-0.

6.1 Annual Review of the Bylaws

Mr. Carlton asked the commission for any changes to the bylaws. He noted the election of officers at the first meeting of the year could be modified to the March meeting to coincide with appointments if the commission so chooses.

It was the consensus of the commission was to keep the bylaws as they are written.

6.2 Annual Scheduled Meeting Calendar

Mr. Carlton presented the calendar of HPC meeting dates. He noted the bylaws state the chair will present an annual report on the first meeting in February to the City Council; this year will be on February 3. Topics for discussion will be the annual appearance at the Farmers Market, the documentary, and the interpretive site at the water tower.

6.3 Historic Interpretive Site

Mr. Carlton brought Councilmember Calva up to date with the proposed interpretive site at the recently rehabilitated water tower.

Councilmember Calva asked questions about the site and Commissioner Campbell directed him to the November meeting minutes where HPC members providing some ideas for what the site should look like.

Commissioner Campbell asked if there were any photographs before and after the fires. She wondered if this could be part of the site.

Chair Lindberg was not sure if he has seen any photographs but there were maps showing the business district and what building were in place prior to the fires. Mr. Carlton stated Elk River Municipal Utilities may have some photographs.

Commissioner Tuckey suggested the consultant should also discuss sidewalks around and leading to the site.

Mr. Carlton stated he is looking for two commissioners to join on a subcommittee to work with the consultant on this development.

Commissioner Campbell suggested the dedication should be on a date of some significance.

Commissioner Tuckey suggested the dedication date be an anniversary of when the tower was decommissioned.

6.4 Downtown Small Area Plan 2024

Mr. Carlton stated the consultant recently met with staff from engineering and public works to further develop details of the small area plan. He stated the next committee meeting will be January 28. On February 25, a public open house will be held, where feedback from the public will be taken and given to the committee. He stated the HPC, Planning Commission, and City Council will then review the plan during their respective March meetings.

Mr. Lindberg stated he was glad to see the proposed plans involve preserving all the downtown historic buildings.

Mr. Carlton stated there will be streetscape changes enlarging sidewalk sizes and provide more pedestrian opportunities by changing and improving the functionality of parking.

Councilmember Calva discussed his viewpoints about parking, that if there is currently enough parking, increasing parking could create additional opportunities to attract more shoppers and new businesses. The commission discussed aspects of parking along with opportunities to draw people into the area through redevelopment on both sides of the railroad tracks.

Commissioner Campbell would like to see a citywide increase in bicycle trail connectivity and signage.

6.5 Other Business

Commissioner Lindberg noticed the Wikipedia page for the city of Elk River, Minnesota, contained incorrect population and census information and will research it so its corrected.

Mr. Carlton will send out the link to the HPC documentary to the commissioners.

7. Adjournment

Moved by Commissioner Campbell and seconded by Commissioner Dietz to adjourn the meeting of the Heritage Preservation Commission.

Motion carried 4-0.

The meeting adjourned at 6:42 p.m.

Minutes prepared by Jennifer Green.

Lance Lindberg, Chair

Tina Allard, City Clerk