

**WABASHA  
HERITAGE PRESERVATION COMMISSION**

**November 27, 2023 9:00 a.m.**

**AGENDA**

- 1. Call to Order** *(Chair)*
- 2. Changes or Additions to Agenda** *(Open)*
- 3. Approval of minutes** *(Commission)*
  - a.** Date of Minutes - 10-30-2023
- 4. Design Review-**
  - a.** 260 Main Street West - Lawn Shed placement on side lot
- 5. Possible upcoming review/request for assistance:**
- 6. Old Business/Subcommittee Work**
  - a.** Main Street Update - Flicek
- 7. New Business**
- 8. Other Business**
  - a.** HPC Term Limits.
- 9. Announcements**
- 10. Next Meeting Date: TBD**
- 11. Adjourn** *(Chair)*

**Heritage Preservation Commission**

**3. a.**

**Meeting Date:** 11/27/2023

**SUBJECT:**

**DEPARTMENT:** Administration

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**TITLE:**

Date of Minutes - 10-30-2023

**PURPOSE:**

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**Attachments**

HPC 10-30-23 Minutes

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# DRAFT

## WABASHA HERITAGE PRESERVATION COMMISSION MINUTES OCTOBER 30, 2023, 9:00 a.m.

Present: Linda Mann, Commissioner; Mary Flicek, Commissioner; Emily Durand, Commissioner; John Palmen, Commissioner; John Rivers, Commissioner; Jenny Palmen, Commissioner

Also Present: Wendy Busch, City Clerk

**1. Call to Order**

The meeting was called to order at 9:00 a.m. by Chair Flicek.

**2. Changes or Additions to Agenda**

There were no changes or additions to the agenda.

**3. Approval of Minutes**

**a. Date of Minutes September 25, 2023**

Motion made by Commissioner Jenny Palmen, seconded by Commissioner Linda Mann to approve the meeting minutes as drafted.

**Vote:** 6 - 0 - Unanimously

**4. Design Reviews**

**a. 119 Pembroke Ave - Transom Window to Front**

City Clerk Busch provided background information. The proposal was reviewed, and historical information was referenced. The use of the building was discussed. The historic window checklist was utilized to review the application.

Motion made by Commissioner Emily Durand, seconded by Commissioner Jenny Palmen to approve the design review application as submitted, with City staff to approve the final design.

**Vote:** 6 - 0 - Unanimously

- b. Grantor / Sponsor Panel for Mural on 180 Main Street West  
Chair Flicek discussed the mural project and described the proposed panel. City Clerk Busch provided additional background information. A promotional video was referenced. The panel size, location, colors, materials, and content were discussed. The role of the HPC was clarified in terms of the design review for the proposed panel.

Motion made by Commissioner Emily Durand, seconded by Commissioner Linda Mann to approve the design review for the proposed panel.

**Vote:** 6 - 0 - Unanimously

- 5. **Possible Upcoming Reviews / Requests for Assistance**  
City Clerk Busch indicated that she is awaiting information relating to a signage proposal.

6. **Old Business / Subcommittee Work**

- a. Main Street Update  
Chair Flicek further discussed the mural project and reviewed plans for a dedication ceremony and reception. She discussed an upcoming coffee meet-up event. A historic plaque project was discussed. The tree lighting ceremony was referenced.
- b. Fall SHPO Conference Review  
Commissioner Mann expressed appreciation for the opportunity to attend the PreserveMN 2023 conference in Mankato. She summarized some of the sessions and activities that she attended. She discussed the new MnSHIP (Minnesota State Historic Inventory Portal) online tool.

Commissioner Mann described the mission and work of the Partners for Sacred Places organization. Church projects in the region were discussed.

Commissioner Mann discussed the keynote presentation by Bonnie McDonald. Educational sessions on the topics of railroad history, brutalist architecture, and appreciating and promoting cultural landscapes were discussed. A presentation regarding the mass executions that occurred in Mankato in 1862 was discussed. Commissioner Mann described a history tour that she attended and referenced networking opportunities.

Archeology work and cultural resources were discussed. Commissioner Durand discussed a Minnesota Extension mapping project.

Wabasha's Certified Local Government Program status was discussed.

- 7. **New Business**  
There was no new business.



8. **Other Business**  
There was no other business.

9. **Announcements**  
Upcoming events were discussed. City Clerk Busch provided a street project update.

10. **Next Meeting Date: November 27, 2023**

11. **Adjourn**

Motion made by Commissioner Emily Durand, seconded by Commissioner Jenny Palmen to adjourn the meeting. The meeting adjourned at 9:50 a.m.

**Vote:** 6 - 0 - Unanimously

Respectfully submitted by: \_\_\_\_\_  
Wendy Busch, City Clerk

\_\_\_\_\_  
Adopted Date

**Heritage Preservation Commission****4. a.****Meeting Date:** 11/27/2023**SUBJECT:** Addition of a Lawn Shed to 260 Main Street West**DEPARTMENT:** Administration

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**TITLE:**

260 Main Street West - Lawn Shed placement on side lot

**PURPOSE:**

Danielle Sorensen from Herb + Arrow is making an application for a garden/utility shed for snowblower storage. Please find the attached application and pictures of the proposed shed and location.

**ITEM SUMMARY:****REVIEW OF CONSTRUCTION AND DEMOLITION ACTIVITY****CHECKLIST & FINDINGS****(From Section 315.09 of City Code, HPC Design Guidelines, & Secretary of Interior Standards)****Project Name & Address:** 260 Main Street West**Type of Activity Requiring Design Review**

	Street and utility	
	Remodel, repair or alteration which will change the exterior appearance of a building	
X	New construction – lawn shed	
	Parking facility	
	Relocating a building	
	Change the nature or appearance of a landscape features	
	Demolition of a building or landscape feature	
	Emergency Repair to protect the safety of the structure and its inhabitants in conformance with the U.S. Secretary of Interior's	

**Requirements of Specific Project Proposed*****Appendix A New Construction & Additions***

The standards require that new structures or additions be both sympathetic to the existing historic setting and yet differentiated from the old. Things that should be considered when planning new construction in the district include: materials, relationships (size, proportion, massing) and preserving existing distinctive features.

**RECOMMENDED**

- Designing a new addition in a manner that makes clear what is historic and what is new.
- Placing a new addition on a non-character-defining elevation and limiting the size and scale in relationship to the historic building.
- Considering the design of an addition in terms of its relationship to the historic building as well as the historic district or neighborhood. Design for the new work may be contemporary or may reference design motifs from the historic building. In either case, it should always be clearly differentiated from the historic building and be compatible in terms of mass, materials, relationship of solids to voids, and color.

**COMMITTEE RECOMMENDATION:**

Review application material and make a determination for approval or denial with findings.

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**Attachments**

Application

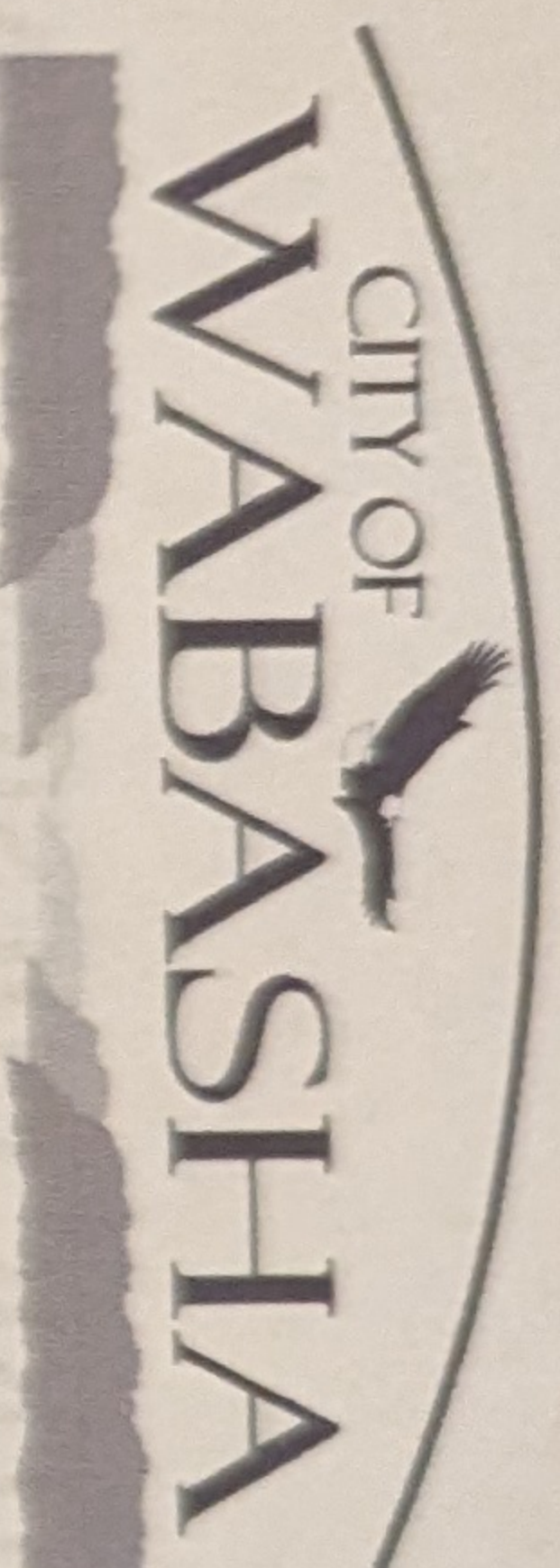
Shed Picture

proposed location

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**HISTORIC PRESERVATION COMMISSION  
DESIGN REVIEW APPLICATION**

The HPC respectfully requests all applicants, or an assignee, attend the design review meeting. The Commission has 60 days to review all applications, however, submittal of a complete application 14 days or more before a meeting will typically secure a spot on the next meeting agenda.

Address of Design Review: 240 W. Main St.

Applicant Name: Danielle Sorensen Phone: 55150410435

Address: PO Box 221 Kellogg, MN 55445

Email: hebarwren@outlook.com

Owner Name (if different): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Historical use or name of building or site (if known)

Herb + Karen

Type of work proposed (attach additional pages as necessary)

Adding a garden/utility shed for snowblower  
storage

**ATTACHMENTS REQUIRED:**

1. A current photograph of the building or site where work is proposed.
2. An illustration of the proposed work to be completed.
3. Samples of exterior materials, paint chips, or other appropriate material examples.
4. Historic photos (if available) of the site/building where work is proposed.

Applicants Signature

[Signature]

Date

11/1/23

Office use only.

Date application submitted: \_\_\_\_\_

Date application complete: \_\_\_\_\_

15-day notice: \_\_\_\_\_

60-day notice: \_\_\_\_\_











**Heritage Preservation Commission**

**8. a.**

**Meeting Date:** 11/27/2023

**SUBJECT:**

**DEPARTMENT:** Administration

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**TITLE:**

HPC Term Limits.

**PURPOSE:**

The following individuals are up for their term with the HPC.

Linda Mann & John Palmen. Please make a decision if you would like to be considered for another term or not by the end of December.

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