

WABASHA HERITAGE PRESERVATION COMMISSION

April 22, 2024 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 March 25, 2024
- 4. Design Review-**
 - a. 162 Pembroke Ave - Signage Review Mississippi River Flavor Co.
- 5. Possible upcoming review/request for assistance:**
- 6. Old Business/Subcommittee Work**
 - a. Main Street Update - Commissioner Flicek
- 7. New Business**
 - a. May is Preservation Month
- 8. Other Business**
 - a. 171 Pembroke Repairs/Maintenance
- 9. Announcements**
- 10. Next Meeting Date: *Need to reschedule due to Memorial Day***
- 11. Adjourn** *(Chair)*

Heritage Preservation Commission

3. a.

Meeting Date: 04/22/2024

SUBJECT: Date of Minutes March 25, 2024

DEPARTMENT: Administration

TITLE:

Date of Minutes March 25, 2024

PURPOSE:

Attachments

Minutes

DRAFT

HERITAGE PRESERVATION COMMISSION MINUTES MARCH 25, 2024, 9:00 a.m.

Present: Linda Mann, Commissioner; Mary Flicek, Commissioner; Emily Durand, Commissioner;
Bill Jewson, HPC Applicant; Janet Runions, HPC Applicant; Jenny Palmen, Commissioner
Absent: John Rivers, Commissioner

1. **Call to Order**

The meeting was called to order by Chair Flicek at 9:08 a.m.

2. **Changes or Additions to Agenda**

Chair Flicek requested an addition to the Other Business portion of the meeting relating to a National Eagle Center mural. The boundaries of the historic district were clarified. There were no other changes or additions to the agenda.

3. **Approval of Minutes**

- a. Date of Minutes - February 26, 2024

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

Vote: 4 - 0 - Unanimously

4. **Design Reviews**

There were no design reviews.

5. **Possible Upcoming Reviews / Requests for Assistance**

- a. **Pop Up on Pembroke Ave - No Application to Date**

The pop-up store on Pembroke Avenue was discussed. Design reviews relating to signage were discussed, and Commissioner Durand provided additional information.

6. **Old Business / Subcommittee Work**

a. **Main Street Update - Chair Flicek**

Chair Flicek discussed the registration process for the 2024 Main Street Now Conference in Birmingham, Alabama, in May. She provided a banner update, describing the final designs and the ordering process.

Chair Flicek discussed the upcoming Minnesota Main Streets State Conference in Owatonna. She reported that Sue Mundy has been nominated to receive an award, and Commissioner Durand provided additional information.

Commissioner Durand also reviewed the history and work of the Rethos Places Reimagined organization, formerly known as the Minnesota Preservation Alliance.

The mission and work of Wabasha Main Street were further discussed. Examples of past projects were reviewed. Upcoming meetings and presentations were detailed.

b. **Spring Letters Reminders - Discussion**

City Clerk Busch discussed reminder letters that were distributed in the past. Commissioner Durand suggested a different tone to the letter and offered to help draft the letter language. It was discussed that historic property owners could apply for grant funding from various sources. City Clerk Busch described the process of compiling the list of property owners.

7. **New Business**

There was no new business.

8. **Other Business**

a. **Downtown Construction Timeline - Discussion**

The project area and the anticipated project schedule were reviewed. City Clerk Busch provided additional information.

b. **Minnesota Main Streets Conference April 4-5 in Owatonna, Minnesota**

The conference schedule was reviewed, including educational presentations and other activities.

c. **National Eagle Center Mural**

The proposed mural was discussed, and the location was clarified.

Commissioner Durand referenced other public art projects in process and discussed potential placemaking grants from the Blandin Foundation. Other grant opportunities were discussed.

9. **Announcements**

a. HPC Appointment

It was reported that Janet Runions and Bill Jewson have applied to serve on the HPC. It was noted that HPC appointments will be discussed by the City Council on April 2.

10. **Next Meeting Date: April 22, 2024**

It was discussed that Chair Flicek and City Clerk Busch will not be in attendance. It was noted that Vice Chair Palmen will run this meeting. City Clerk Busch requested that motions and seconds be clearly stated. Meeting agenda items were discussed.

The criteria and application process for grant assistance toward Downtown building renovation and redevelopment projects were reviewed. Commissioner Durand reported that the Port Authority will be implementing a signage and facade grant program in the near future. She also discussed Federal and State tax credits toward renovation of historic properties.

11. **Adjourn**

Motion made by Commissioner Emily Durand, to adjourn the meeting. The meeting adjourned at 9:58 a.m.

Vote: 4 - 0 - Unanimously

Respectfully submitted by: _____
Wendy Busch, City Clerk

Adopted Date

Heritage Preservation Commission

4. a.

Meeting Date: 04/22/2024

SUBJECT: 162 Pembroke Ave - Signage Review Mississippi River Flavor Co.

DEPARTMENT: Administration

TITLE:

162 Pembroke Ave - Signage Review Mississippi River Flavor Co.

PURPOSE:

Attachments

Application

Staff Report



**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: 162 Pembroke Ave Wabasha
Applicant Name: Jaden Peck Phone: 651-448-0048
Address: 486 Crotte Ave Wabasha
Email: Mississippi river flavor@gmail.com
Owner Name (if different): Hartzell Land Holdings Phone: 507-421-6149
Dale & Helen Hartzell
Address: 1115 Rustic Lane E LLC Wabasha MN 55981
Email: dh55976@yahoo.com
Historical use or name of building or site (if known)

Type of work proposed (attach additional pages as necessary)

Hanging sign & window clings & sandwich board

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.

[Signature]
Applicants Signature

4/11/24
Date

Office use only.

Date application submitted: 4-11-2024 Date application complete: 4-11-2024

15-day notice: _____

60-day notice: _____

HISTORIC DISTRICT DESIGN REVIEW CHECKLIST QUICK LIST FOR PREPARING APPLICATION



Current Photos of the building/site where changes will occur.
(include both views from the street and close-up details of the area to be changed and features already present)



Detailed sketch of proposed changes to the site.
(The more involved the project, the more detailed your sketch should be. For some projects an architect-produced drawing may be recommended)



Paint chips and/or sample materials to be used.



Historic photos or information about the history of the building and site.
(if available)



Provide a timeline for construction (when do you expect to start and complete the project?)



The **application form along with the assembled items above must be submitted 1 week prior** to the meeting where the design review will occur.
(sample materials may be brought to the meeting if not available ahead of time)

Ordinances and requirements along with Design Guidelines used to review all projects are available from City Hall.

Contact Wendy Busch, City Clerk to answer questions at:
651-565-4568 or clerk@wabasha.org

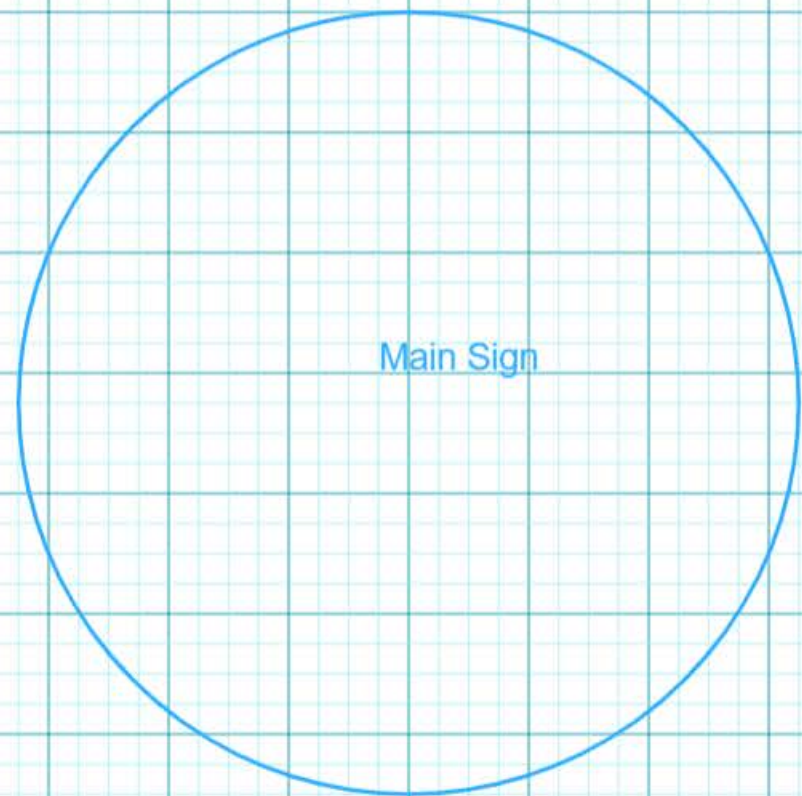
All signs:

PROVIDE THE FOLLOWING INFORMATION ON A DIAGRAM.

An illustration to scale indicating the proposed sign and the location of the sign on the building or property is required. Please attach diagram with the following proposed indicated on the diagram. Provide as many diagrams, illustrations, or samples as needed to show that the proposed signage meets all requirements as indicated in the ordinance. Applications are considered incomplete without necessary diagram(s).

1. Size of Sign
 - 24in ○ Length
 - 24in ○ Height
 - 452.4 in² Total Sign Area (sq. ft.)
 - 3.14 sqft
 - (using sign from previous business owner.)
2. Size of Lettering or written message
 - Length 24 in
 - Height (if upper case and lower case are different height, please specify both) 3.5 in (approx per letter)
 - Percentage of Sign covered in Lettering or written message 37.6 %
3. Sign Location
 - Footage of building/lot frontage (linear feet of frontage) _____
 - Setbacks (if sign is not attached to building)
 - Street Setback
 - Side Setback
 - Front Setback
 - Distances from building, sidewalks and street
 - Location on the building (if attached to the building)
 - Distance from roof line approx 2 ft
 - Distance from building sides approx 4 ft
 - Distance from ground approx 9 ft
 - Distance from wall (for projecting signs)
 - Distance from closest doors and windows
 - Size of Window (for window signs) approx 4 ft x 1 ft - 3 panels

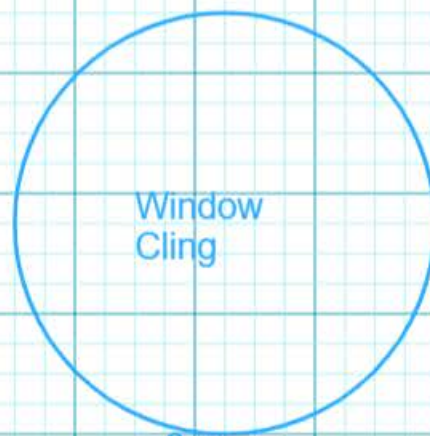
will be hanging from awning from the preset brackets left from last tenant.
- ④ Lighting (please indicate if no lighting is proposed)
 - Style of lighting (illustration or sample)
 - Location of proposed lighting (both the fixture and aim of the beam)
 - Brightness or intensity of lighting (wattage or photometric information)
5. Sign material & construction method (including Separate pieces, parts, or attachments to the sign with method of attachment if any) wood / paint
6. Color - True color diagram or diagram keyed to separate paint chips provided Black, white, Red
7. Any additional information as identified by staff or the HPC



Main Sign

24 in

24in



Window
Cling

8 in

8 in



Window
Cling

8 in

8 in



Window
Cling

8 in

8 in











292421A
Black

057



292430A
White

29

261628

TESTORS

CRATT

Matte • Mat • Mate

ENGINE RED

297466

Engine Red

278721





Memorandum

Office of the City Clerk

To: Wabasha Heritage Preservation Commission
From: Wendy Busch
Date: April 15, 2024
Subject: Review of Sign Application, 162 Pembroke

MEETING DATE: April 22, 2024

APPLICANT INFORMATION:

Applicant: Jaden & Erica Peck “Mississippi River Flavor Company”
Building: 162 Pembroke Avenue
Owner: Hartzell Land Holdings LLC

BACKGROUND

Mississippi River Flavor Co is the new renter in the space that was previously occupied by Studio 162.

PROPOSED SIGNAGE:

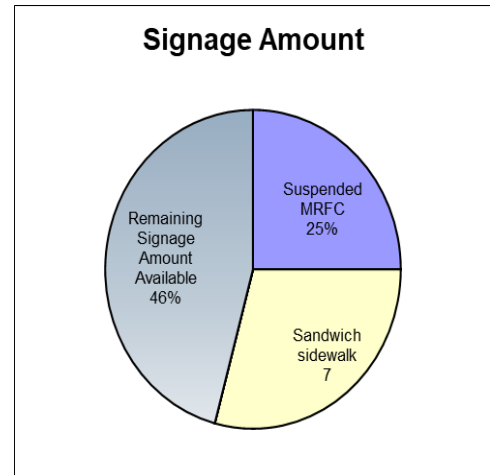
The proposed signage is a painted wood sign 2’x3’ in size hung under the awning (suspended) in the same location as previous signs for this property, three window clings all under 1 sq ft each and a wood/chalkboard sandwich board sign under approximately 7 sq feet.



SIGN REQUIREMENTS:

Amount of Signage per property: This property (which is part of a larger tax parcel) has 12 lineal feet of frontage on Pembroke, which would allow a total of 24 square feet of signage maximum for the business (this frontage). Following is a breakdown of the sign and the amount of signage allowed for this property:

<u>Sign Type</u>	<u>Sign Size</u>	<u>Sign Location</u>
Suspended "MRFC"	6	above front door
Sandwich sidewalk	7	Store front
Remaining Signage Amount Available	11	



Sign Size & Quantity: Suspended signs in this district (TDC) are allowed at a maximum of 1 per business per public frontage, or 1 per each 5 feet of public frontage, whichever is less. The maximum sign size for suspended signs is 7.5 square feet. The proposed sign meets these requirements. Sidewalk signage is allowed at a maximum of 1 per business and a maximum of 10 sq ft or less, this proposed signage meets the requirements.

Sign Materials: Painted wood signs are specifically allowed within the historic district. Historically appropriate techniques for creating lettering and designs generally include painting them on a flat surface which is what is done here. The proposed signs meets these requirements.

Lettering: All letter styles shall relate to the character of the property's architectural elements or use. A sign shall contain no more than two lettering styles and sign meets that standard. Lettering must occupy no more than 60% of the sign's total area and capital letters shall be no more than 75% of the height of the sign background. *The suspended sign is the company logo. Text type was not supplied.*

Sign Clarity: The sign message must be legible which may be accomplished through the use of words, pictures, names, symbols and logos. Letters and images must be clearly defined with hard edge lines.

Sign Colors: colors shall coordinate with the building facade and be compatible with the property's use. No more than two colors shall be used for *lettering* and a small amount of a third color for highlighting for lettering is acceptable. The proposed sign pallet is black, white and Engine Red and meets this standard with only white lettering.

Edge Frame: Only wall signs require a visual boarder frame around the edge of the sign. This is a suspended sign and therefore no boarder is required.

Illumination: No lighting for the sign is proposed here.

HERITAGE PRESERVATION COMMISSION ACTION:

If the HPC finds that the proposed signage meets the requirements of Section 153 of City Code, a motion should be made to approve the signage proposed. Following is a sample motion with a list of potential findings of fact to approve this design review:

SAMPLE MOTION TO APPROVE:

WHEREAS, Jaden Peck submitted an application for Mississippi River Flavor Company for suspended, sidewalk and window cling signage on April 11, 2024, and

WHEREAS, the proposed signage meets or is below the maximum signage allowed for this property, and

WHEREAS, the proposed signage meets the design requirements for the downtown historic district for material & design in color, font size & style, and sign clarity, & color,

NOW THEREFORE, the signage proposed in the application submitted on April 11, 2024 is hereby approved with the following conditions **[if any deemed appropriate]**:

1. [the commission may consider additional conditions as appropriate]
- 2.

SAMPLE MOTION TO DENY:

WHEREAS, the proposed sign as detailed in the application submitted for “Mississippi River Flavor Co” dated 4-11-2024 does not meet the requirements of Section 153 of City Code in the following manner:

1. Commission to insert finding for denial.

NOW THEREFORE, Heritage Preservation Commission hereby denies approval of the design review for the signage proposed in the application submitted April 11, 2024. The Commission further finds that the applicant may modify the sign to rectify the issues stated above and provide information and illustrations as such at which time another design review will be conducted.

Heritage Preservation Commission

6. a.

Meeting Date: 04/22/2024

SUBJECT: Main Street Update - Commissioner Flicek

DEPARTMENT: Administration

TITLE:

Main Street Update - Commissioner Flicek

PURPOSE:

Heritage Preservation Commission

8. a.

Meeting Date: 04/22/2024

SUBJECT: 171 Pembroke Repairs/Maintenance

DEPARTMENT: Administration

TITLE:

171 Pembroke Repairs/Maintenance

PURPOSE:

The License Bureau is planning to do some maintenance to the front door and step going into the business. The area painted in yellow is a tripping hazard and they are planning to modify that so it will not longer cause issues. They are also planning to repaint the door with the same color and redo the wood door frame. Since this is maintenance, staff has deemed they do not require a design review. This should be a 1-2 day project and is projected to take place on a Saturday (FYI).

Attachments

pic

171

WE CANNOT PROCESS
TITLE TRANSFERS
AFTER 4:15 PM

BUSINESS HOURS
MONDAY - FRIDAY
8:30a - 4:30p

Holiday Closures

Holiday	Closure
New Year's Day	Closed
Jan 1st	Closed
Jan 2nd	Closed
Jan 3rd	Closed
Jan 4th	Closed
Jan 5th	Closed
Jan 6th	Closed
Jan 7th	Closed
Jan 8th	Closed
Jan 9th	Closed
Jan 10th	Closed
Jan 11th	Closed
Jan 12th	Closed
Jan 13th	Closed
Jan 14th	Closed
Jan 15th	Closed
Jan 16th	Closed
Jan 17th	Closed
Jan 18th	Closed
Jan 19th	Closed
Jan 20th	Closed
Jan 21st	Closed
Jan 22nd	Closed
Jan 23rd	Closed
Jan 24th	Closed
Jan 25th	Closed
Jan 26th	Closed
Jan 27th	Closed
Jan 28th	Closed
Jan 29th	Closed
Jan 30th	Closed
Jan 31st	Closed

STOP
LOOK
INSURANCE
REQUIRED

