

# WABASHA HERITAGE PRESERVATION COMMISSION

August 19, 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 7-22-24
4. **Design Review-**
  - a. 155 Pembroke Ave - Building Front Redesign
  - b. 100 Main Street West - Rear Fence
  - c. 137 Main Street West - Rear Fenced in back patio
5. **Possible upcoming review/request for assistance:**
6. **Old Business/Subcommittee Work**
  - a. Main Street Update - Commissioner Flicek
7. **New Business**
8. **Other Business**
9. **Announcements**
  - a. 111 Main St W (WNB Financial)
10. **Next Meeting Date: September 23, 2024**
11. **Adjourn** (*Chair*)

**Heritage Preservation Commission**

**3. a.**

**Meeting Date:** 08/19/2024

**SUBJECT:**

**DEPARTMENT:** Administration

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**TITLE:**

Date of Minutes 7-22-24

**PURPOSE:**

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**Attachments**

Minutes 7-22-24

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**HERITAGE PRESERVATION COMMISSION  
MINUTES  
JULY 22, 2024, 9:00 a.m.**

Present: Mary Flicek, Commissioner; Emily Durand, Commissioner; Janet Runions, Commissioner;  
John Rivers, Commissioner; Jenny Palmen, Commissioner

Absent: Linda Mann, Commissioner; Bill Jewson, Commissioner

**1. Call to Order** (*Chair*)

Chair Flicek called the regularly scheduled HPC meeting to order at 9:00 am on Monday, July 22, 2024.

**2. Changes or Additions to Agenda** (*Open*)

Commissioner Durand asked that Popcorn Park update be added to New Business item 7 a.

**3. Approval of minutes** (*Commission*)

a. Date of Minutes - June 24, 2024

Motion made by Commissioner Emily Durand, seconded by Commissioner Jenny Palmen to approve the minutes as presented for June 24, 2024.

**Vote:** 5 - 0 - Unanimously

**4. Design Review-**

**5. Possible upcoming review/request for assistance:**

**6. Old Business/Subcommittee Work**

a. Main Street Update - Flicek

Mary Flicek provided an update for Main Street. The planters are all up and out and the next Coffee Meet Up is scheduled for Thursday, August 8 at 8am and the Anderson House.

**7. New Business**

a. Popcorn Park Update

Commissioner Durand was present at the last Parks Commission meeting and they were discussing Popcorn Park. They are planning to replace the trees within Popcorn Park as they are a maintenance issue and replace them with another type of tree. They are also planning to take out the raised planters and replace with the Main Street Planters. The park commission and staff will be providing information in the upcoming months for review.

**8. Other Business**

a. State Preservation Conference in Red Wing MN September 18-20th.

Staff provided a complete handout for the annual fall SHPO (State Historic Preservation) conference to be held in Red Wing. Commissioner Palmen is interested in attending both days and will confirm with staff. It is open for any member to attend either one day or full conference.

**9. Announcements**

**10. Next Meeting Date: August 26,2024**

Commissioner Palmen is unable to attend the meeting in August.

**11. Adjourn (Chair)**

Motion made by Commissioner Emily Durand, To adjourn at 9:14 am.

**Vote:** 5 - 0 - Unanimously

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

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



**Heritage Preservation Commission**

**4. a.**

**Meeting Date:** 08/19/2024

**SUBJECT:** 155 Pembroke Ave - Building Front Redesign

**DEPARTMENT:** Administration

**TITLE:**

155 Pembroke Ave - Building Front Redesign

**PURPOSE:**

An application has been supplied from Chad and Anne Meurer for 155 Pembroke Ave for the old Legion building. Chad and Anne are proposing a new storefront and windows. Signage will come at a later date. Please see the attached application and check list to help formulate an approval or denial for the application.

<b>Storefront Rehabilitation</b>	<b>Findings for Approval</b>	<b>Findings for Denial</b>
<b>1. Is the proposed work appropriate to the architectural style of the building</b>		
<b>2. Does the proposed project preserve the storefront’s existing historic character</b>		
<b>3. Does the proposed use materials that are consistent with those used historically (as opposed to materials that were not historically available)?</b>		
<b>4. Are proposed colors of the project based on those historically present or typical?</b>		

**Window Checklist** [\[1\]](#)

	<b>Findings for Approval</b>	<b>Findings for Denial</b>
<b>Are the present windows ornamental, fine examples of historic design or craftsmanship or the most dominant visual element of the building and does the proposed design preserve and retain these elements?</b>		
<b>Are original materials and features still present being repaired and retained to the extent possible? If replacement is proposed, is there evidence (an evaluation with photos) that the work proposed meets the level of deterioration present?</b>		
<b>If new windows are proposed, are the proposed replacements consistent with the style (size, shape, proportions, and configuration) of the current or historic windows?</b>		

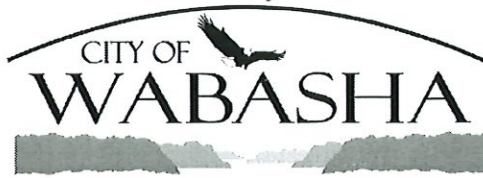
<p><b>Do proposed new windows contribute to the appearance of the façade following the historic pattern of window size, openings, proportion and arrangements for this specific building?</b></p>		
<p><b>Do proposed new windows contribute to the appearance of the façade following the historic pattern of frame and sash proportion, muntin profiles, materials, color, glass, hoods, sills and other decorative elements in the same way historic windows did for this specific building?</b></p>		

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**Attachments**

Application

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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: 155 Pembroke Ave

Applicant Name: Anne & Chad Meurer Phone: 507 3580109

Address: 629 4th St Wabasha

Email: annem02@hotmail.com

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

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

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

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

V Shabat Building - former American Legion

Type of work proposed (attach additional pages as necessary)

new store front & window

**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.

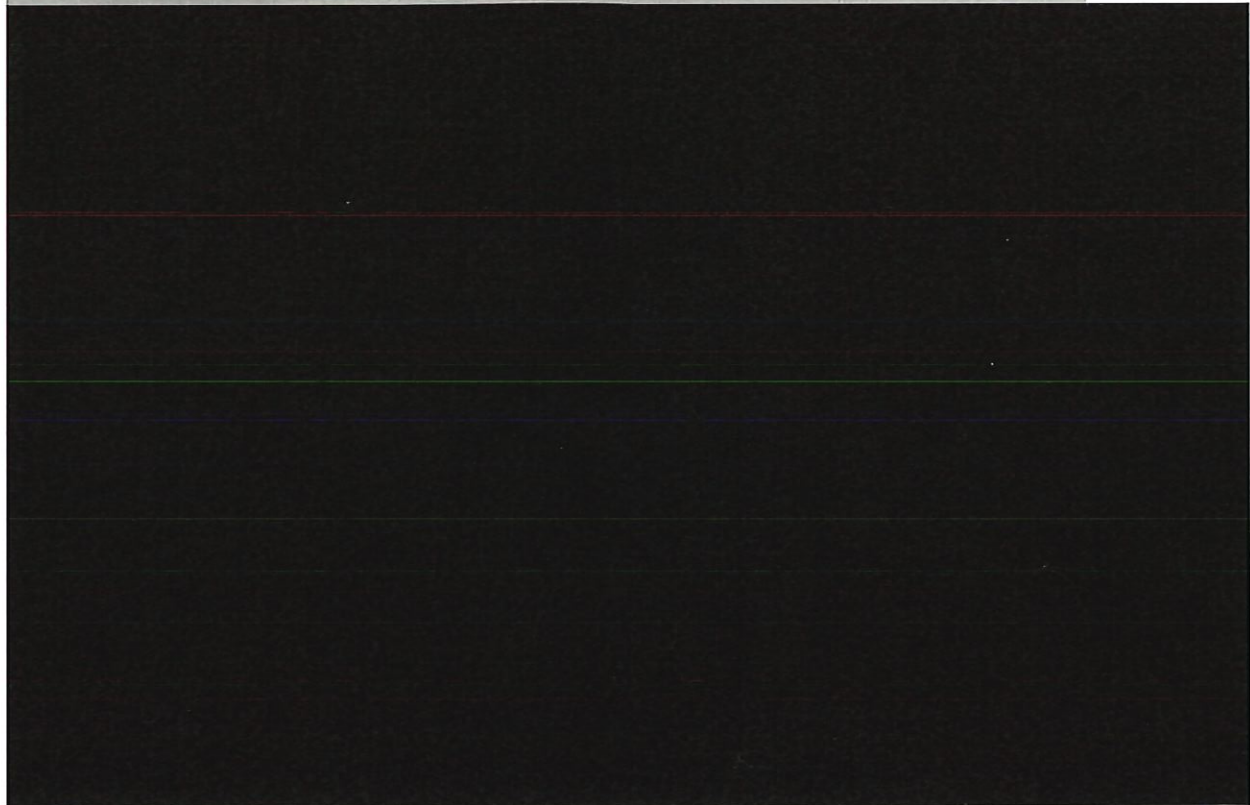
Anne Meurer 8/5/24  
Applicants Signature Date

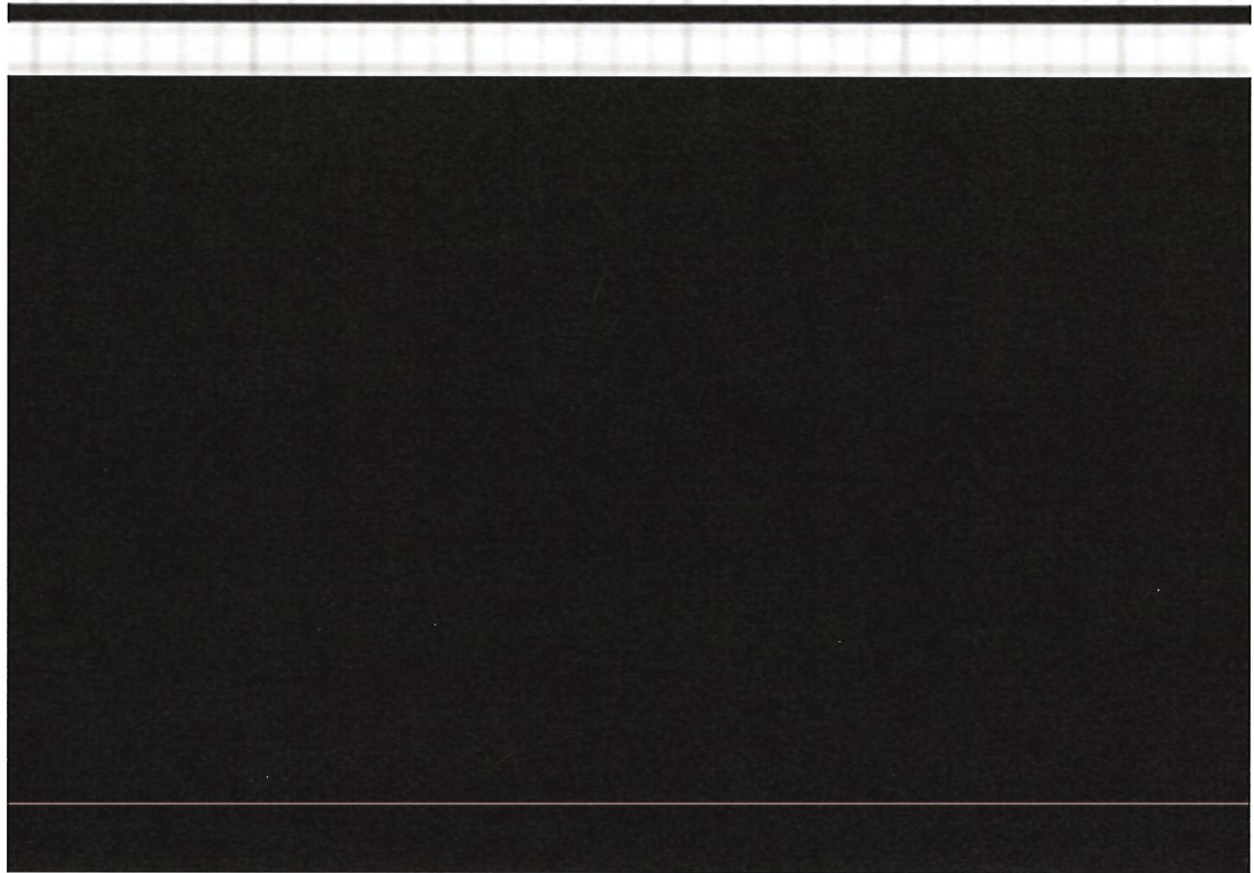
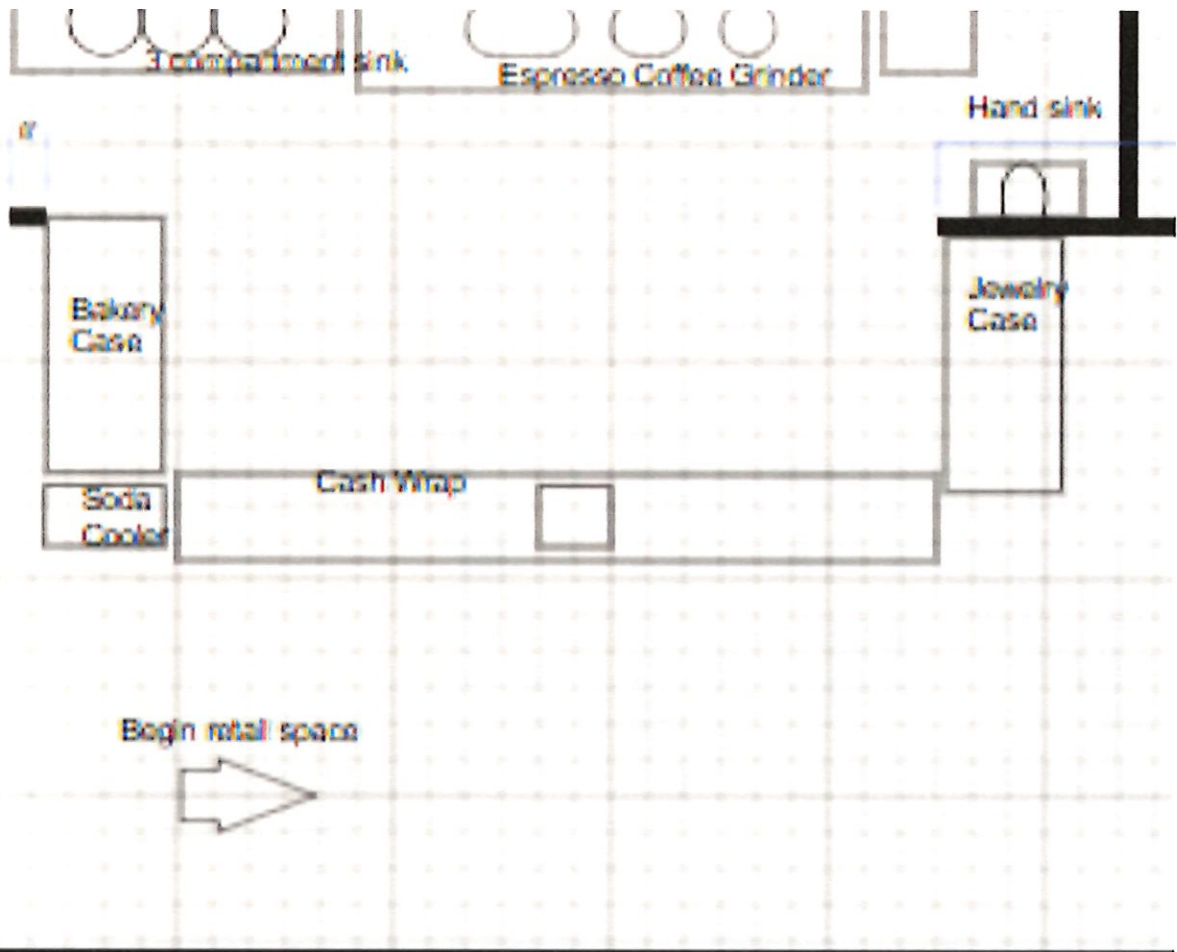
<i>Office use only.</i>	
Date application submitted: <u>8-5-2024</u>	Date application complete: _____
15-day notice: _____	60-day notice: _____





From: [Anna Meurer](#)  
To: [Lisa Schriener](#)  
Subject: Sketch  
Date: Monday, August 5, 2024 3:16:07 PM  
Attachments: [image2.docx](#)





## 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?)  
*ASAP*
- 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](mailto:clerk@wabasha.org)







**Heritage Preservation Commission**

**4. b.**

**Meeting Date:** 08/19/2024

**SUBJECT:** 100 Main Street West - Rear Fence

**DEPARTMENT:** Administration

**TITLE:**

100 Main Street West - Rear Fence

**PURPOSE:**

An application has been received from Wencil Storek on behalf of the National Eagle Center to place a fence in the rear of 4th building in at 100 Main Street West. The proposed fence will be along the rear property line. Fences are allowed to be placed along the property line as long as there is enough room on both sides of the fence to provide maintenance within the said property. The proposed fence will be constructed of wood, stand seven feet tall and match the fencing adjacent at the National Eagle Center garbage shed. Below is a checklist for formulating findings for an approval or denial.

**ITEM SUMMARY:**

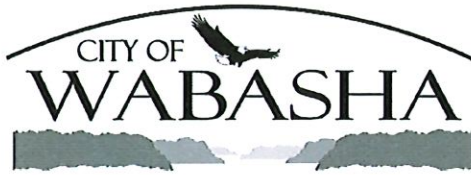
**Appendix G Alley's & Rear Entrances**

	<b>Findings for Approval</b>	<b>Findings for Denial</b>
<b>Does the proposed work preserve portions or features of the site which convey its historical use, but also make it compatible for the new use?</b>		
<b>Are proposed materials appropriate the historic design elements of the alley?</b>		
<b>Does the proposed design reflect the historic uses of the alley?</b>		
<b>Are existing historic architectural features present being preserved or rehabilitated?</b>		
<b>Are the proposed design or elements more relaxed and informal and considered a modern interpretation of elements historically present</b>		
<b>Are the proposed design or elements considered an artistic approach to the design of the site?</b>		

**Attachments**

Application





**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: 100 MAIN ST W

Applicant: WENCIL STORZK Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: (415) 203-9241  
e-mail: WENCILS@GMAIL.COM

Owner (if different): NATIONAL EAGLE CENTER Phone: (651) 564-4989  
Address: 50 PEMBROKE AVE e-mail: KARUN@NATIONAL  
EAGLE CENTER.COM

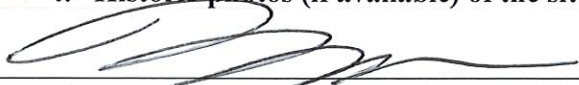
Historical use or name of building or site (if known)

Type of work proposed (attach additional pages as necessary)

NEW FENCE 20'-9" LONG x 7'-0" HIGH  
PINE 1X6 FENCE BOARDS W/ DOG-EAR @ TOP  
TO MATCH (E) FENCE AROUND NEC GARBAGE SHED.

**ATTACHEMENTS REQUIRED:**

- 1. A current photograph of the building or site where work is proposed
- 2. An illustration of 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

8-14-2024  
Date

<i>Office use only</i>	
Date application submitted _____	Date application complete _____
15 day notice _____	60 day notice _____

- STARTING DATE : UPON APPROVAL
- CONSTRUCTION TIME LINE : 3 DAYS
- NO DISRUPTION TO PUBLIC SIDEWALK

## HISTORIC DISTRICT DESIGN REVIEW CHECKLIST QUICK LIST FOR PREPARING APPLICATION

- Current Photos of building/site where changes will occur  
*(include both views from street and close up details of area to be changed and features already present)*
- Detailed sketch of proposed changes to 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 PHOTO
- Historic photos or information about the history of the building and site (if available)
- Provide a time line for construction (when do you expect to start and complete the project?)
- Filled out **application form along with assembled items above must be submitted 1 week prior** to the meeting where 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.

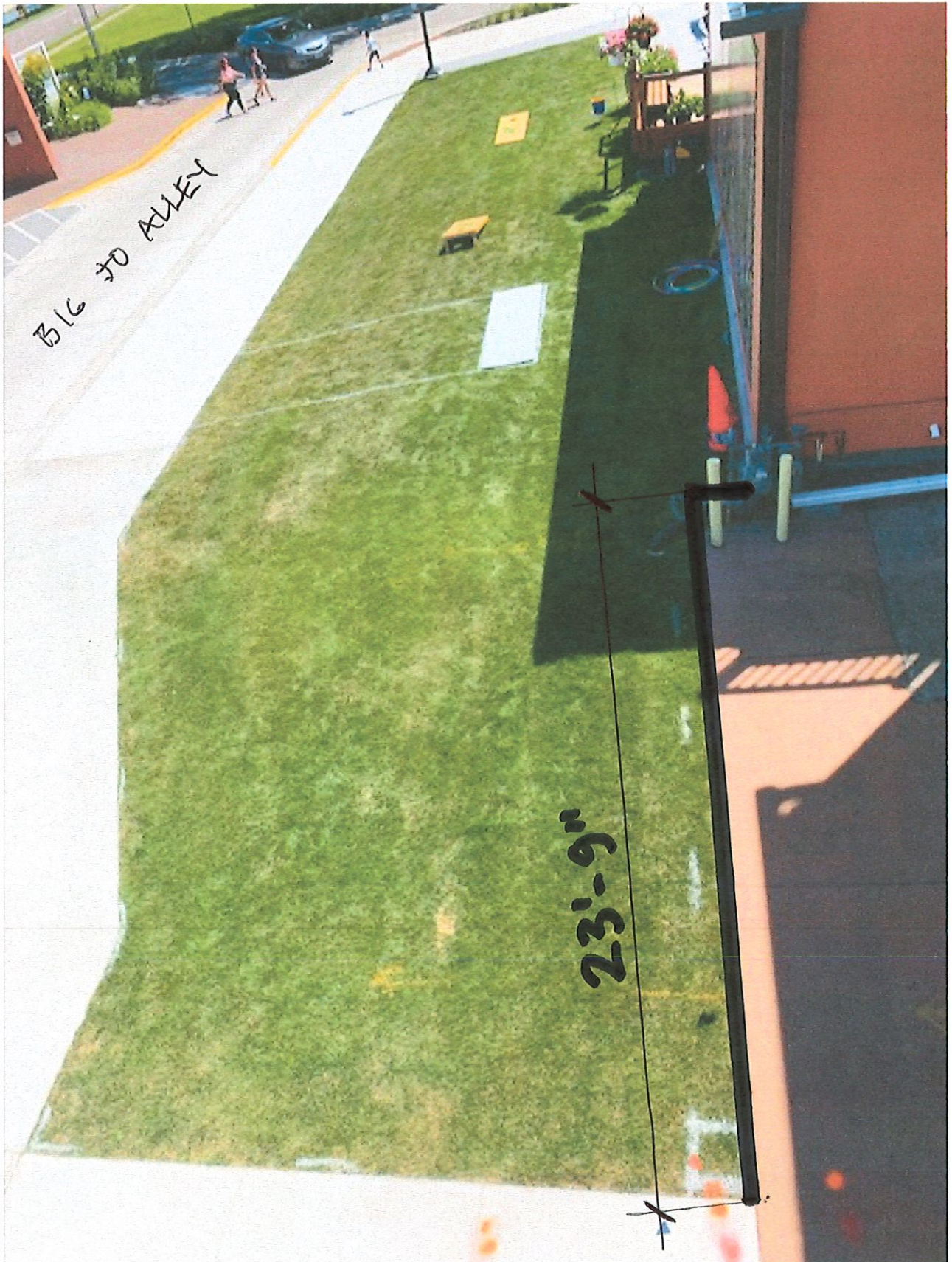
The Planning Assistant (Wendy) is available to answer questions at 651-565-4568 or [planningasst@wabasha.org](mailto:planningasst@wabasha.org)



VIEW FROM BIG TO ALLEY

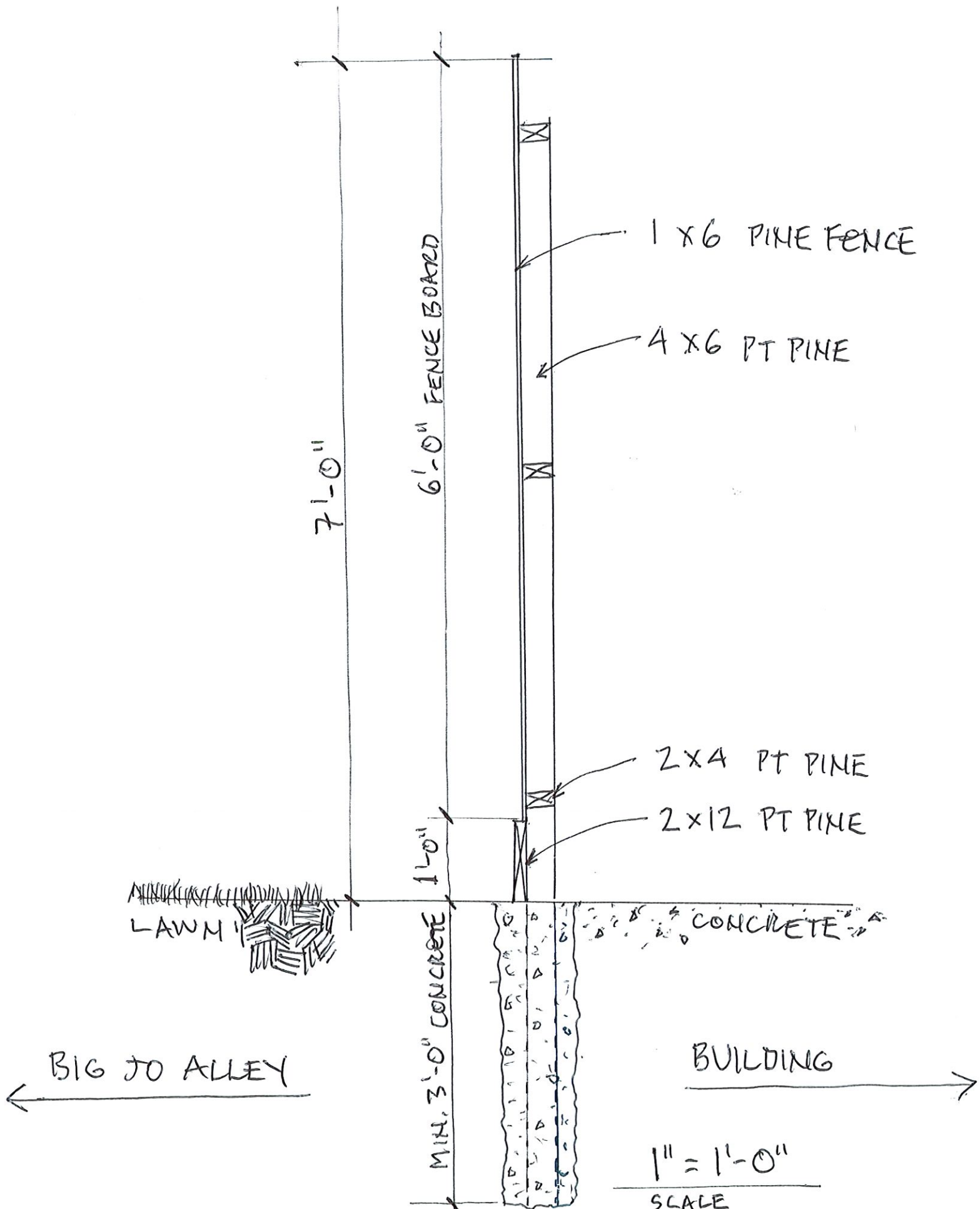


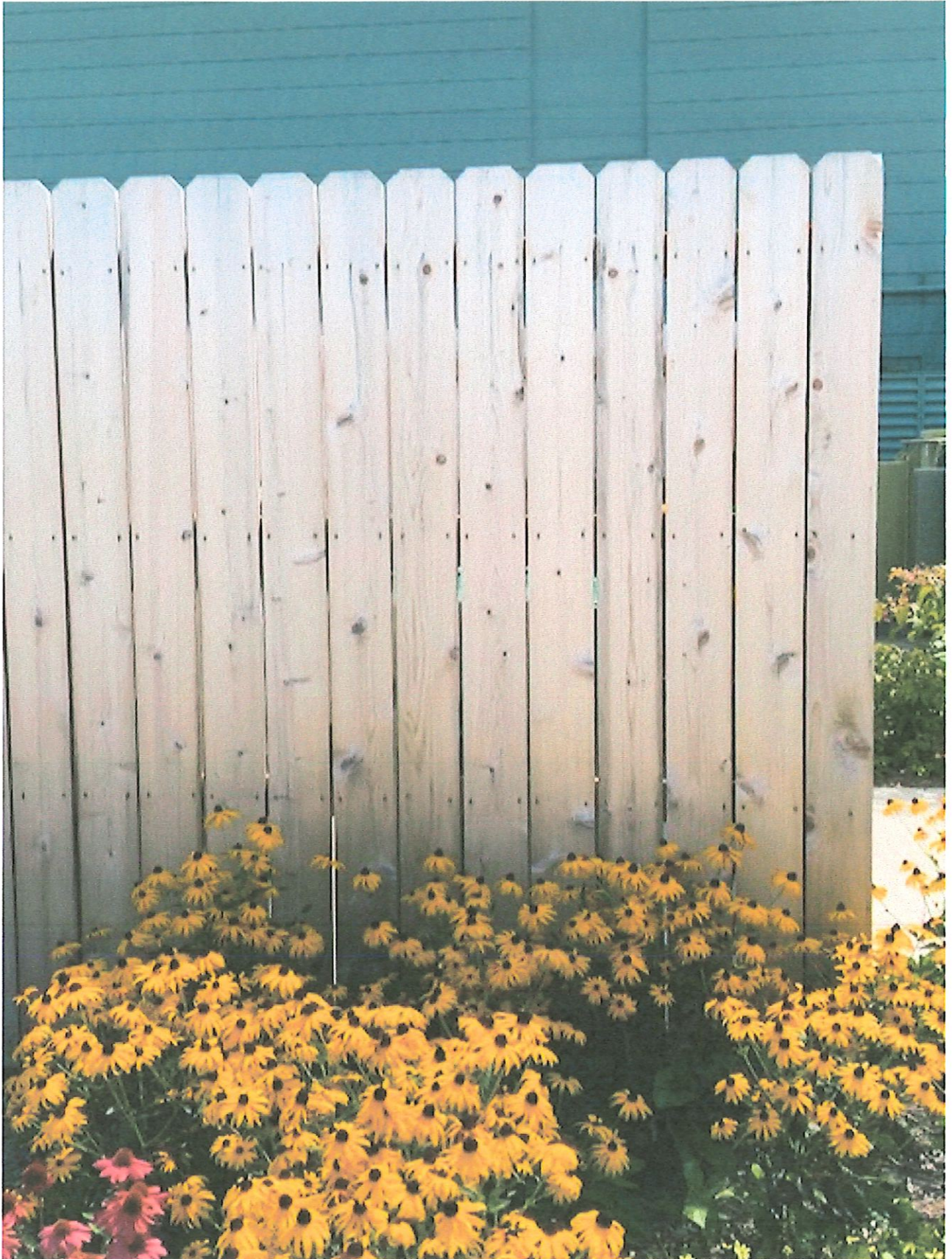
VIEW FROM BIG 50 ALLEY



AERIAL VIEW

# NEC FENCE





INITIAL PROPOSAL



①

NOT TO SCALE



**Heritage Preservation Commission**

4. c.

**Meeting Date:** 08/19/2024

**SUBJECT:** 137 Main Street West - Rear Fenced in back patio

**DEPARTMENT:** Administration

**TITLE:**

137 Main Street West - Rear Fenced in back patio

**PURPOSE:**

An application has been received from Dean Jacobson at 137 Main Street West for placement of a fence in the rear of the building. The purpose for the fence is to secure a private patio area. Please review the application and checklist to help formulate a motion for approval or denial.

**ITEM SUMMARY:**

**Appendix G Alley's & Rear Entrances**

	<b>Findings for Approval</b>	<b>Findings for Denial</b>
<b>Does the proposed work preserve portions or features of the site which convey its historical use, but also make it compatible for the new use?</b>		
<b>Are proposed materials appropriate the historic design elements of the alley?</b>		
<b>Does the proposed design reflect the historic uses of the alley?</b>		
<b>Are existing historic architectural features present being preserved or rehabilitated?</b>		
<b>Are the proposed design or elements more relaxed and informal and considered a modern interpretation of elements historically present</b>		
<b>Are the proposed design or elements considered an artistic approach to the design of the site?</b>		

**Attachments**

Application  
picture



**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: 137 MAIN STREET WEST

Applicant Name: DEAN JACOBSON Phone: 917 618-1971

Address: 137 MAIN ST. W. WABASHA 55981

Email: DEAN EJ 54 @ G MAIL

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

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

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

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

Type of work proposed (attach additional pages as necessary)  
NEW FENCE IN BACK OF BUILDING OFF ALLEY

**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 8-15-2024

<i>Office use only.</i>	
Date application submitted: _____	Date application complete: _____
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. N/A
- Historic photos or information about the history of the building and site.  
(if available) N/A
- Provide a timeline for construction (when do you expect to start and complete the project?) DONE
- 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)*

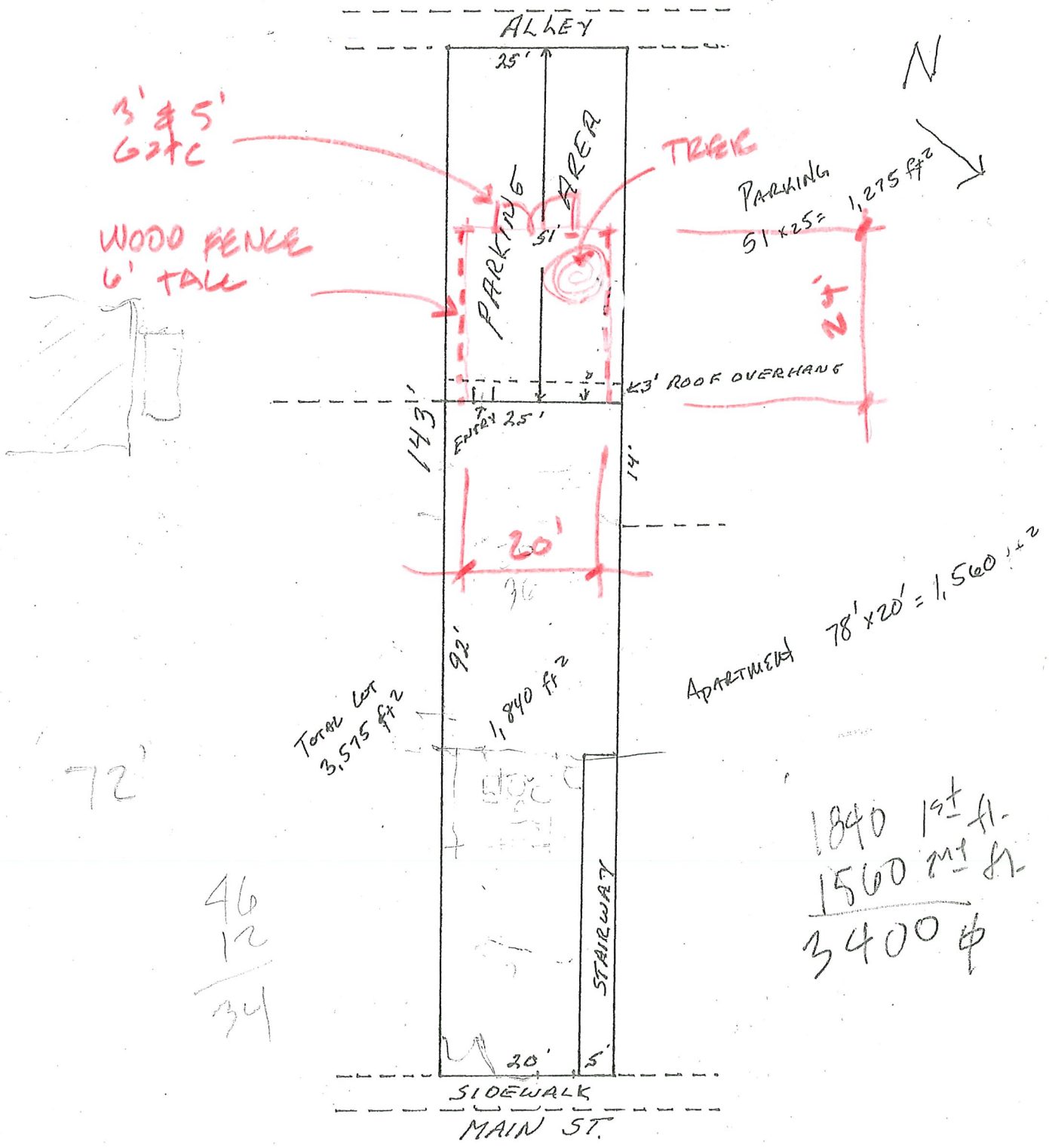
Ordinances and requirements along with Design Guidelines used to review all projects are available from City Hall.

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

PLAT DRAWING

EKSTRAND FINDEGAN LAW OFFICE

Property Owner/Client: <u>ARENS PROPERTIES, LLC SELLING TO</u>	Inspection Date: <u>8-29-17</u>
Property Address: <u>137 WEST MAIN ST</u>	City: <u>WABASHA</u>
County: <u>WABASHA</u>	State: <u>MN.</u> Zip Code: <u>55981</u>
Inspected by: <u>HARRY J. FIX</u>	



NOTE: This is not a survey and should not be interpreted as one.  
(Drawing not to scale)



**Heritage Preservation Commission**

**6. a.**

**Meeting Date:** 08/19/2024

**SUBJECT:** Main Street Update - Commissioner Flicek

**DEPARTMENT:** Administration

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**TITLE:**

Main Street Update - Commissioner Flicek

**PURPOSE:**

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**Heritage Preservation Commission**

**9. a.**

**Meeting Date:** 08/19/2024

**SUBJECT:** 111 Main St W

**DEPARTMENT:** Administration

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**TITLE:**

111 Main St W (WNB Financial)

**PURPOSE:**

**ITEM SUMMARY:**

WNB Financial would like to paint the walk-up entrance and drive-up canopy surfaces. It will be maintenance work only, with no changes to the current colors.

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**Attachments**

111 Main St W (WNB Financial)-Design Review Application

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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: 111 West Main St

Applicant Name: WNB Financial Phone: 651-565-3331

Address: 111 West Main St.

Email: rickv@wnbfinancial.com

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

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

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

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

Bank

Type of work proposed (attach additional pages as necessary)

Painting wood surfaces at walk-up and drive up canopy

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]

8/13/24

Applicants Signature

Date

Office use only.

Date application submitted: 8-13-24

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

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

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











Rambutan  
P044

For maximum hide and truest color,  
Tintable Color Primer is recommended.

Wedding Cake  
V151