

WABASHA HERITAGE PRESERVATION COMMISSION

September 23, 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 8-19-2024
4. **Design Review-**
 - a. 125 Main St W-Schmit Insurance Group
 - b. 118 Main St E (Extended Stay Suites)
5. **Possible upcoming review/request for assistance:**
6. **Old Business/Subcommittee Work**
 - a. Main Street Update - Commissioner Durand
 - b. Annual Fall Conference Review - Commissioner Palmen
7. **New Business**
8. **Other Business**
9. **Announcements**
10. **Next Meeting Date: October 28, 2024**
11. **Adjourn** (*Chair*)

Heritage Preservation Commission

3. a.

Meeting Date: 09/23/2024

SUBJECT: Date of Minutes 8-19-2024

DEPARTMENT: Administration

TITLE:

Date of Minutes 8-19-2024

PURPOSE:

Attachments

Minutes

DRAFT

HERITAGE PRESERVATION COMMISSION MINUTES AUGUST 19, 2024, 9:00 a.m.

Present: Linda Mann, Commissioner; Emily Durand, Commissioner; Bill Jewson, Commissioner; Janet Runions, Commissioner; John Rivers, Commissioner

Absent: Mary Flicek, Commissioner; Jenny Palmen, Commissioner

Also Present: Lisa Springer, Office Manager

Attendees: Anne Meurer, Item 4a-155 Pembroke Ave-Building Front Redesign

1. **Call to Order**

The special meeting was called to order at 9:01 a.m. by Commissioner Durand.

2. **Changes or Additions to Agenda**

There were no changes or additions to the agenda.

3. **Approval of Minutes**

a. Date of Minutes 7-22-24

Motion made by Commissioner Linda Mann, seconded by Commissioner John Rivers to approve the minutes as drafted.

Vote: 5 - 0 - Unanimously

4. **Design Reviews**

a. 155 Pembroke Ave - Building Front Redesign

Anne Meurer, representing the applicant, provided background information and reviewed proposed changes to the exterior front facade. She noted that the existing stucco will be covered with cement siding, but the glass block will remain in place along with the doors at this time. She discussed plans to eventually replace the existing doors with new doors with windows in them. Commissioner Durand referenced the design standards. The proposed colors were clarified. It was noted that the current exterior facade has been altered from the original architecture. The applicant discussed the process of exposing

the original interior brick. Commissioner Durand commented that there is no established period of significance for Downtown buildings in Wabasha. The upper floor window trim color was discussed. The applicant discussed future plans for the rear facade. Commissioner Durand further discussed the design standards and reviewed the Findings of Fact relating to the proposed project. The arched windows were discussed, Commissioner Durand further discussed preservation versus restoration projects and explained the role of the HPC. Potential future grant funding toward these types of projects was discussed. ADA considerations were discussed.

Property owner Anne Meurer was present to answer questions on the submitted application. They intend on leaving the block window and doors

Motion made by Commissioner Emily Durand, seconded by Commissioner Bill Jewson to approve the design review for the proposed project plans as submitted.

Vote: 5 - 0 - Unanimously

b. 100 Main Street West - Rear Fence

Commissioner Durand reviewed an application for a proposed fence to be constructed on behalf of the National Eagle Center. The location and purposes of the fencing were discussed. Commissioner Durand referenced the design standards and reviewed suggested Findings of Fact to support the design review for the project in the Big Jo Alley area. It was suggested to contact the applicant to clarify questions about the right-of-way access.

Motion made by Commissioner Linda Mann, seconded by Commissioner Janet Runions to approve the design review for the project as proposed.

Vote: 5 - 0 - Unanimously

c. 137 Main Street West - Rear Fenced in Back Patio

It was clarified that this project has been completed. Parking stall considerations were discussed. Commissioner Durand referenced the design standards and reviewed suggested Findings of Fact to support the design review. Commissioners inquired about establishing a precedent, and other structures were discussed. Maintenance of the area was discussed. The process of submitting an application was discussed.

Motion made by Commissioner Bill Jewson, seconded by Commissioner John Rivers to approve the design review for the project.

Vote: 5 - 0 - Unanimously

5. Possible Upcoming Reviews / Requests for Assistance

No upcoming reviews or requests for assistance were noted.

6. Old Business / Subcommittee Work

There was no old business.

- a. Main Street Update
Commissioner Flicek was not in attendance.

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

- 8. **Other Business**
Commissioner Durand discussed wayfinding signage that has been incorporated into a larger streetscape project. Benches were also discussed. Commissioner Durand summarized recent City Council discussion of potential grant funding toward welcome signage. Other project updates were provided, and project funding was discussed.

- 9. **Announcements**

- a. **111 Main St W (WNB Financial)**
A painting project was discussed. It was noted that no design review was required.

No motion or approval, discussion only.

- 10. **Next Meeting Date: September 23, 2024**
The date of the next regular meeting was clarified.

- 11. **Adjourn**

Motion made by Commissioner Linda Mann, to adjourn the meeting. The meeting adjourned at 10:03 a.m.

Vote: 5 - 0 - Unanimously

Respectfully submitted by: _____
Wendy Busch, City Clerk

Adopted Date

Heritage Preservation Commission

4. a.

Meeting Date: 09/23/2024

SUBJECT: 125 Main St W-Schmit Insurance Group

DEPARTMENT: Administration

TITLE:

125 Main St W-Schmit Insurance Group

PURPOSE:

ITEM SUMMARY:

See attached application and staff report.

Attachments

125 Main St W

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: 125 Main St W, Wabasha, MN 55981

Applicant Name: Schmit Insurance Group, LLC **Phone:** 507-458-0007

Address: 1159 Gilmore Ave, Ste 3, Winona, MN 55987

Email: brett@schmitinsurance.com

Owner Name (if different): County assessor says the building is owned by First State Bank of Wabasha, but I'm leasing from WNB Financial **Phone:** _____

Address: 111 Main St W, Wabasha, MN 55981

Email: _____

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

Building is used/occupied by WNB Financial Bank

Type of work proposed (*attach additional pages as necessary*)

1 wall mounted sign made of signboard (polyethylene core & aluminum panels for both sides of sign.

Decals on the 3 main office windows.

Decals on the door used to access the agency.

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.



8/26/2024

Applicants Signature

Date

Office use only.

Date application submitted: 8/26/2024 Date application complete: 8/26/2024

15-day notice: _____ 60-day notice: _____

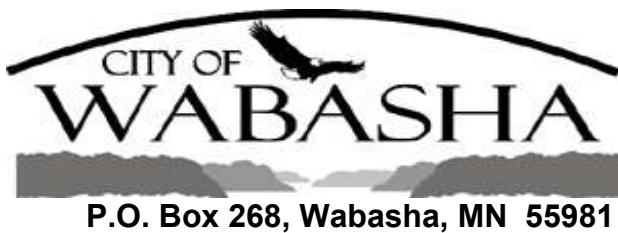
HISTORIC DISTRICT DESIGN REVIEW CHECKLIST

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

**(For staff use only)**

Date Received: 8/26/2024
Submitted to HPC ☒ Yes ☐ No
Date Submitted 8/26/2024
Submitted to Planning Commission
☐ Yes ☐ No
Date Submitted _____

SIGN PERMIT APPLICATION

Legal Description: Insurance Agency Office Date: 8/26/2024

Owner: County assessor says the building is owned by First State Bank of Wabasha, but I'm leasing from WNB Financial Phone: _____

Address: 111 Main St W, Wabasha, MN 55981

Applicant: Schmit Insurance Group Phone: 507-458-0007

Address: 1159 Gilmore Ave, Ste 3, Winona, MN 55987

Address where sign will be placed: 125 Main St W, Wabasha, MN 55981 (attach illustration also)

Zoning District

- | | |
|---|---|
| <input type="checkbox"/> Residential Conservancy | <input type="checkbox"/> RR Limited Ag. |
| <input type="checkbox"/> RR Growth | <input type="checkbox"/> R1 Residential |
| <input type="checkbox"/> R2 Residential | <input checked="" type="checkbox"/> TDC Traditional Downtown Commercial |
| <input type="checkbox"/> GC General Commercial | <input type="checkbox"/> HC Highway Commercial |
| <input type="checkbox"/> I Industrial | <input type="checkbox"/> Shoreland Overlay (S1, S2, S3, S4) |
| <input checked="" type="checkbox"/> Historic District | <input type="checkbox"/> CUP required |

Number of new signs proposed ³ _____

Type of Sign Requested (check as many as apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Attached/Wall | <input type="checkbox"/> Temporary _____ (type) |
| <input type="checkbox"/> Projecting | <input type="checkbox"/> Banner/Flag Sign |
| <input type="checkbox"/> Suspended | <input type="checkbox"/> Awning Sign |
| <input type="checkbox"/> Permanent Freestanding | <input type="checkbox"/> Portable Freestanding |
| _____ (type e.g. post) | _____ (type e.g. post) |
| <input checked="" type="checkbox"/> Window Sign | <input type="checkbox"/> Other _____ (see definitions) |

Is lighting proposed? Yes ☐ No ☒ If yes, describe _____ (type, intensity, location)

Please provide a list of existing signs to be retained (indicating sign, location, & size)

Attach drawing or photograph of the proposed sign including dimensions and location (see reverse side).

I hereby certify with my signature that all data on my application form, plans and specifications is true and correct to the best of my knowledge.

[Signature]
Signature of applicant

Fee: _____

Granted: _____ Rejected: _____
date date

signature – authorized city personnel

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
 - Length
 - Height
 - Total Sign Area (sq. ft.)
2. Size of Lettering or written message
 - Length
 - Height (if upper case and lower case are different height, please specify both)
 - Percentage of Sign covered in Lettering or written message
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
 - Distance from building sides
 - Distance from ground
 - Distance from wall (for projecting signs)
 - Distance from closest doors and windows
 - Size of Window (for window signs)
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)
6. Color - True color diagram or diagram keyed to separate paint chips provided
7. Any additional information as identified by staff or the HPC



Google



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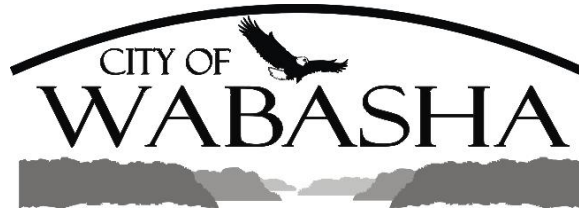


SCHMIT
INSURANCE GROUP

Hours of Operation

**Tuesday-Thursday 8a-5p
or by appointment.**

507.458.0007



Memorandum

Office of the City Planner

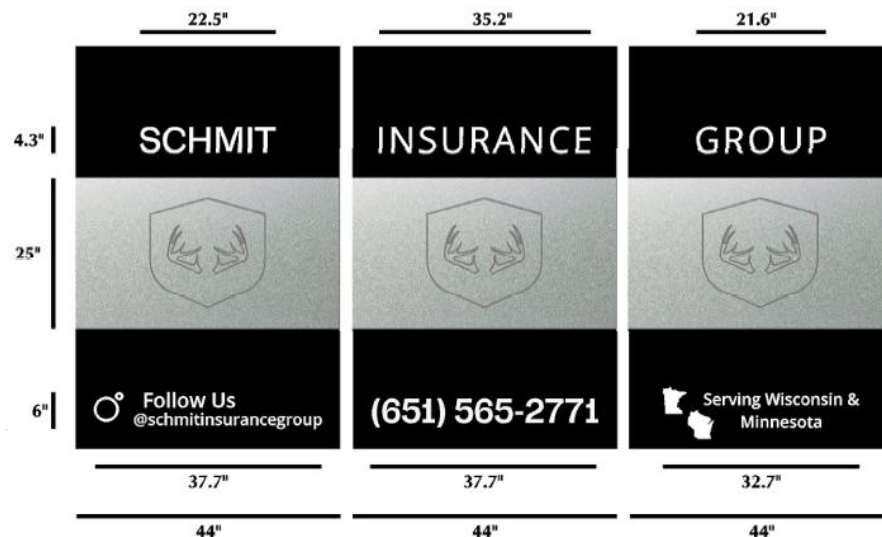
To: Wabasha Heritage Preservation Commission
 From: Wendy Busch, City Clerk
 Meeting Date: September 23, 2024
 Subject: New Signage

APPLICANT INFORMATION:

Applicant: Schmit Insurance Group, LLC
Building: 125 Main Street
Owner: WNB Financial

PROPOSED ACTIVITY REQUIRING DESIGN REVIEW:

Brett Schmit from Schmit Insurance Group, LLC is proposing three different signs at 125 Main Street West. Four window/door signs and one wall sign located on the Main Street for the Insurance Agency. Only signs that are one square foot in size or larger require a permit and design review. The proposed signage meets this requirement and are before the Heritage Preservation Commission for review. Please note that the gray area on the three window are proposed to provide a visual block as a frosted vinyl.

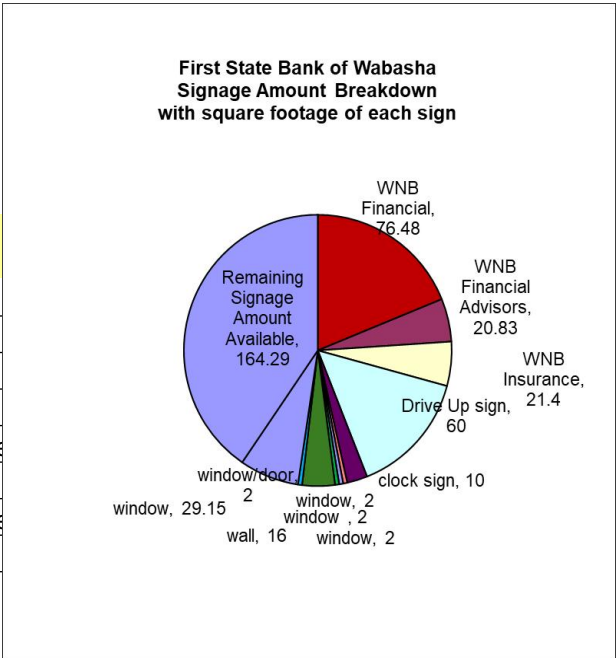




SIGN ANALYSIS

Amount of Signage Allowed:

Calculate Proposed Signage			
	Sign Type	Sign Size	Sign Location
existing	WNB Financial	76.48	Main
existing	WNB Financial Advisors	20.83	Main
existing	WNB Insurance	21.4	Main
existing	Drive Up sign	60	alley
existing	clock sign	10	Pembroke
existing	window	2	Main
existing	window	2	Pembroke
existing	window	2	Main
proposed	wall	16	main
proposed	window/door	2	main
proposed	window	29.15	Main
	Remaining Signage Amount Available	164.29	



The table and chart above illustrate that the additions proposed along with previously installed signage fit within the maximum amount allowed.

Window Sign

Requirements TDC Zone

Proposed

- Maximum coverage: 15% coverage of window pane ?

The proposed window signs appear to have plenty of open space, however it isn't possible for City staff to determine the exact amount. The Commission should determine if the scale of the window sign fits the approximate 15% or if the commission would observe the frosted window not part of the signage for approval.

Design Requirements

Materials: Vinyl clings which meet guideline standards

Lettering: Vastago Grotesk, Medium

Clarity: sharp clear individual letters on window glass

Color: Letters 1 color – white for the window

Wall Sign

Requirements TDC Zone

Proposed

- Maximum coverage: No more than 10% coverage of wall facade < 10%

Design Requirements

Materials: Signboard which meet guideline standards

Lettering: Vastago Grotesk, Medium

Clarity: sharp clear individual letters

Color: Letters 1 color –black for the wall.

STAFF HERITAGE PRESERVATION COMMISSION ACTION:

As required in the Ordinance, The Commission should “determine if the work to be performed would adversely affect the Heritage Preservation Landmark or District based on the adopted Heritage preservation Guidelines.”

Staff has provided the following sample resolutions for consideration. If the commission determines other findings of fact than those provided here, they may choose to cite them as well.

Worksheet for approval

WHEREAS, other signs have been previously approved for and are accounted for in the total amount of signage, and

WHEREAS, The business/property owner is proposing to change signage for a new business tenant which meet the category of window signs and wall signs, and

WHEREAS, Combined the previously approved signage along with the additional elements all meet the requirements for maximum number, total signage amount, dimensional standards and district design standards of material, lettering, color, clarity, and location,

NOW THEREFORE, The proposed wall and window signs for 125 Main Street West as indicated in the application submitted 8-26-2024 are hereby approved with the following conditions:

1.*[the commission should add conditions if needed]*

Worksheet for denial

WHEREAS, The business/property owner is proposing to add some additional signage to the site, and

WHEREAS, The proposed signage does not meet the standards in the following:

- 1. _____ *Appropriate findings for*
- 2. _____ *denial should be inserted*

NOW THEREFORE, The proposed wall and window signs for 125 Main Street West as indicated in the application submitted 8-26-2024 are hereby denied.

Heritage Preservation Commission

4. b.

Meeting Date: 09/23/2024

SUBJECT: 118 Main St E

DEPARTMENT: Administration

TITLE:

118 Main St E (Extended Stay Suites)

PURPOSE:

ITEM SUMMARY:

The property owner would like to paint the fronts of buildings and trim around windows, so that all of them will match in color. The owner plans to be in attendance for the meeting to answer any questions. All three building fronts will be painted to match each. Original color examples will also be available for the meeting.

STAFF RECOMMENDATION:

Approval of the color changes to the lower portion of all three building fronts at 118 Main Street East.

ACTION REQUIRED:

Motion to approve of the color changes to the lower portion of all three building fronts at 118 Main Street East.

Attachments

HPC Application & Photos



**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: 118 Main St E Wabasha MN
Applicant Name: Joseph Hammel, owner Phone: 651-564-0292
Address: 1711 Hiawatha Dr E Wabasha
Email: Wabasha MN 55981
Owner Name (if different): Joseph Hammel Phone: 651-564-0292
Address: 12799 24th Ave 54729
Email: jhammellkc@yahoo.com

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

Extended Stay Suites

Type of work proposed (attach additional pages as necessary)

painting front bottom half of building

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.

Caryll Hammel
Applicants Signature

9-17-24
Date

Office use only.

Date application submitted: 9-17-2024 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.

- Photos

*(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?)

after approval



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

Victorian Pewter
MEN7055-5

PC26

PITTSBURGH
PAINTS & STAINS



1 Victorian Pewter
MEN7055-5



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COMPLEMENTARY COLORS

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- Oatmeal | MEN7145-1 | 29e, WN2d
- Loofah | MEN7128-2 | 26c

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143C



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Historic Downtown Wabasha
Extended Stay Suites
Fully Furnished
Monthly Rentals



Historic Downtown Wabasha
Extended Stay Suites
Fully Furnished
Monthly Rentals

130

21

122

120



Heritage Preservation Commission

6. a.

Meeting Date: 09/23/2024

SUBJECT: Main Street Update - Commissioner Durand

DEPARTMENT: Administration

TITLE:

Main Street Update - Commissioner Durand

PURPOSE:

- * Researching Mural relocations if the housing project moves forward
 - * Waiting to hear if SVJ made it to final selection process of Paul Bruhn "Looking up" Grant
 - * Mary has been nominated for an award at RETHOS Gala - Wrecking Ball - Oct. 9th at St Paul Landmark - will be sending a few of the WMS board members for representation.
 - * Tickets are available online at RETHOS for anyone who wants to attend.
-