

WABASHA HERITAGE PRESERVATION COMMISSION

November 25, 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 -10-28-24
- 4. Design Review-**
 - a. 176 Pembroke Ave Sign Design Update
- 5. Possible upcoming review/request for assistance:**
- 6. Old Business/Subcommittee Work**
 - a. Main Street Update - Flicek
- 7. New Business**
- 8. Other Business**
 - a. 2024 Term Limits
- 9. Announcements**
- 10. Next Meeting Date: Dec 23, 2024**
- 11. Adjourn** *(Chair)*

Heritage Preservation Commission

3. a.

Meeting Date: 11/25/2024

SUBJECT: Minutes 10-28-24

DEPARTMENT: Administration

TITLE:

Date of Minutes -10-28-24

PURPOSE:

Attachments

Minutes

DRAFT

HERITAGE PRESERVATION COMMISSION MINUTES OCTOBER 28, 2024, 9:00 a.m.

Present: Linda Mann, Commissioner; Mary Flicek, Commissioner; Emily Durand, Commissioner;
Janet Runions, Commissioner; John Rivers, Commissioner

Absent: Bill Jewson, Commissioner; Jenny Palmen, Commissioner

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 9-23-2024

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

Vote: 5 - 0 - Unanimously

4. **Design Reviews**

a. Sign Permit Application - 155 & 157 Pembroke Ave

The applicants discussed the proposed projecting signage. City Clerk Busch provided additional information and discussed the sandwich board sign. She stated that the proposed signage meets the zoning criteria. The applicants also discussed the business and the glass block project.

Motion made by Commissioner Emily Durand, seconded by Commissioner John Rivers to approve the design review for the proposed signage as submitted.

Vote: 5 - 0 - Unanimously

- b. 148 Pembroke Ave "The Common Closet" Design Review Paint Change
Chair Flicek and City Clerk Busch provided background information. The proposed paint colors were discussed. Commissioner Durand clarified that the HPC does not have the authority to dictate exterior colors but can ask the applicant certain questions and provide guidance. The checklist and Findings of Fact were reviewed, and the paint colors of surrounding buildings were discussed. Commissioners provided rationale in support of their checklist answers.

The purview of the HPC was further discussed. It was suggested to research how other communities manage preservation and revise the guidelines to more clearly define and clarify the role and authority of the HPC.

Motion made by Commissioner Emily Durand, seconded by Commissioner Janet Runions to approve the design review as submitted.

Vote: 4 - 1

NAY: Commissioner Mary Flicek

- c. 180 Main St W - Hill's Hardware Bldg
Chair Flicek provided background information regarding the proposed exterior stairway replacement project. Materials and colors were discussed. Railing elements were reviewed. City Clerk Busch referenced Building Code requirements. The checklist and Findings of Fact were reviewed.

Motion made by Commissioner Linda Mann, seconded by Commissioner John Rivers to approve the design review for the stairway removal and replacement project as proposed, with the findings as discussed.

Vote: 5 - 0 - Unanimously

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

Commissioner Durand asked about the Old Town Mercantile signage, and it was suggested to request a signage application.

Anderson House awnings were discussed.

6. **Old Business / Subcommittee Work**

There was no old business.

- a. Main Street Update
Chair Flicek reviewed Wabasha Main Street activities.

The RETHOS Wrecking Ball Gala was discussed. Event attendees discussed the various costumes that were worn and what they represented. It was announced that Chair Flicek won the Outstanding Volunteer Award for her many years of work with the Wabasha Main Street program and her passion and commitment to community preservation.

Chair Flicek also provided a Paul Bruhn grant update. It was noted that SVJ Creative Designs has submitted an application.

It was discussed that there are several new Downtown businesses.

- b. Facade Improvement Grants Application from Port Authority Program
Chair Flicek and Commissioner Durand discussed the new Port Authority grant program and reviewed the application process and criteria. Program funding sources were discussed.

7. New Business

- a. Mural Relocation / Storage
Chair Flicek provided an update from Public Works Director Tony Johnson regarding storage. Potential locations for the mural were discussed. Public art projects on historic buildings in other communities were discussed.
- b. History Plaque Program Interest
Chair Flicek stated that business owners have expressed renewed interest in this program.

8. Other Business

There was no other business.

9. Announcements

Commissioner Mann discussed an overlook wall restoration project near the golf course, with funding provided by the MnDOT Historic Roadside Properties & Waysides program. Commissioner Mann stated that she is requesting residents to provide historic photos and other documentation of the area as a resource.

A coffee meet-up event on November 7 was discussed.

- a. Mayor's Tree Lighting - December 7, 2024, in Heritage Park
Event details were reviewed.
- b. Wabasha County Historical Society Museum Final Program
Commissioner Mann described the recent history presentation, noting that it was very engaging and well attended. A recent newspaper article was discussed.
- c. Library History Mural
Commissioners Mann and Durand discussed a recent presentation pertaining to the mural project. It was noted that the presentation was video recorded.

10. Next Meeting Date: November 25, 2024

11. Adjourn

Motion made by Commissioner Emily Durand, to adjourn the meeting. The meeting adjourned at 10:35 a.m.

Vote: 5 - 0 - Unanimously

Respectfully submitted by: _____
Wendy Busch, City Clerk

Adopted Date

Heritage Preservation Commission

4. a.

Meeting Date: 11/25/2024

SUBJECT: 176 Pembroke Ave - Sign design update

DEPARTMENT: Administration

TITLE:

176 Pembroke Ave Sign Design Update

PURPOSE:

Terri Roemer indicated that the existing sign was redesigned from "Marla's" to "Old Town Mercantile" using Black and White Colors to reflect the name change. The existing sign size and materials were all approved by the commission in the past.

ITEM SUMMARY:

Also please note that the owner indicated that they will be scraping, caulking and painting to be completed spring of 2025 with the existing colors. This is deemed maintenance and does not require review.

ACTION REQUIRED:

Motion to approve the new sign design review for 176 Pembroke Ave as indicated in the email dated November 22, 2024.

Heritage Preservation Commission

8. a.

Meeting Date: 11/25/2024

SUBJECT: 2024 Term Limits

DEPARTMENT: Administration

TITLE:

2024 Term Limits

PURPOSE:

HERITAGE PRES. COMMISSION

3-YEAR TERM

- | | |
|-------------------|------|
| 1. PALMEN, JENNY | 2024 |
| 2. RIVERS, JOHN | 2024 |
| 3. FLICEK, MARY | 2025 |
| 4. DURAND, EMILY | 2025 |
| 5. RUNIONS, JANET | 2025 |
| 6. MANN, LINDA | 2026 |
| 7. JEWSON, BILL | 2026 |
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