

WABASHA HERITAGE PRESERVATION COMMISSION

January 27, 2025 9:00 a.m.

AGENDA

1. **Call to Order** *(Chair)*
2. Election of Officers
3. **Changes or Additions to Agenda** *(Open)*
4. **Approval of minutes** *(Commission)*
 1. Date of Minutes 11-25-24
5. **Design Review-**
 1. 251 Main Street West - Rear addition/alteration
6. **Possible upcoming review/request for assistance:**
 1. Fresh Wok Facade Improvement Grant
7. **Old Business/Subcommittee Work**
 1. Main Street Update - Flicek
8. **New Business**
 1. National Main Street Convention in Philadelphia
9. **Other Business**
10. **Announcements**
11. **Next Meeting Date: February 24, 2025**
12. **Adjourn** *(Chair)*

Heritage Preservation Commission

4. 1.

Meeting Date: 01/27/2025

SUBJECT: Minutes 11-25-24

DEPARTMENT: Administration

TITLE:

Date of Minutes 11-25-24

PURPOSE:

Attachments

11-25-24 Minutes

DRAFT

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

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

Absent: Bill Jewson, Commissioner; Janet Runions, Commissioner; Jenny Palmen, Commissioner

1. Call to Order

The meeting was called to order by Chair Flicek at 9:20 a.m.

2. Changes or Additions to Agenda

Commissioner Durand requested discussion of the Minnesota CUB (Conversion of Underutilized Buildings) tax credit program under New Business. There were no other changes or additions to the agenda.

3. Approval of Minutes

a. Date of Minutes -10-28-24

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

Vote: 4 - 0 - Unanimously

4. Design Review

a. 176 Pembroke Ave Sign Design Update

City Clerk Busch provided background information. She referenced an exterior painting project by Old Town Merchantile, noting that this is considered maintenance. She noted that new signage has been installed over the old signage, adding that the new signage meets all of the sign requirements.

Motion made by Commissioner Emily Durand, seconded by Commissioner John Rivers to approve the new sign design, as discussed.

Vote: 4 - 0 - Unanimously

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

Facade grant program recipients were discussed.

6. **Old Business / Subcommittee Work**

a. **Main Street Update**

Chair Flicek discussed the promotion of Shop Small Saturday and activities in conjunction with the Mayor's tree lighting event. A potential State grant award was discussed.

Chair Flicek announced the dates and location of the 2025 Main Street Now Conference.

7. **New Business**

a. **CUB Tax Credit Program**

Commissioner Durand stated that Rethos is advocating for a new initiative, the CUB (Conversion of Underutilized Buildings) tax credit program, which would provide a 30% State income tax credit to support the substantial rehabilitation of buildings 15 years old or older and repurposed for new uses. Examples of buildings in Wabasha that could benefit from this type of program were discussed.

8. **Other Business**

a. **2024 Term Limits**

City Clerk Busch reviewed HPC member terms.

9. **Announcements**

The process of digitizing old documents and photos was discussed.

10. **Next Meeting Date: December 23, 2024**

The December meeting was discussed. It was decided to cancel this meeting unless there is business to be conducted. The January meeting was discussed.

11. **Adjourn**

Motion made by Commissioner Emily Durand, to adjourn the meeting. The meeting adjourned at 9:43 p.m.

Vote: 4 - 0 - Unanimously

Respectfully submitted by: _____
Wendy Busch, City Clerk

Adopted Date

Heritage Preservation Commission**5. 1.****Meeting Date:** 01/27/2025**SUBJECT:** 251 Main Street West**DEPARTMENT:** Administration

TITLE:

251 Main Street West - Rear addition/alteration

PURPOSE:

An application has been received from Nick Loechler for 251 Main Street West to add a second story rear addition to the building. A full application has been supplied as well as series of checklist for you to review and approve.

Type of Activity Requiring Design Review

	Street and utility	
x	Remodel, repair or alteration which will change the exterior appearance of a building	
	New construction	
	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	

Overall Purpose and Principals of the Adopted Heritage Preservation Guidelines

	Findings for Approval	Findings for Denial
1. Are existing character-defining features damaged or deteriorated to the extent (Protect, Repair, Replace) that meets the proposed level of work proposed?		
2. What is the "specific history and design" of the project site or structure and is the proposed project appropriate to that?		
3. Does the proposed project safeguard the heritage of the City of Wabasha by preserving sites and structures which reflect elements of the City's cultural, social, economic, political, engineering or architectural history?		
4. Does the proposed project protect and enhance (or at least not destroy) the City of Wabasha's attraction to residents, tourists, and visitors, and serve as a support and stimulus to business and industry?		

5. Does the proposed project enhance (or at least not destroy) the economic viability of the Heritage Preservation District (including buildings or other significant features in the district) through the protection and promotion of their unique character?		
6. Does the proposed project enhance (or protect existing) visual and aesthetic character, diversity and interest of the City of Wabasha?		
7. Does the proposed project foster (or at least not discourage) civic pride in the beauty and notable accomplishments of the past?		
8. Does the proposed project promote (or at least allow) the use and preservation of historic landmarks and districts for the educational and general welfare of the people of the City of Wabasha?		

Appendix G Alley's & Rear Entrances

	Findings for Approval	Findings for Denial	
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?			
Are proposed materials appropriate the historic design elements of the alley?			
Does the proposed design reflect the historic uses of the alley?			
Are existing historic architectural features present being preserved or rehabilitated?			
Are the proposed design or elements more relaxed and informal and considered a modern interpretation of elements historically present			
Are the proposed design or elements considered an artistic approach to the design of the site?			

ITEM SUMMARY:

REQUIREMENTS:

Chapter 159 of City Code requires that The Heritage Preservation Commission (H.P.C.) shall “review and approve or disapprove” any alteration to a property “*which in any manner will change the exterior appearance*” of that building or landmark within the National Register District.

The H.P.C. is required to review an application based on “adopted guidelines” and the Secretary of Interior standards.

HERITAGE PRESERVATION COMMISSION ACTION:

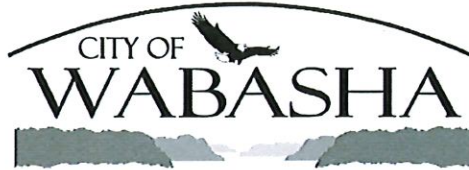
As required in the Ordinance, The Commission should “determine if the work to be performed would adversely affect the Heritage Preservation Landmark or District based on the adopted Heritage preservation Guidelines.” Checklist intended to assist the H.P.C. with the task of making such a determination follows.

If the H.P.C. determines that the work would not adversely affect the Landmark or District and is consistent with the H.P.C. Guidelines and Secretary of Interior Standards, staff suggests the following motion:

A motion to approve the removal and replacement of the stairway on the side façade facing Alleghany ave at 251 Main Street West, as presented in the application dated 1-9-2025.

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: 251 Main St W

Applicant: Nick Loechler Phone: _____
Address: 67059 Co Rd 76 Cell: 651-245-6698
Wabasha MN 55981 e-mail: _____

Owner (if different): _____ Phone: _____
Address: _____ e-mail: _____

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

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

Add 2nd story where existing deck is located.
Roof will tie into existing roof lines.

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

Nick Loechler 1/9/25
Applicants Signature Date

Office use only

Date application submitted 1-9-25 Date application complete _____

15 day notice _____ 60 day notice _____

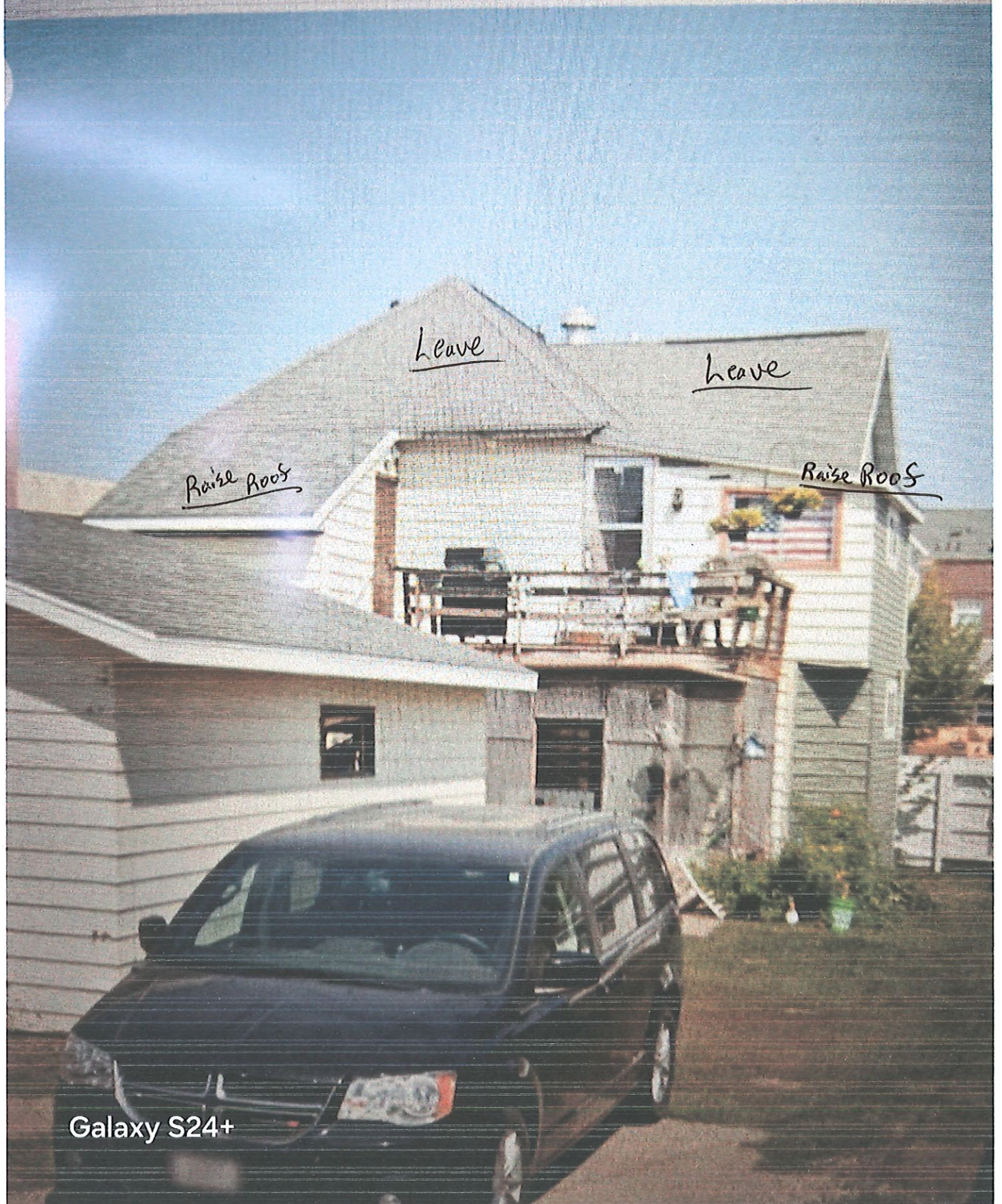
HISTORIC DISTRICT DESIGN REVIEW CHECKLIST

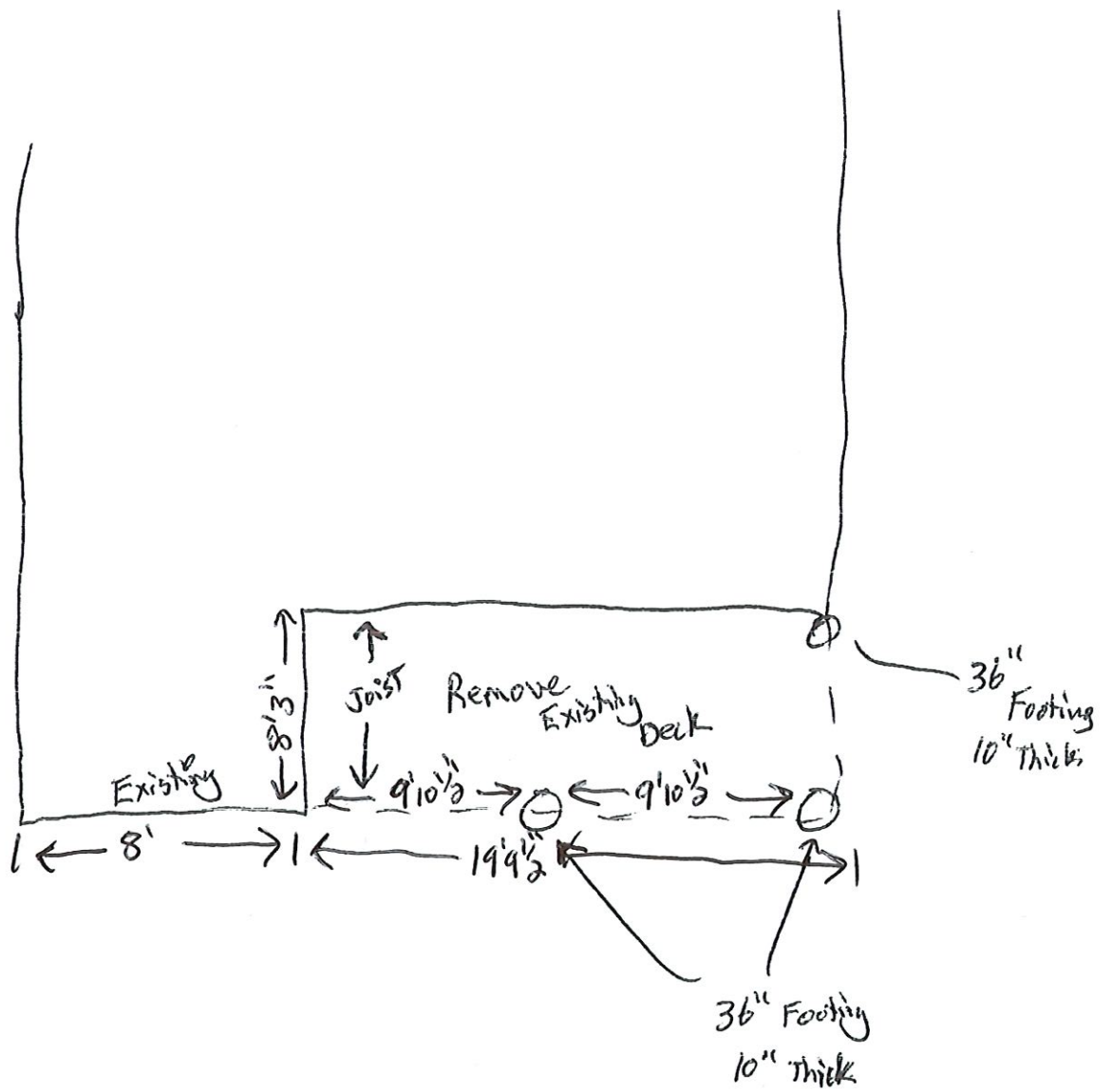
QUICK LIST FOR PREPARING APPLICATION

- ☒ 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
- ☐ 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.

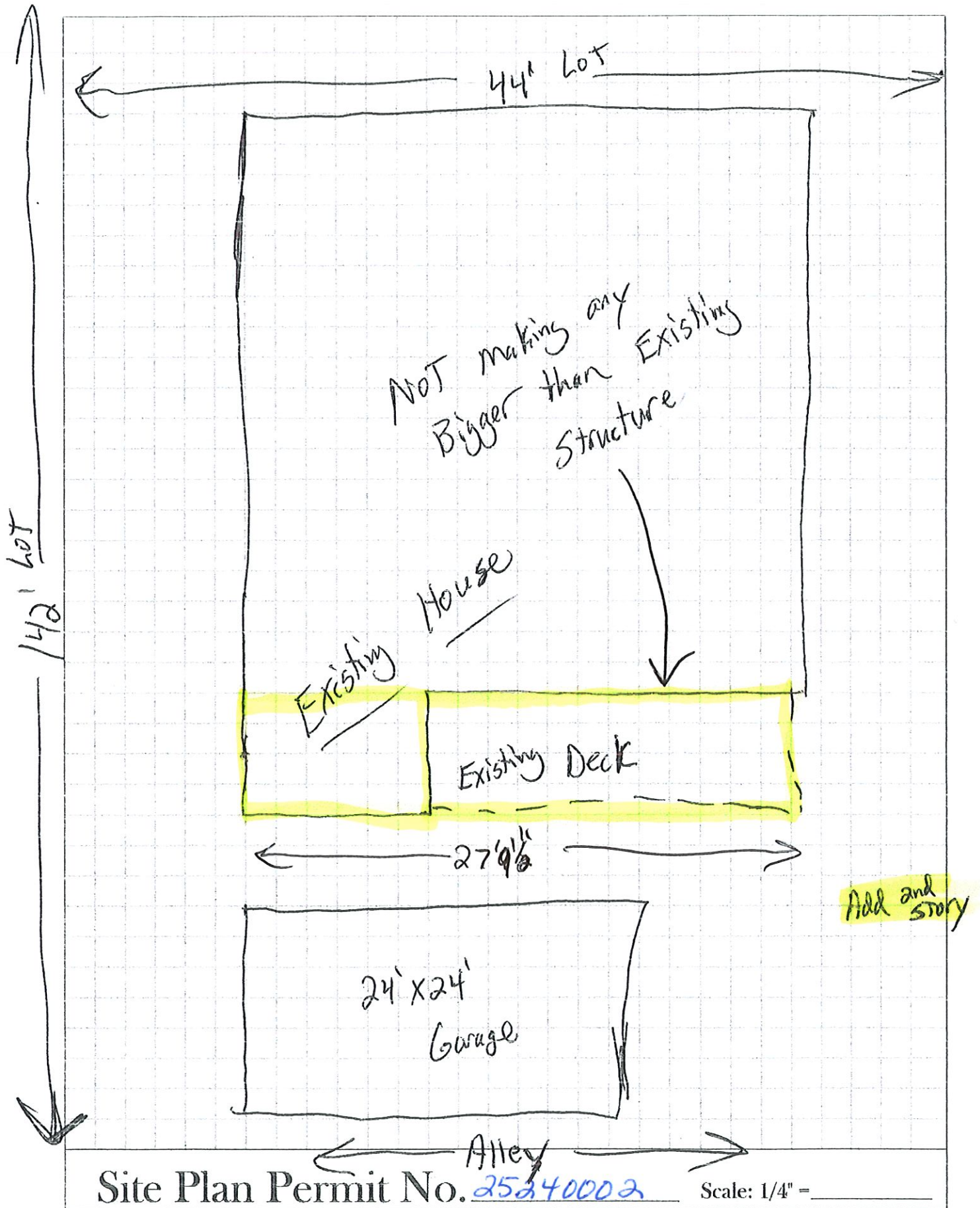
The Planning Assistant (Wendy) is available to answer questions at 651-565-4568 or planningasst@wabasha.org

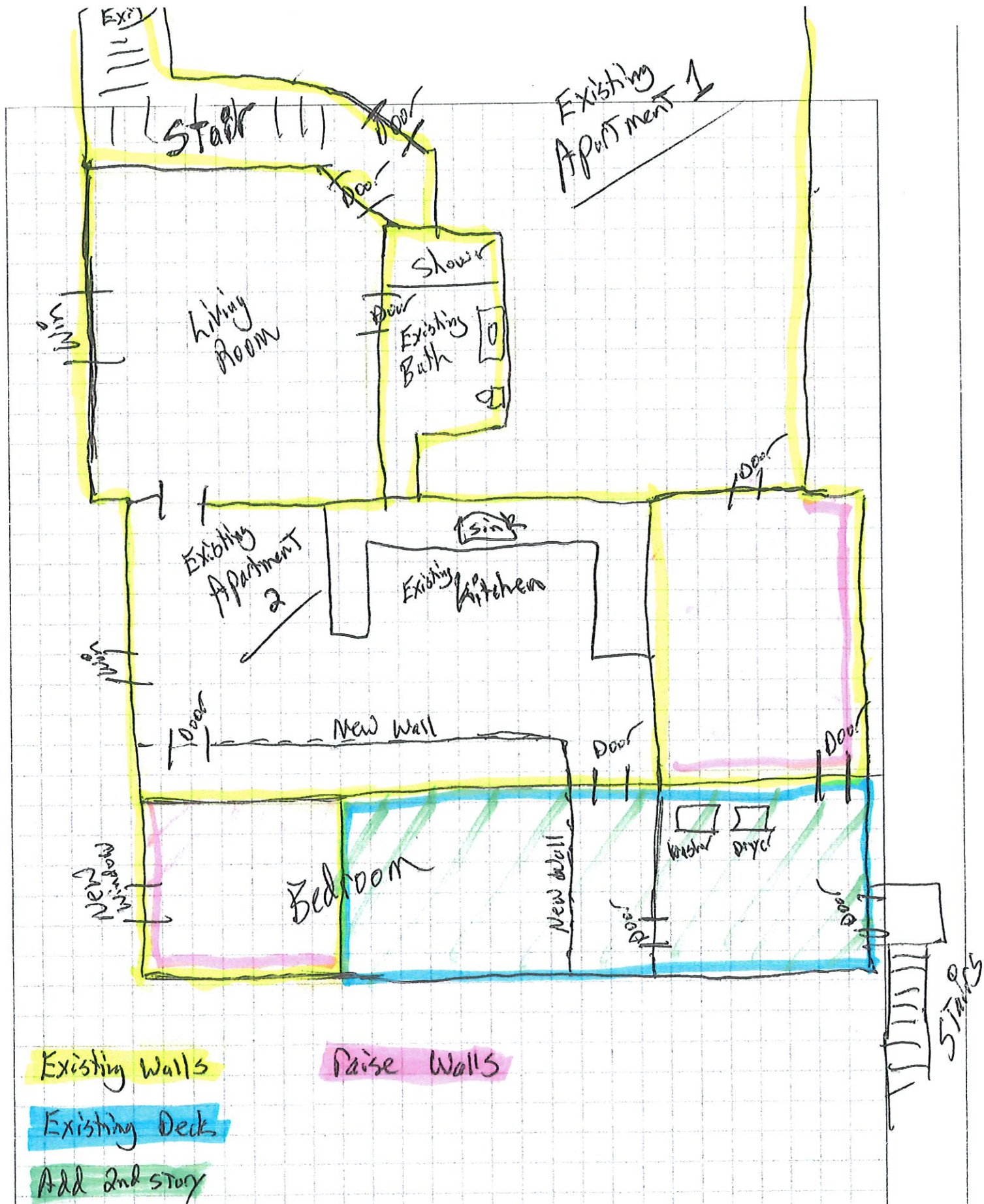




Foundation

← Maint ST. →





Floor Plan/Permit No. 25240002

Scale: 1/4" = _____

Heritage Preservation Commission

6. 1.

Meeting Date: 01/27/2025

SUBJECT: Fresh Wok Facade Improvement Grant

DEPARTMENT: Administration

TITLE:

Fresh Wok Facade Improvement Grant

PURPOSE:

The final total from the Pepin TIF 8 to be used for the Facade Improvement Grant program is \$18,866.77. Those funds were transferred to the Port Authority in December 2024. \$15,000 worth of Facade Improvement Grants had previously been awarded, leaving \$3,866.77 available to award at this time. Fresh Wok was the next eligible applicant. Dusty confirmed they still wish to use the grant. Removing and replacing siding and trim on the back of the building is the intended use of the funds.

Heritage Preservation Commission

7. 1.

Meeting Date: 01/27/2025

SUBJECT: Main Street Update - Flicek

DEPARTMENT: Administration

TITLE:

Main Street Update - Flicek

PURPOSE:

Simon's Science Grant, February Coffee Meet Up.

Attachments

Coffee Meet Up - February

Coffee Meet Up

ED MINNEMA, NEC
DIRECTOR

THURSDAY FEBRUARY
6TH

8:00 AM

ANDERSON HOUSE

SPONSORS:
WABASHA MAIN
STREET &
DRIFTLESS
BOOKS



Heritage Preservation Commission

8. 1.

Meeting Date: 01/27/2025

SUBJECT: National Main Street Convention in Philadelphia April 7-9, 2025

DEPARTMENT: Administration

TITLE:

National Main Street Convention in Philadelphia

PURPOSE:
