

WABASHA HERITAGE PRESERVATION COMMISSION

March 24, 2025 9:00 a.m.

AGENDA

- 1. Call to Order** *(Chair)*
- 2. Changes or Additions to Agenda** *(Open)*
- 3. Approval of minutes** *(Commission)*
 1. Date of Minutes 1-27-2025
- 4. Design Review-**
 1. 149 Main Street West - New Windows and Front Facade Paint
 2. 152 Main Street East - Rear Deck Replacement
- 5. Possible upcoming review/request for assistance:**
- 6. Old Business/Subcommittee Work**
 1. Wabasha Main Street Updates
- 7. New Business**
- 8. Other Business**
- 9. Announcements**
- 10. Next Meeting Date: April 28, 2025 (Wendy will be gone)**
- 11. Adjourn** *(Chair)*

Heritage Preservation Commission

3. 1.

Meeting Date: 03/24/2025

SUBJECT: Date of Minutes 1-27-2025

DEPARTMENT: Administration

TITLE:

Date of Minutes 1-27-2025

PURPOSE:

Attachments

Minutes

DRAFT

HERITAGE PRESERVATION COMMISSION MINUTES JANUARY 27, 2025, 9:00 a.m.

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

Absent: Linda Mann, Commissioner; Bill Jewson, Commissioner; Jenny Palmen, Commissioner

1. Call to Order

The meeting was called to order by 2024 HPC Chair Flicek at 9:05 a.m.

2. Election of Officers

Nominations were opened for the positions of Chair and Vice Chair for 2025.

Motion made by Commissioner Emily Durand, seconded by Commissioner John Rivers to elect Commissioner Durand to serve as Chair and Commissioner Mann to serve as Vice Chair of the Heritage Preservation Commission for 2025.

Vote: 4 - 0 - Unanimously

3. Changes or Additions to Agenda

The Annual Report was discussed, and City Clerk Busch provided an update.

4. Approval of Minutes

1. Date of Minutes 11-25-24

Motion made by Commissioner John Rivers, seconded by Commissioner Janet Runions to approve the November 25, 2024, meeting minutes as drafted.

Vote: 4 - 0 - Unanimously

5. Design Review

1. 251 Main Street West - Rear Addition / Alteration
City Clerk Busch provided background information and detailed the proposed project. The roofline was discussed. Commissioner Durand reviewed the checklist.

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

Vote: 4 - 0 - Unanimously

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

City Clerk Busch discussed a proposed signage project by the River Junctions Arts Council. She stated that she has reviewed the design review application process with the applicant.

1. Fresh Wok Facade Improvement Grant
Commissioner Flicek provided background information and referenced a Port Authority grant toward the project. Commissioner Flicek indicated that she will discuss the design review application process with the business owner.

7. **Old Business / Subcommittee Work**

1. Main Street Update
Commissioner Flicek provided a Wabasha Main Street update. She discussed an upcoming coffee meet-up activity and a grant application which, if approved, would support an interactive nature map and future programs.

8. **New Business**

1. National Main Street Convention in Philadelphia
Commissioner Flicek discussed the 2025 Main Street Now Conference in Philadelphia and the Minnesota Main Streets Conference in Duluth. The PreserveMN conference was also discussed.

9. **Other Business**

A new CUB (conversion of underutilized buildings) tax credit program for the reuse of vacant and underutilized buildings was discussed.

Commissioner Durand reported that a group will be going up to the Capitol to advocate for State bond funding toward the Highway 60 re-route project. She summarized recent conversations with Representative Pam Altendorf and Senator Steve Drazkowski. Other project funding sources were discussed.

An update was provided regarding the demolition of the Transfer Building. Environmental assessment work was also discussed.

10. **Announcements**

There were no announcements.

11. **Next Meeting Date: February 24, 2025**

12. **Adjourn**

Motion made by Commissioner John Rivers, to adjourn the meeting. The meeting adjourned at 9:38 a.m.

Vote: 4 - 0 - Unanimously

Respectfully submitted by: _____
Wendy Busch, City Clerk

Adopted Date

Heritage Preservation Commission

4. 1.

Meeting Date: 03/24/2025

SUBJECT: 149 Main Street West - New Windows and Front Facade Paint

DEPARTMENT: Administration

TITLE:

149 Main Street West - New Windows and Front Facade Paint

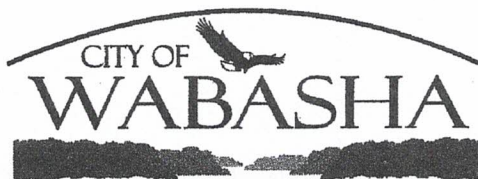
PURPOSE:

Attachments

Application

Paint Color

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:

149 MAIN ST W

Applicant:

BINNER PROPERTIES

Phone: 651-565-3325

Address:

Cell: 507 429-5910

e-mail: JERBINNER@

HOTMAIL.COM

Owner (if different):

JEREMY BINNER

Phone: _____

Address:

317 3rd ST W

e-mail: _____

WABASHA MN 55981

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

Type of work proposed (attach additional pages as necessary)

4 UPSTAIRS WINDOWS TO BE REPLACED & FRONT OF BUILDING
PAINTED

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

Date

3/13/25

Office use only

Date application submitted _____

Date application complete _____

15 day notice _____

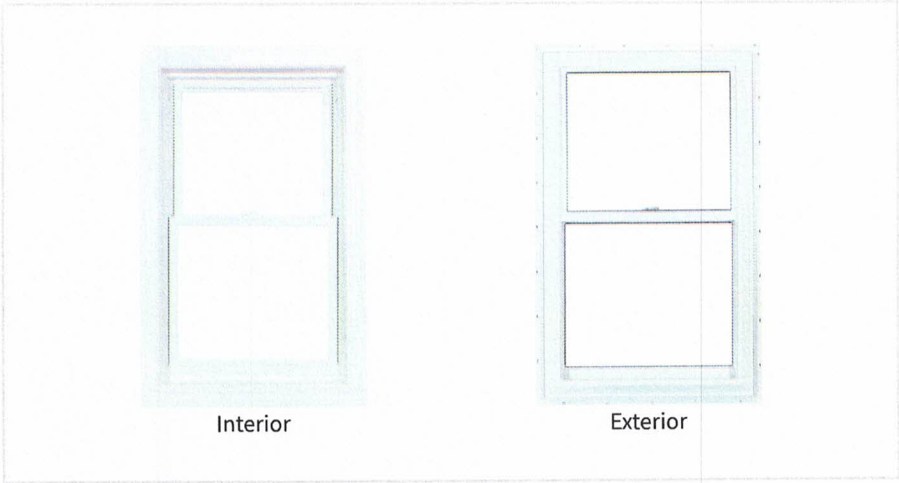
60 day notice _____

HISTORIC DISTRICT DESIGN REVIEW 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 *SEE ATTACHED 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
SEE ATTACHED PHOTOS
- ☐ 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?) *Summer 2025 Fall 2025*
- ☒ 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 City Planner (Molly) is available to answer questions at 651-565-4568 or cityplan@wabasha.net



VINYL CLASSICS

Double Hung 801

Double hung windows are an excellent choice for that charming traditional look. Both window sashes tilt in for easy cleaning and interlock for peace of mind security.



- Custom size windows
 - Maintenance free
 - BetterVue® mesh screen
 - Easy cleaning
- Double weather strip
 - Dual durometer glass stops
 - Self adjusting locks

My Configuration

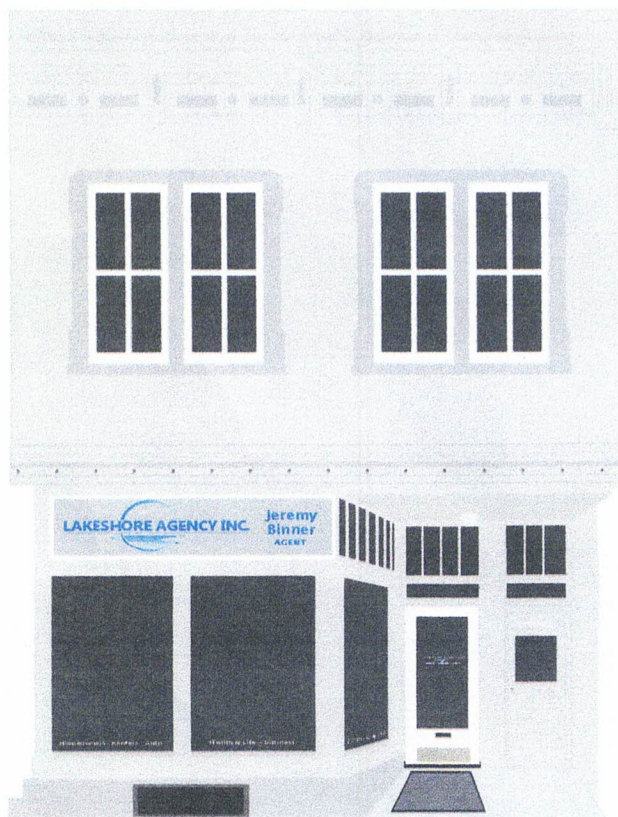
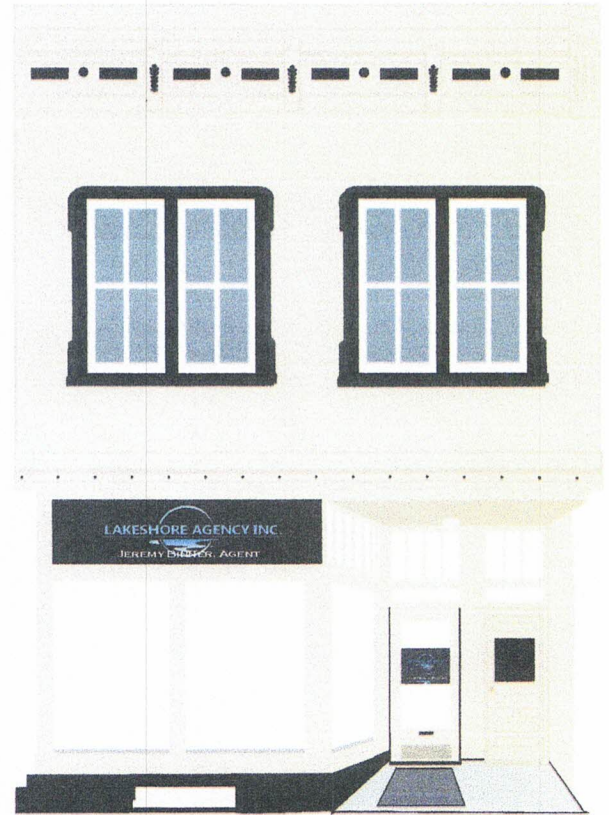
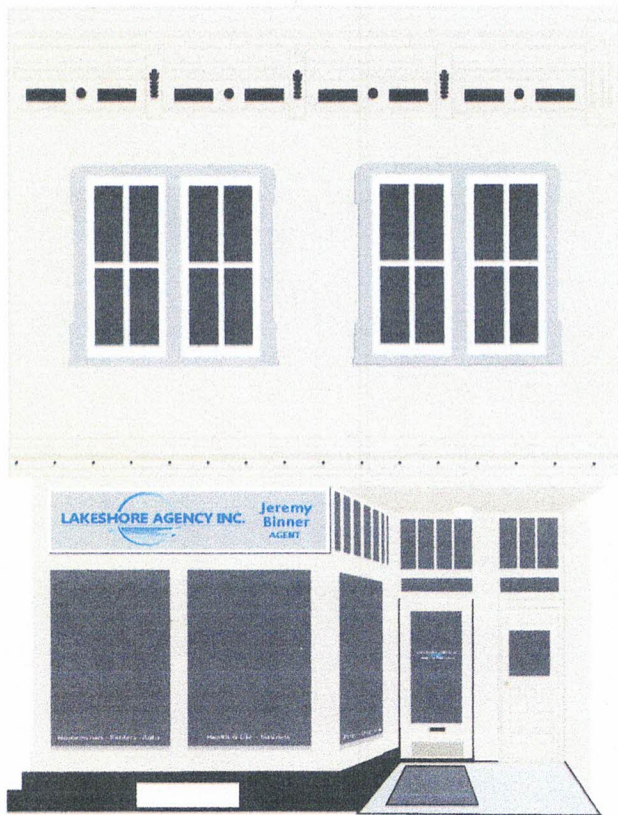
Interior Finish	White Vinyl
Exterior Color	White Vinyl
Grid Patterns	--
Grid Styles	--
Interior Casing	--
SDL Lites Styles	--
Exterior Trim Options	--
Jamb Extension Options	--
Hung/Slider Hardware Options	☒ White
Glazing Options	☐ Low-E
Glass Style Options	☒ Standard
Extras	--

LAKE SHORE AGENCY INC.
JEREMY BINNER, AGENT

LAKE SHORE AGENCY INC.

149
Main St West

Lakeshore Agency Inc. Jeremy Binner, Agent
149 Main Street West



BLACK RAVEN SATIN 870-3 FOR TRIM

I'm Fine w/Any of the TOP 6
COLORS FOR THE BUILDING

✓
SW 7014
Eider White

✓
SW 7021
Simple White

✓
SW 7015
Repose Gray

✓
SW 7022
Alpaca

SW 7016
Mindful Gray

SW 7023
Isle Gray

✓
SW 7028
Incredible White

✓
SW 7029
Agreeable Gray

SW 7030
Anew Gray

E

SW 7021
Simple White

SW 7022
Alpaca

SW 7023
Requisite Gray

SW 7024
Functional Gray

SW 7025
Backdrop

SW 7026
Griffin

SW 7027
Well-Bred Brown



Memorandum

Office of the City Clerk

To: Wabasha Heritage Preservation Commission
From: Wendy Busch, City Clerk
Date: March 18, 2025
Subject: Design Review for Lakeshore Agency Inc. 4 Windows & Front Painting

MEETING DATE: March 24, 2025

APPLICANT INFORMATION:

Applicant: Jeremy Binner
Building: 149 Main Street West
Owner: Same

PROPOSED SIGNAGE REQUIRING DESIGN REVIEW:

Jeremy Binner has made application for four new upstairs window replacements and the front façade to be painted. Please find the attached completed application for details. Below find checklist to help develop findings of fact for approval or denial. The windows proposed are a Hayfield insert of white vinyl, double hung and will NOT include muntins (grills/lites), per the applicant. The Paint colors have been selected as Alpaca and the trim Black Raven (Sherwin Williams)

STAFF ANALYSIS:

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

Requirements of Specific Project Proposed

Window Checklist ¹	Findings for Approval	Findings for Denial
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¹ Appendix C

1.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?		
2.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?		
3.If new windows are proposed, are the proposed replacements consistent with the style (size, shape, proportions, and configuration) of the current or historic windows?		
4.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?		
5.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?		

Façade Painting.

	<u>Requirements of Specific Project Proposed</u>	Findings for Approval	Findings for Denial
Painting	Are proposed colors appropriate for the historic era of the building ?		
	Are proposed colors appropriate for the historic era of the district ?		
	Are proposed colors appropriate for the site context (neighboring buildings)?		

	Does the color scheme highlight or at least not cover or obstruct architectural elements (in particular historic architectural elements)?		
	Does the color scheme reflect the complexity of the architectural style of the building?		

STAFF ANALYSIS:

It is staffs opinion that the style of the proposed Hayfield windows is a close match to the existing windows, but without the grilles/lites.

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 prepared a checklist intended to assist the H.P.C. with the task of making such a determination of findings.

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:

Worksheet for approval

WHEREAS, Section 159.04 of City Code requires Heritage Preservation Commission design review and approval or disapproval of construction and demolition activities, including remodel, repair or alteration to a property which in any manner will change the exterior appearance; and

WHEREAS, an application for design review has been submitted by the owner of 149 Main Street West for the replacement of four window inserts on the second story and painting of Main Street facade; and

WHEREAS, The Wabasha Heritage Preservation Commission provides the following findings:
[insert findings from checklist, the HPC should list as many or few as deemed appropriate]

1. _____

2. _____

NOW THEREFORE, IT IS HEREBY RESOLVED, the Heritage Preservation Commission approves the replacement windows as proposed in the application submitted March 13, 2025 with the following conditions:

1. Work on the project will be completed by _____ [insert date]

2. _____ [the HPC should list as many conditions as deemed appropriate]

Worksheet for denial

WHEREAS, Section 159.04 of City Code requires Heritage Preservation Commission design review and approval or disapproval of construction and demolition activities, including remodel, repair or alteration to a property which in any manner will change the exterior appearance; and

WHEREAS, an application for design review has been submitted by the owner of 149 Main Street West for the replacement windows and painting as proposed in the application submitted March 13, 2025; and

WHEREAS, The Wabasha Heritage Preservation Commission provides the following findings:
[insert findings from checklist, the HPC should list as many or few as deemed appropriate]

1. _____

2. _____

NOW THEREFORE, IT IS HEREBY RESOLVED, the Heritage Preservation Commission denies the replacement of existing windows as proposed in the application submitted March 13, 2025.

Heritage Preservation Commission

4. 2.

Meeting Date: 03/24/2025

SUBJECT: 152 Main Street East - Rear Deck Replacement

DEPARTMENT: Administration

TITLE:

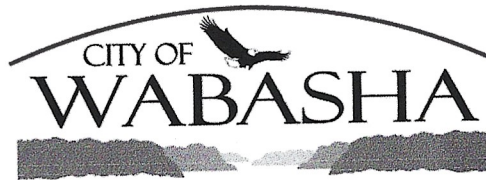
152 Main Street East - Rear Deck Replacement

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: 152 Main St E, Wabasha
Applicant Name: Karla Schedlbauer **Phone:** 612-325-0002
Address: 66850 17th Ave, Wabasha
Email: Kschedl@yahoo.com
Owner Name (if different): _____ **Phone:** _____
Address: _____
Email: _____

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

Chocolate Escape & Big To Pizza

Type of work proposed (attach additional pages as necessary)

Replace Deck at back of buildings - Timeline - Start Mid April;
Completed mid May. Samples of materials will be provided
at the meeting

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.

Karla
Applicants Signature

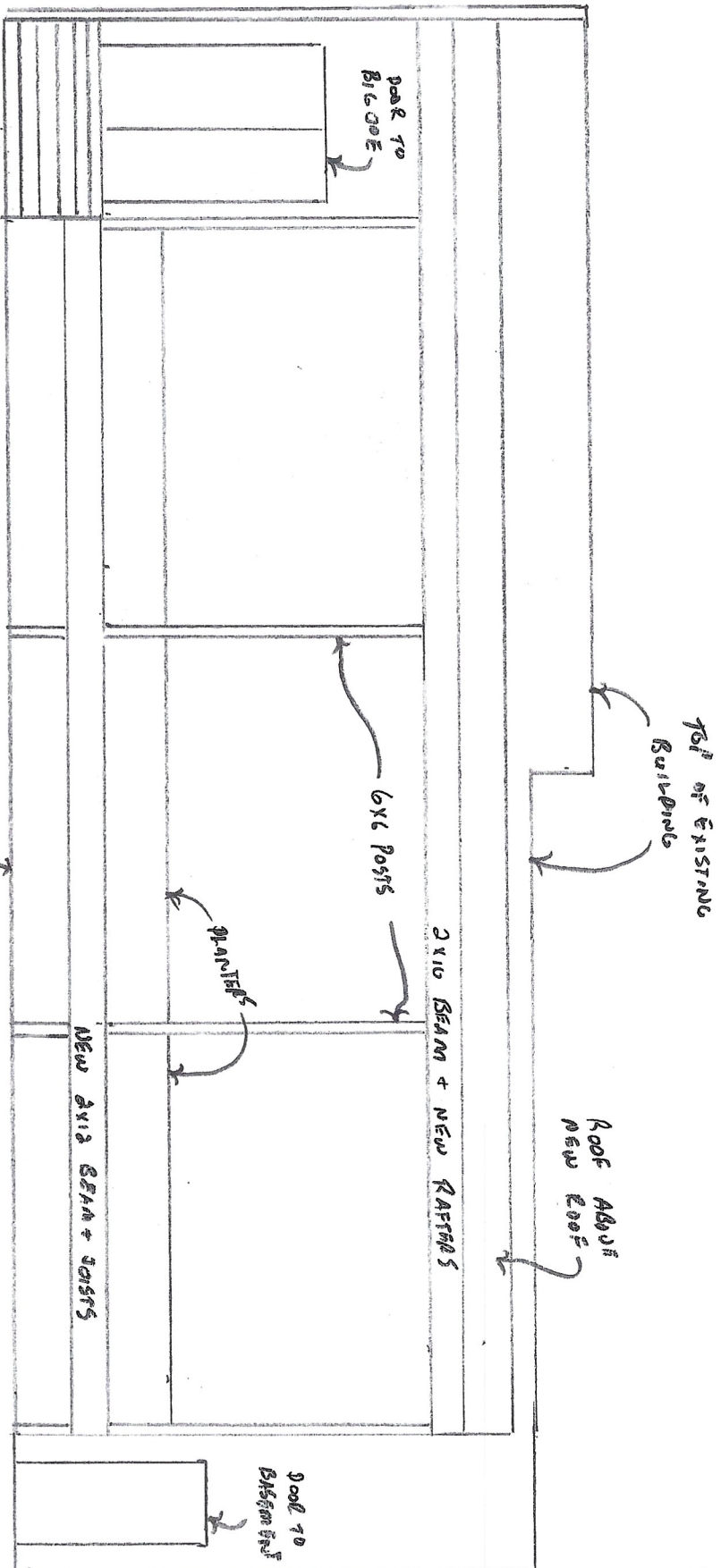
3/17/25
Date

Office use only.

Date application submitted: _____ **Date application complete:** _____

15-day notice: _____

60-day notice: _____



ALLY VIEW -

DOOR 1 W/0
BUILDING

3' 6" H
14 1/2" W

7" STEP DOWN

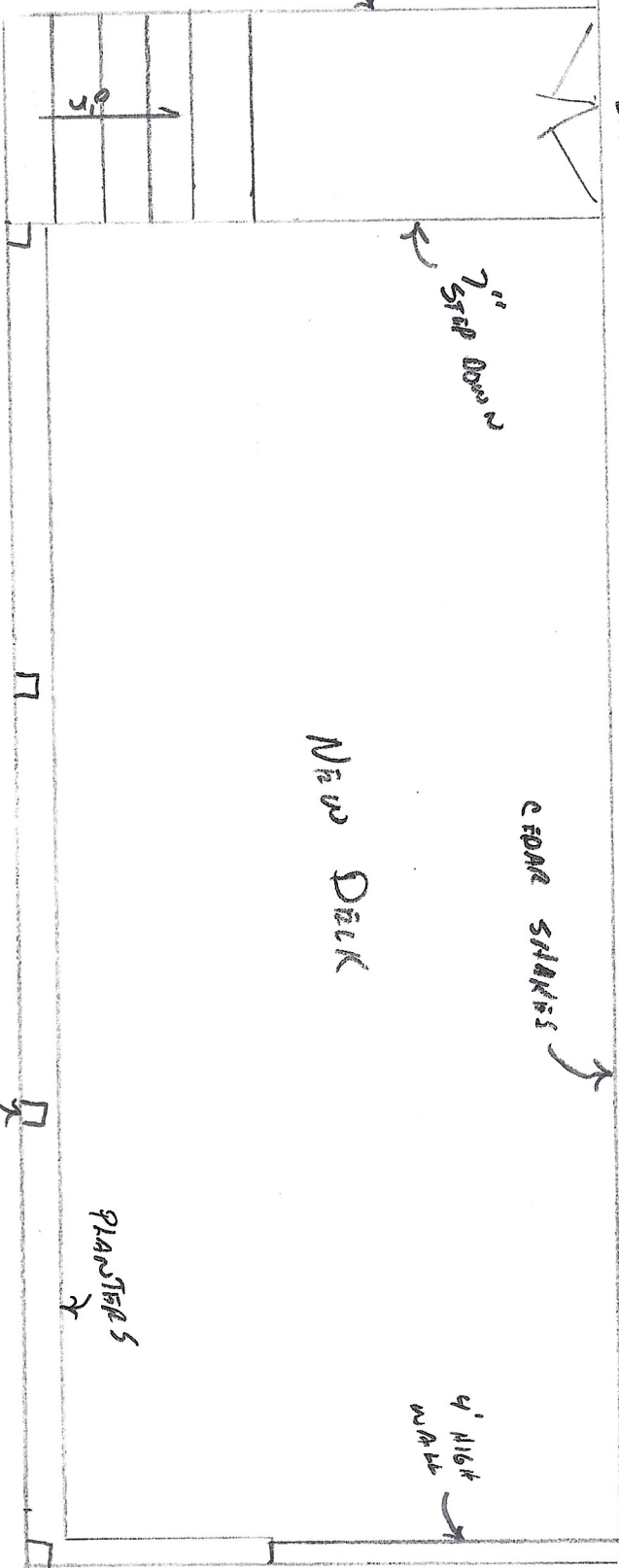
CEILING SLATS

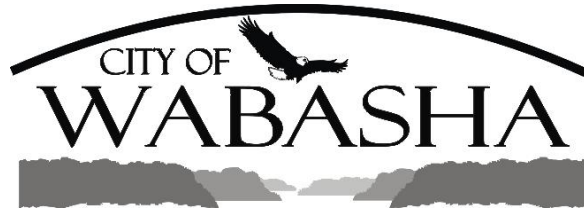
NEW DECK

4' HIGH
WALL

PLASTER

POSTS





Memorandum

Office of the City Clerk

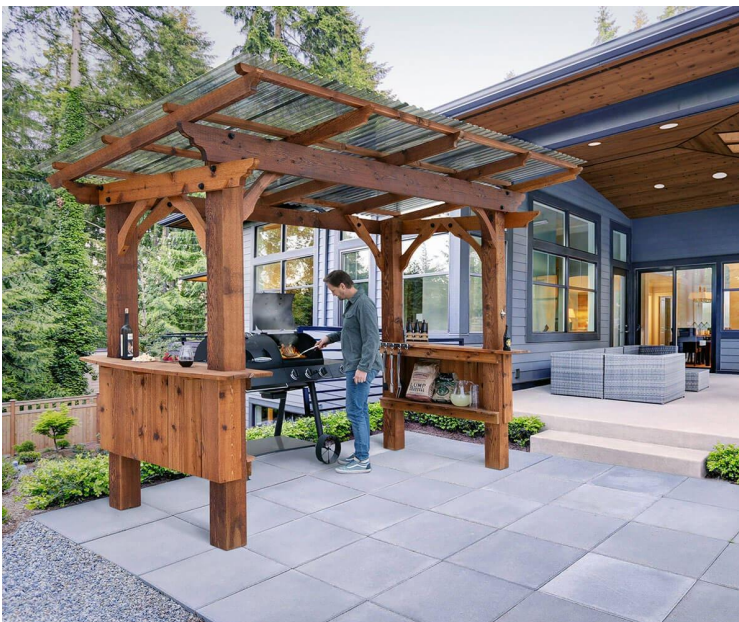
To: Wabasha Heritage Preservation Commission
From: Wendy Busch, City Clerk
Date: March 18, 2025
Subject: Replace rear deck and add additional roofing coverage

MEETING DATE: March 24, 2025

APPLICANT INFORMATION:

Applicant: Karla Schedlbauer
Building: 152 Main Street West
Owner: same

BACKGROUND



An Application has been submitted by Karla Schedlbauer, owner of Big Jo Pizza and The Chocolate Escape to replace the rear deck with the same size but change out the roofing. The entire deck is proposed to be covered with corrugated roofing as submitted in the picture below. Samples of materials will be provided by the applicant at the meeting. Should the applicant request composite decking material it may be appropriate as it closely approximates wood decking. While this type of “substitution” material may not be appropriate for Main Street, The Design Guidelines allow for a different approach to secondary facades. (Design Guidelines p. 7).

**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 two sample resolutions; one for approval and one for denial, for the commission to use in forming determination and supporting findings of fact.



Worksheet for approval

WHEREAS, Section 159.04 of City Code requires Heritage Preservation Commission design review and approval or disapproval of construction and demolition activities, including remodel, repair or alteration to a property which in any manner will change the exterior appearance; and

WHEREAS, an application for design review has been submitted by the owner of 152 Main Street West for a replacement deck and new roofing to be installed on the rear of the property; and

WHEREAS, The Wabasha Heritage Preservation Commission provides the following findings: (examples pending materials provided)

1. *The composite decking is an appropriate substitute material for areas that are not primary facades and where wood would have typically been used historically.*
2. *There are no historical character defining features being altered as part of this project nor will any distinctive materials or existing spatial relationship be altered. .*
3. *The proposed replacement deck and covered area has a chance of improving the economic viability of the area with additional improved outside usable space.*

NOW THEREFORE, IT IS HEREBY RESOLVED, the Heritage Preservation Commission approves the construction of a deck as proposed in the application submitted March 18, 2025, with the following conditions:

1. Work on the project will be completed by _____ [insert date]
2. _____

[the HPC should list as many conditions as deemed appropriate]

Worksheet for denial

WHEREAS, Section 159.04 of City Code requires Heritage Preservation Commission design review and approval or disapproval of construction and demolition activities, including Remodel, repair or alteration to a property which in any manner will change the exterior appearance; and

WHEREAS, an application for design review has been submitted by the owner of 152 Main Street West for a replacement deck and new roofing addition to be installed on the rear of the property; and

WHEREAS, The Wabasha Heritage Preservation Commission provides the following findings:
[insert findings from checklist, the HPC should list as many or few as deemed appropriate]

- 1.
- 2.

NOW THEREFORE, IT IS HEREBY RESOLVED, the Heritage Preservation Commission denies the installation of a replacement deck and roofing as proposed in the application submitted March 18, 2025.

Heritage Preservation Commission

6. 1.

Meeting Date: 03/24/2025

SUBJECT:

DEPARTMENT: Administration

TITLE:

Wabasha Main Street Updates

PURPOSE:

ITEM SUMMARY:

Updates for Wabasha Main Street:

I have interested parties wanting to order **Historic Plaques** for their downtown buildings and red brick home now. I passed information along to Red Brick homes.

Wondering if we should reach out to the other 5 red brick homes to promote this program? Wabasha Main Street titled this "Recognizing History" Plaque Program in 2023. Individually this cost almost \$40 for shipping and we work with Erie Foundry. I will check on current prices of downtown plaques but they are closer to \$400.00 per plaque. Potential CLG Grant?

Did you see that Anderson House is starting a campaign for replacing their Broiler? Memberships with benefits for funding the costs of keeping this historic hotel operational. Any ideas about funding for properties on the National Register?

Also- I am attending the **National Main Street Conference** in PA April 5-10th to take in Opening and Closing events.

Registration is closing soon if anyone else wants to attend. I will meet up with MN delegates and attend all MN events with other Main Street Directors and staff.

We are making applications to bring a program to Wabasha for our newly developed Presenter Series. WMS is working with Bird City and NEC to see if we can get funding for this event. We originally applied for Simon's Science Grant (national) and did not receive it but still want to bring our program to the community. Nancy Falkum worked on narrative and most of the budgets but it was through the Main Street Programs and applications.

More to follow if we find funding. We would need a minimum of \$6000 to bring this project to fruition.

WMS does not receive RETHOS Project funding anymore so we are looking at ways to fund community projects and programs going forward.

Minnesota Main Street's Annual Conference is in Duluth, MN this year- **June 4-6th** and are asking each Main Street Community to send at least 2 board members and the director as mandatory for continued accreditations. If anyone is interested from HPC are welcome to join us- RETHOS wants city, staff, commissions and business owners to attend. Great sessions- great location!!!

I will forward invites and schedule of events when I receive them from RETHOS.
