

WABASHA HERITAGE PRESERVATION COMMISSION

April 28, 2025 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 March 24, 2025
- 4. Design Review-**
 - 1.** River Junction Arts Council Sign Design Review
 - 2.** 183 Main Street W - Temporary signage for Wabasha Dentistry
- 5. Possible upcoming review/request for assistance:**
- 6. Old Business/Subcommittee Work**
 - 1.** Main Street Update - Flicek
- 7. New Business**
- 8. Other Business**
- 9. Announcements**
 - 1.** May is Heritage Preservation Month
- 10. Next Meeting Date: TBD - Please discuss a meeting option or cancel due to Memorial Day**
- 11. Adjourn** *(Chair)*

Heritage Preservation Commission

3. a.

Meeting Date: 04/28/2025

SUBJECT:

DEPARTMENT: Administration

TITLE:

Date of Minutes March 24, 2025

PURPOSE:

Attachments

3-24-25 HPC Minutes

DRAFT

HERITAGE PRESERVATION COMMISSION MINUTES MARCH 24, 2025, 9:00 a.m.

Present: Linda Mann, Commissioner; Emily Durand, Commissioner; Janet Runions, Commissioner;
John Rivers, Commissioner; Jenny Palmen, Commissioner

Absent: Mary Flicek, Commissioner; Bill Jewson, Commissioner

1. Call to Order

The meeting was called to order by Commissioner Durand at 9:03 a.m.

2. Changes or Additions to Agenda

An item was added to the Other Business section of the agenda relating to historic walking tours. There were no other changes or additions to the agenda.

3. Approval of Minutes

1. Date of Minutes 1-27-2025

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

Vote: 5 - 0 - Unanimously

4. Design Reviews

1. 149 Main Street West - New Windows and Front Facade Paint

This item was considered following discussion of Item 4.2.

City Clerk Busch provided background information and reviewed the application. The paint colors were discussed, and City Clerk Busch indicated that she will clarify the paint colors with the applicant. It was suggested to match the current paint colors as closely as possible. The window styles and materials were discussed, including comparison with those of surrounding buildings. Commissioners expressed agreement with the replacement windows as proposed, with no requirement for muntins. The preservation checklist was reviewed.

Motion made by Commissioner Linda Mann, seconded by Commissioner Jenny Palmen to approve the application as submitted, with the condition that the paint colors will be clarified.

Vote: 5 - 0 - Unanimously

2. 152 Main Street East - Rear Deck Replacement

This item was considered following discussion of Item 3.1.

City Clerk Busch provided background information and summarized the application. The applicant provided additional clarifying information. The roof material and color were discussed. The history of the area was discussed.

Motion made by Commissioner Linda Mann, seconded by Commissioner Jenny Palmen to approve the application as submitted, with an anticipated completion date of mid-May.

Vote: 5 - 0 - Unanimously

5. Possible Upcoming Reviews / Requests for Assistance

This item was discussed following the review of Item 4.1.

A broken sign board was discussed.

6. Old Business / Subcommittee Work

1. Wabasha Main Street Update

Commissioner Durand reviewed a Wabasha Main Street update that was provided by Commissioner Mary Flicek. The historic building plaque program was discussed. A fundraising campaign by the Anderson House toward boiler replacement was discussed. The national and state Main Street conferences were discussed. A grant application toward a sign grant program was discussed.

7. New Business

There was no new business.

8. Other Business

1. Historic Walking Tours

City Administrator Caroline Gregerson discussed potential historic tours during SeptOberfest as a scheduled event and requested HPC input. HPC members provided suggestions in terms of structure, content, stories, and potential presenters. Examples of past tours and presentations were referenced. Self-guided walking tour brochures were discussed. SeptOberfest funding was discussed.

9. Announcements

A recent school group tour was discussed.

Preservation Month was referenced.

Commissioner Durand discussed repair work at Wabasha Dentistry resulting from the fire.

Insurance claim challenges were discussed.

10. Next Meeting Date: April 28, 2025

City Clerk Busch reported that she will not be in attendance at this meeting.

11. Adjourn

Commissioner Durand adjourned the meeting at 10:30 a.m.

Respectfully submitted by: _____
Wendy Busch, City Clerk

Adopted Date

Heritage Preservation Commission

4. 1.

Meeting Date: 04/28/2025

SUBJECT: River Junction Arts Council Sign Design Review

DEPARTMENT: Administration

TITLE:

River Junction Arts Council Sign Design Review

PURPOSE:

Attachments

Sign Design

Application

Staff Report

Sue Mundy
Fine & Commercial Artist
22869 664th St.
Wabasha, MN 55981

For HPC

March 20, 2025
sueline@riverland.org
651-565-3743

River Junctions Arts Council Sign-Double Sided

Font: Arial

Colors

282-6 Before the Storm

282-3 Alice Blue

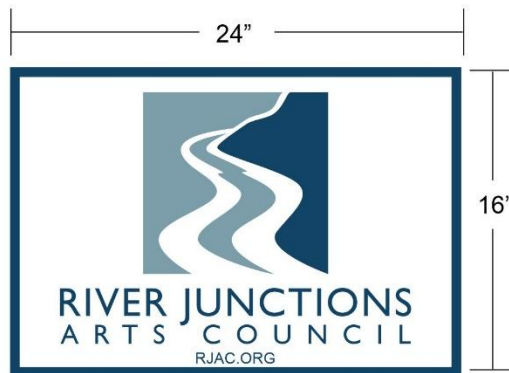
Background White

Vinyl Lettering 282-6

1/2 to 3/4 inch trim

1/4' Polymetal substrate

Hanging clips/chain on top
& side

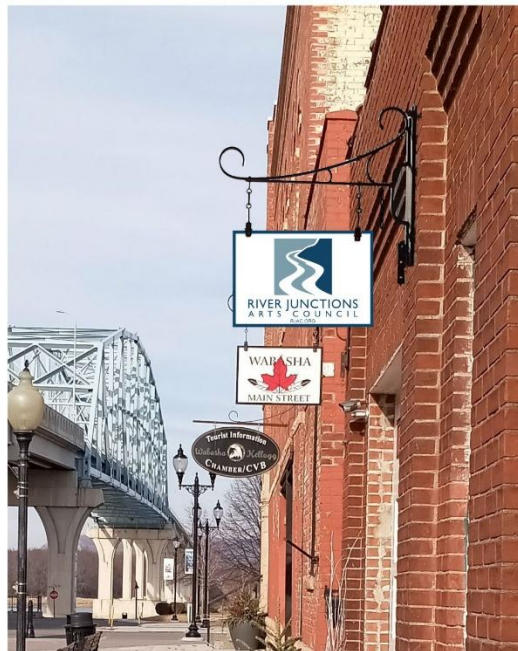


Text Height

Line 1- 2.0" high

Line 2- 1.0" high

Line 3- 0.63" high





282

282-1
Whispy

282-2
Noonday

282-3
Alice Blue

282-4
Seaspray

282-5
Blue Jeans

282-6
Before The Storm



RECEIVED
APR 14 2025

**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: 257 Main St. W. - Suite C
Applicant Name: River Junctions Arts Council Phone: 507 316 3550
Address: RTAC P.O. Box 212 Wabasha Mn 55981
Email: _____
Owner Name (if different): Robin Gwaltney Phone: _____
Address: 257 Main St. W Wabasha, Mn. 55981
Email: _____
Historical use or name of building or site (if known) _____

Type of work proposed (attach additional pages as necessary)

RTAC would like to move an unused bracket,
and put up a sign. Similar to Main Street
Sign.

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

Date

Office use only.

Date application submitted: _____ Date application complete: _____

15-day notice: _____

60-day notice: _____



Memorandum

To: Wabasha Heritage Preservation Commission
From: Wendy Busch City Clerk
Date: March 24, 2025
Subject: Sign Permit/Design Review Application, 257 Main Street

MEETING DATE: April 28, 2025

APPLICANT INFORMATION:

Applicant: River Junction Arts Council
Building: 257 Main Street (Old City Hall)
Owner: Robin Gwaltney

PROPOSED SIGNAGE:

Sign Type: 1 Projecting,
Sign Category: Business Sign
Location: Projecting: Along side door facing Walnut Ave Plaza;
Sign Size: Projecting: 2'x 1.5' (3 square feet)
Color: Before the Storm, Alice Blue Background White & Vinyl Letters
Material: 1/4' Polymetal Substrate, hanging clips/chain (mount/bracket)

SIGN REQUIREMENTS:

Under Section 153.46 ("Special Sign District"), businesses within the historic district are allowed up to 2 signs per frontage for each buildings or portions thereof under separate management or control. Allowable size for signs is based on the amount of frontage a building has. This building has 127 linear feet of frontage combined on Main Street (30 feet) and the old Walnut Avenue public right-of-way (77 feet) facing Heritage Park. Buildings with more than 44 feet of front are allowed 2 square feet per foot up to 125 square feet. Thus, a total of 125 square feet is allowed for this building (to be split among all businesses located there). The following table is a compilation of the proposed sign for River Junction Arts Council and other businesses located at the property (information from City files – dated April 2019)

<u>Business</u>	<u>Type of Sign</u>	<u>Square Footage</u>
Remax	projecting sign	7.5
Boutique On the River	Projecting/walnut	7.5
Wabasha Main Street	projecting	3
RJAC	Projecting	3
Total		21.0

The applicant is proposing a “projecting” sign as defined in Section 312.13 “SIGNS TYPES”. Projecting signs may not be more than 12 feet from the ground or more than 4 feet from the wall. The sign is proposed to be no more than 4 feet from the wall with a 9 foot clearance underneath. Projecting signs are not allowed to be more than seven and one-half (7 ½) square feet in surface area the proposed side is 3 sq. feet.. The proposed projecting sign meets these size and location requirement.

As required, the proposed sign includes no more than two letter styles. See the attached sheet for picture.

HERITAGE PRESERVATION COMMISSION ACTION:

If the Commission feels the requirements of the signage have been met, the following motion is suggested:

A motion to approve the projecting sign for River Junction Arts Council as detailed in the email for 257 Main Street West dated March 24, 2025.

CHECKLIST FOR SIGN APPROVAL

Y= yes N= no N.A. = not applicable for this proposal
Bold is an indication of what the Ordinance requires

Y	N	N.A.	With the proposed sign is the total <i>square footage</i> of signage at or under that allowed
Y	N	N.A.	With the proposed sign is the total <i>number</i> of signs at or under that allowed
Y	N	N.A.	Is the type of sign proposed listed in Section 312.13“SIGNS TYPES” and does it meet the requirements indicated there

Notes:

Y	N	N.A.	Is the sign comprised of metal or wooden base with a molding around the edge and the letters painted or applied Or does the Commission find that the materials proposed duplicate the appearance of materials historically used in sign manufacturing
Y	N	N.A.	Are the lettering styles legible and do the words, pictures, names, symbols and/or logos relate to the character of the property's use
Y	N	N.A.	Does the proposed sign contain no more than two lettering styles
Y	N	N.A.	Does the lettering occupy no more than 60% of the sign's total area
Y	N	N.A.	Do the capital letters extend no more than 75% of the height of the sign background
Y	N	N.A.	Are there no more than two colors (or three for highlighting) and are they compatible with the building façade
Y	N	N.A.	Does any part of the sign move or create the illusion of movement in any manner
Y	N	N.A.	If lighting is proposed, does it meet the requirements of Section 312.15 Subdivision 6
Y	N	N.A.	If lighting is proposed, does it adversely affect the use of sidewalks and streets and the use and enjoyment of nearby property
Y	N	N.A.	Are all other signs on the property kept in good repair and in proper state of preservation and working order
Y	N	N.A.	Does the proposed sign adversely affect the Heritage Preservation Landmark or District based on the Heritage Preservation Guidelines or Secretary of Interior Standards

Heritage Preservation Commission

4. 2.

Meeting Date: 04/28/2025

SUBJECT: 183 Main Street W - Temporary signage for Wabasha Dentistry

DEPARTMENT: Administration

TITLE:

183 Main Street W - Temporary signage for Wabasha Dentistry

PURPOSE:

ITEM SUMMARY:

Wabasha Dentistry has made an application to provide temporary signage at 183 Main Street West. This site will host Wabasha Dentistry while the repairs to their building take place. The signage proposed is to wrap all current signage of Wabasha Eye Clinic , Optometrist on the building as well as provide decals to the door in White. The hanging sign will be navy in color with white lettering.

Checklist for Sign Approval

Y	N	N.A.	With the proposed sign is the total <i>square footage</i> of signage at or under that allowed
Y	N	N.A.	With the proposed sign is the total <i>number</i> of signs at or under that allowed
Y	N	N.A.	Is the type of sign proposed listed in Section 153 "SIGNS TYPES" and does it meet the requirements indicated there
Y	N	N.A.	Is the sign comprised of metal or wooden base with a molding around the edge and the letters painted or applied Or does the Commission find that the materials proposed duplicate the appearance of materials historically used in sign manufacturing
Y	N	N.A.	Are the lettering styles legible and do the words, pictures, names, symbols and/or logos relate to the character of the property's use
Y	N	N.A.	Does the proposed sign contain no more than two lettering styles
Y	N	N.A.	Does the lettering occupy no more than 60% of the sign's total area
Y	N	N.A.	Do the capital letters extend no more than 75% of the height of the sign background
Y	N	N.A.	Are there no more than two colors (or three for highlighting) and are they compatible with the building façade
Y	N	N.A.	Does any part of the sign move or create the illusion of movement in any manner
Y	N	N.A.	If lighting is proposed, does it meet the requirements of Section 153
Y	N	N.A.	If lighting is proposed, does it adversely affect the use of sidewalks and streets and the use and enjoyment of nearby property

Y	N	N.A.	Are all other signs on the property kept in good repair and in proper state of preservation and working order
Y	N	N.A.	Does the proposed sign adversely affect the Heritage Preservation Landmark or District based on the Heritage Preservation Guidelines or Secretary of Interior Standards

ACTION REQUIRED:

Motion to approve the temporary signage for 183 Main Street West as presented in the application dated 4/22/2025.

Attachments

Application
Sign Design



**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: 183 Main St. W. Wabasha, MN

Applicant Name: Emily Durand Phone: 651-262-8736

Address: 207 Main St. W.

Email: emily.c.durand@gmail.com

Owner Name (if different): Dale Simmons Phone: 507-951-8094

Address: 183 Main St. W. Wabasha, MN

Email: _____

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

Wabasha Eye Clinic, Roots Department Store

Type of work proposed (attach additional pages as necessary)

Temporary signage matching existing size,
attachment to building. New decals on
glass of front door. Planned for April/May 2025.
To be removed upon lease termination.

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.

Emily Durand
Applicants Signature

4-22-25
Date

Office use only.

Date application submitted: 4-22-25 Date application complete: _____

15-day notice: _____

60-day notice: _____

Existing:



Proposed temporary:



Glass would not be blacked out. Brian mocked this up to show white decals on glass.

Hanging sign would also be white letters/logo on navy.

Sign dimensions:

Back OPTOMETRIST: 18 x 96"

Hanging: 18 x 36"

Side of building: about 30 x 60"