

WABASHA HERITAGE PRESERVATION COMMISSION

July 28, 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 June 5, 2025
- 4. Design Review-**
 1. Wabasha Farmers Market Signage Under the Bridge
- 5. Possible upcoming review/request for assistance:**
- 6. Old Business/Subcommittee Work**
 1. Main Street Update/Paul Bruhn Grant/Facade Grants - Flicek
- 7. New Business**
- 8. Other Business/Updates**
- 9. Announcements**
 1. PreserveMN 2025 New Ulm Sept 10-12, 2025
 2. National Preservation Conference 2026 - Minnesota
- 10. Next Meeting Date: August 25, 2025**
- 11. Adjourn** *(Chair)*

Heritage Preservation Commission

3. 1.

Meeting Date: 07/28/2025

SUBJECT:

DEPARTMENT: Administration

TITLE:

Date of Minutes June 5, 2025

PURPOSE:

Attachments

6-5-2025 HPC Minutes

DRAFT

HERITAGE PRESERVATION COMMISSION MINUTES JUNE 5, 2025, 9:00 a.m.

Present: Linda Mann, Commissioner; Emily Durand, Commissioner; Bill Jewson, Commissioner;
Jenny Palmen, Commissioner

Absent: Mary Flicek, Commissioner; Janet Runions, Commissioner; John Rivers, Commissioner

1. Call to Order

The meeting was called to order by Commissioner Durand at 9:00 a.m.

2. Changes or Additions to Agenda

There were no changes or additions to the agenda.

3. Approval of Minutes

a. Date of Minutes 4-28-25

This item was discussed following discussion of Item 4.1.

Motion made by Commissioner Bill Jewson, seconded by Commissioner Jenny Palmen to approve the meeting minutes as drafted.

Vote: 4 - 0 - Unanimously

4. Design Review

1. 110 Main Street West - Alley Signage

Commissioner Durand reviewed the application. The size and location of the proposed sign were clarified, and it was noted that the sign would be located just inside the boundaries of the historic district.

Motion made by Commissioner Linda Mann, seconded by Commissioner Jenny Palmen to approve the design review for the proposed sign as submitted.

Vote: 4 - 0 - Unanimously

5. **Possible Upcoming Review / Request for Assistance**
No upcoming reviews or requests for assistance were noted.

6. **Old Business / Subcommittee Work**
There was no old business.

1. **Main Street Update**
Commissioner Flicek was not in attendance.

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

8. **Other Business**
Commissioner Mann referenced recent discussion of utilizing a portion of Cannon Park for housing development. Commissioner Durand provided background information regarding the parcels near the park and clarified that there was never any intent to utilize the park itself for housing development. She noted that there is a parcel that is under consideration for this land use. She added that this park is under-utilized and that there has been discussion of moving the cannon to another park along with discussion of adding benches or other amenities to Cannon Park. She noted that, due to flooding issues, FEMA funding was allocated to move the playground equipment from Malone Park, which is in a flood plain, to Eagles Basin. She stated that there is current discussion of obtaining new equipment for Malone Park that would be located out of the flooding area.

9. **Announcements**
Commissioner Mann discussed an upcoming presentation by the Wabasha County Historical Society on Sunday, June 8, beginning at 2 p.m.

10. **Next Meeting Date: June 23, 2025**

11. **Adjourn**

Motion made by Commissioner Linda Mann, to adjourn the meeting. The meeting adjourned at 9:10 a.m.

Vote: 4 - 0 - Unanimously

Respectfully submitted by: _____
Wendy Busch, City Clerk

Adopted Date

Heritage Preservation Commission

4. 1.

Meeting Date: 07/28/2025

SUBJECT: Wabasha Farmers Market Signage Under the Bridge

DEPARTMENT: Administration

TITLE:

Wabasha Farmers Market Signage Under the Bridge

PURPOSE:

ITEM SUMMARY:

- Potential farmers market sign location - pillar on the river side of Main St, upriver pillar, facing Main Street.
- Potential farmers market sign location - same pillar as above but different face, this sign would face Main St looking downriver.
- Existing Bike Share signage: This is what we would replicate, with market signage of course.

Sign dimensions:

- Facing Main Street: 30"x60"
- Facing Main Street downriver: 24"x48"

We worked with Brian Fries as he did the signage for the bike share and we wanted to replicate that.

An application for signage has been received from Michael Anderson representing the Wabasha Farmers Market available under the bridge adjacent from Heritage Park. The application is requesting approval for two signs to be attached to 2 x 4's and then secured to the bridge pillars by the existing cables. One sign, 30" x 60" will face south toward Heritage Park(Main Street) and the second, 48" x 24" will face down river. The property is owned by MN DOT with oversight by the City of Wabasha within respected agreements.

Below is language from City Code 153.29 Signs on City Property

§ 153.29 SIGNS ON CITY PROPERTY.

(A) Locations.

(1) The following locations are traditional public forums on city property and, therefore, will be available for the placement of portable signage only, when the proposed signage meets the standards in division (B) below and those of the districts which the property is located in:

(a) Veterans Park; and

(b) Heritage Park.

(2) Any signage proposed for other city property must be approved by city administration.

(B) Signage allowed.

(1) Along with permanent city signage (e.g., park signs), the city will allow **portable temporary signage** for civic, non-profit or charitable events and non-commercial speech only and for no other purposes on a first come first serve basis.

(2) Location, type and design of signage allowed is dictated by the standards of the district for each property along with those requirements listed below (in division (B)(4) below). The maximum quantity of signage allowed (total number of signs allowed) is hereby exempt for these permitted signs.

(3) A staff issued written approval is required for the placement of any sign on these city- owned properties. An application for approval including information on the size, type, anchoring method and location of the proposed sign is required.

(4) Signage requirements.

(a) Each sign must include a legible posting date.

(b) The sign and attaching material must be removed within 45 days of the posting date or if the sign is posted for an event no longer than ten days after the event.

(c) All signs shall be constructed or anchored to prevent movement of the sign by the wind; except that, an anchoring shall not be permanent and shall not damage the property on which the sign is placed.

(d) No sign shall be attached to, or leaned against, any street furniture, utility facility (including poles and boxes), street light, building, fence, tree, statuary, playground/park amenity or any other present sign.

(e) No sign shall be placed in such a manner as to reduce the unobstructed path of travel on any sidewalk or path to less than 36 inches, and if the existing unobstructed path of travel of a sidewalk is 36 inches or less, no sign shall be placed on that sidewalk.

(f) No sign shall be placed within a curb cut or ramp installed to provide improved access to a sidewalk to the disabled.

(C) Downtown lamp post banners. Additionally, signage will be allowed in the form of banners which fit city brackets on the city owned (Victorian style) lampposts in the downtown. These must meet historic design guidelines and approval must be received from the Heritage Preservation Commission. Approved banners will be placed by the city's Street Department.

(Prior Code, § 310.14) Penalty, see § [153.99](#)



PORTABLE SIGN. A sign not permanently secured or attached to the ground or surface upon which it is located, but supported by its own frame or pole and capable of being easily repositioned by means of lifting and moving or rolling on attached wheels. These include, but are not limited to, yard signs, sandwich boards and flag signs.

TEMPORARY SIGN. A sign that is displayed for a specified period of time, typically for a periodic or one time special event. This includes "interim", "short-term" and "changeable" signs.

The commission and HPC have approved temporary/portable signage for Heritage Park in the past, however it's staffs understanding that these signs will not be removed. Open for discussion.

STAFF RECOMMENDATION:

Motion for approval.

Attachments

sign 1

sign 2

main street pillar

main street pillar 2



Wabasha
**FARMERS
MARKET**

Real Farmers  Real Food

WED 3-6P

ship

community health
improvement partnership

WABASHA COUNTY


MINNESOTA
GROWN

314 Main St. West in the parking lot under the bridge ~ Open June - September

Wabasha
FARMERS MARKET

Real Farmers 🥕 Real Food



Wednesday's from 3p-6p





Heritage Preservation Commission

5.

Meeting Date: 07/28/2025

SUBJECT: Possible upcoming review/request for assistance

DEPARTMENT: Administration

TITLE:

Possible upcoming review/request for assistance:

PURPOSE:

Around the Clock Nutrition relocation to East Main Street.
Directional Signs going up in the district?

Heritage Preservation Commission

6. 1.

Meeting Date: 07/28/2025

SUBJECT: Main Street Update/Paul Bruhn Grant/Facade Grants - Flicek

DEPARTMENT: Administration

TITLE:

Main Street Update/Paul Bruhn Grant/Facade Grants - Flicek

PURPOSE:

Heritage Preservation Commission

8.

Meeting Date: 07/28/2025

SUBJECT:

DEPARTMENT: Administration

TITLE:

Other Business/Updates

PURPOSE:

Heritage Park Kiosk (who changes it?Only non-profits-no advertising?)

New Retail Gift Shop in Iron Bridge Clay & Art - Sidewalk Sign

Black Mold coming off Gambles white letter sign.

Heritage Preservation Commission

9. 1.

Meeting Date: 07/28/2025

SUBJECT: PreserveMN 2025 New Ulm Sept 10-12, 2025

DEPARTMENT: Administration

TITLE:

PreserveMN 2025 New Ulm Sept 10-12, 2025

PURPOSE:

Join us in New Ulm September 10-12, 2025

We are pleased to announce that registration for PreserveMN 2025 in New Ulm is now open! All the details are on our [conference page](#), including the [schedule](#) and [lodging information](#).

[Registration](#) is available online, and a block of rooms have been reserved for conference attendees with information on our [lodging page](#).

General conference questions can be sent to [Michael Koop](#) or 651-201-3291. Please contact [Jon Discher](#) with registration and billing questions.

We look forward to seeing you in New Ulm!

mn.gov/admin/shpo | 651-201-3287 | MNSHPO@state.mn.us

ITEM SUMMARY:

Scholarships are available and must be submitted by August 27th. Please see the attached memo from SHPO. They are on a first come first serve basis, so please let staff know ASAP if you would like to attend. The scholarship will cover lodging and registration for those communities that must drive more than 50 miles. The match for the scholarship will be "in-kind". We need to send at least one member to the full conference to continue our CLG status.


Attachments

Scholarship Memo from SHPO

MEMORANDUM

DATE: July 17, 2025

TO: Certified Local Governments

FROM:  Amy Spong, Deputy State Historic Preservation Officer

SUBJECT: Scholarship Notice to Attend Preserve Minnesota 2025

The Minnesota State Historic Preservation Office (MNSHPO) is pleased to offer scholarships to Certified Local Governments (CLGs) for the **45th Annual Statewide Preserve Minnesota Conference to be held on September 10-12, 2025 in New Ulm.**

As part of the annual CLG pass-through funding, Heritage Preservation Commissioners, city staff, and city officials with direct involvement in the HPC are invited to apply for a CLG grant for a scholarship to assist in covering the cost of attending the conference. The conference includes a variety of educational sessions, tours, and networking opportunities. More information about the conference is available at the [Preserve MN website](#).

Scholarship recipients must attend the conference on both Thursday and Friday. Scholarships can cover registration and lodging. Hotel expenses can be requested from cities located more than 50 miles from New Ulm. Grants must be matched by 30% for total costs, although there is no cash match required. Travel time and time attending the conference can be used as match. Scholarship recipients are required to make their own registration, transportation and lodging arrangements.

Scholarships will be awarded on a first-come, first-serve basis until all funds have been expended. Each CLG may request scholarships for up to five participants.

Application Deadline: Wednesday, August 27, 2025

Please note that the scholarships will be awarded to the CLG, to whom the reimbursement will be made. Matching funds can come from the CLG as city funds, in-kind match, or costs borne by the attendee. Any CLG under a cooperative agreement with the State Historic Preservation Office is eligible to submit an application for a scholarship. **Scholarship recipients must attend the conference on both Thursday and Friday.**

Source of Funding and Availability

The MNSHPO administers the U.S. Department of the Interior's Historic Preservation Fund (HPF) Program in cooperation with the National Park Service. Under this program the Department of the

Interior specifies that at least ten (10) percent of Minnesota's annual HPC Program award be designated as pass-through funding to CLGs each year. Scholarships are available on a 70:30 matching ratio.

Scholarships will cover:

- Registration (including opening reception and tours)
- Lodging

The match requirement is 70:30, 70 percent federal and 30 percent local match. No cash is required for the 30 percent match. Travel time and time attending the conference may be used as match.

CLGs may apply for a scholarship immediately by filling out the attached application and budget sheet and emailing it to Michael Koop: michael.koop@state.mn.us.

As of July 2025, the following Minnesota communities have been certified and are eligible to apply for funds:

Afton	Edina	Lake City	Pipestone
Albert Lea	Elk River	Lanesboro	Red Wing
Belview	Excelsior	Litchfield	Saint Cloud
Carver	Faribault	Little Falls	Saint Paul
Center City	Farmington	Mankato	Saint Peter
Chaska	Fergus Falls	Maplewood	Stillwater
Chatfield	Florence Twp.	Minneapolis	Taylors Falls
Cottage Grove	Gaylord	New Ulm	Wabasha
Dassel	Hastings	Newport	Waseca
Duluth	Henderson	Northfield	Winona
Eden Prairie	Kenyon	Otsego	

This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally assisted Programs on the basis of race, color, national origin, age, or disability. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.

Heritage Preservation Commission

9. 2.

Meeting Date: 07/28/2025

SUBJECT: National Preservation Conference 2026 - Minnesota

DEPARTMENT: Administration

TITLE:

National Preservation Conference 2026 - Minnesota

PURPOSE:



Scholarship to national conference hosted in Minnesota

This structured grant provides a scholarship for an organization to grow capacity by sending its employees, board members, and volunteers to a national conference, seminar, forum, or symposium that is hosted in the state of Minnesota. National conferences hosted in the state of Minnesota give a rare opportunity for representatives of an organization to learn best practices, network with colleagues from other states, and share innovative, groundbreaking, and highly professional work happening within Minnesota. In the past decade, history and historic preservation enterprises have used the power of history to improve, shape, and nurture their communities. In order to maintain currency with national best practices, it is important that employees, board members, and volunteers of applicant organizations seek continuing education from national conferences hosted in the state of Minnesota. Structured MN Historical and Cultural Heritage Grants: This project can be applied for as a structured option for small grants (\$10,000 or less). The structured option provides a simplified, short form application for projects tailored to common needs of historical organizations.
