WABASHA HERITAGE PRESERVATION COMMISSION

August 25, 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 July 28, 2025

4. **Design Review-**
   1. 116 Main Street East - Around the Clock Nutrition

5. **Possible upcoming review/request for assistance:**

6. **Old Business/Subcommittee Work**
   1. Main Street Update- Flicek
   2. Fall Conference Review: Flicek & Runions

7. **New Business**

8. **Other Business**

9. **Announcements**

10. **Next Meeting Date: October 27, 2025**

11. **Adjourn (Chair)**

Heritage Preservation Commission **3. 1.**

Meeting Date: 09/22/2025

SUBJECT: Date of Minutes July 28, 2025

DEPARTMENT: Administration

TITLE:

Date of Minutes July 28, 2025

PURPOSE:

Attachments

7-28-25 Minutes

D R A F T

HERITAGE PRESERVATION COMMISSION
MINUTES
JULY 28, 2025, 9:00 a.m.

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

Absent: Linda Mann, Commissioner; Bill Jewson, Commissioner

1. Call to Order

The meeting was called to order by Commissioner Durand at 9:04 a.m.

2. Changes or Additions to Agenda

There were no changes or additions to the agenda.

3. **Approval of Minutes**

1. Date of Minutes: June 5, 2025

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

Vote: 5 - 0 - Unanimously

4. **Design Review**

1. Wabasha Farmers Market Signage Under the Bridge

City Clerk Busch provided background information and described the proposed signage. Commissioner Durand asked about banners. City Clerk Busch noted that the banner design was previously approved.

Motion made by Commissioner Mary Flicek, seconded by Commissioner John Rivers to approve the signage as proposed along with the new location for the banners.

Vote: 5 - 0 - Unanimously

5. **Possible Upcoming Reviews / Requests for Assistance**
Possible upcoming reviews were discussed. Commissioner Durand recommended consideration of simplifying the application and provided suggestions in this regard.

A building renovation project and a business relocation were discussed. City Clerk Busch discussed the retail cannabis business licensing process. Removable bike share program sponsorship signage was discussed. Directional signage and a kiosk in Heritage Park were discussed.

6. **Old Business / Subcommittee Work**

1. Main Street Update
Commissioner Flicek reported that SVJ Creative Designs has been awarded a $50,000 Paul Bruhn Upstairs / Downtown program grant toward HVAC upgrades and a porch project, with a $5,000 matching grant requirement.

Commissioner Flicek discussed reorganizational activities at Rethos, which resulted in some staffing cuts.

Commissioner Flicek announced that she nominated Janet Runions to receive an award during the Minnesota Main Streets Conference in June.

Recent activities at the amphitheater were discussed.

Commissioner Flicek discussed the Wrecking Ball Gala on October 8.

Commissioner Flicek provided an update regarding the Main Street / Port Authority facade grant program and detailed upcoming Wabasha Main Street events.

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

8. **Other Business / Updates**
There was no other business.

9. Announcements

1. PreserveMN 2025 New Ulm Sept 10-12, 2025
City Clerk Busch provided conference details. She reported that scholarships are available, with applications due by August 27. She noted that at least one HPC representative will need to attend the conference, in order to maintain Wabasha's CLG status. City Clerk Busch stated that the scholarship would cover lodging and registration expenses, with the City to provide reimbursement for mileage.

2. National Preservation Conference 2026 - Minnesota
Preliminary conference details were provided. It was noted that the conference will be held in Minneapolis during the summer of 2026. Commissioner Durand recommended that the Heritage Preservation Commission consider membership in NAPC (National Alliance of Preservation Commissions).

Motion made by Commissioner Mary Flicek, seconded by Commissioner Emily Durand to approve an NAPC membership, as discussed.

Vote: 5 - 0 - Unanimously

10. Next Meeting Date: August 25, 2025
Email communication was discussed.

11. Adjourn

Motion made by Commissioner Jenny Palmen, to adjourn the meeting. The meeting adjourned at 10 a.m.

Vote: 5 - 0 - Unanimously

Respectfully submitted by:_____
Wendy Busch, City Clerk

_____
Adopted Date

Heritage Preservation Commission **4. 1.**

Meeting Date: 09/22/2025

SUBJECT: 116 Main Street East - Around the Clock Nutrition

DEPARTMENT: Administration

TITLE:

116 Main Street East - Around the Clock Nutrition

PURPOSE:

Around the Clock Nutrition has a new home in the old Main Street Kitchen (Stacy's Kitchen) at 116 Main Street East. Applicant Natasha Ambrose, will be moving from Heritage Park and is requesting some paint color updates as well as updated signage. Natasha would like to paint the door, trim, and lower window trim as well as change the color of the canvas on the awing, all to be black. Updated signage with a new logo is also proposed for the awning, window and sidewalk sign.

Attachments

Application

picture

Staff Report

MAIN Kitchen STREET
MAIN STREET Kitchen
OPEN
116 Main Street East
NO OUTSIDE FOOD OR DRINK
Access at rear
Please watch your step

TO: **WABASHA HERITAGE PRESERVATION COMMISSION**

FROM: WENDY BUSCH, CITY CLERK

SUBJECT: DESIGN REVIEW – NEW AWNING COLOR, TRIM & DOOR COLOR, & SIGNAGE

DATE: SEPTEMBER 16, 2025

MEETING DATE: September 22, 2025

APPLICANT INFORMATION:

Applicant: Round The Clock Nutrition, Natasha Ambrose

Building: 116 Main Street East

Owner: Karla Schedlbauer

PROPOSED ACTIVITY REQUIRING DESIGN REVIEW:

Natasha Ambrose has requested a design review for the color change of two fabric awnings, paint color around the lower windows, the door and doorway trim all to black as well as approval for signage, awning, window & portable sidewalk at 116 Main Street East (Old Main Street Kitchen/Stacy's Kitchen/Wabasha Dairy Bar).

REQUIREMENTS:

Section 159.04 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. Trim color and signage changes are the only items to be reviewed.

PROPOSED SIGNAGE:

Sign Type:	Awning, Window, Sidewalk Sign (portable)
Sign Category:	Business Sign
Location:	Awning (above the window) Window sign (next to door), sidewalk.
Sign Size:	approximately 7 square feet, less than 15% of the glass, 2x3 feet sidewalk
Sign Material:	vinyl letters on the canvas & on the back side of the windows
Colors:	White lettering
Font:	Amoresa for the logo

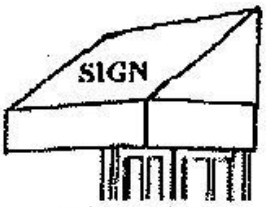
SIGN REQUIREMENTS:

Under Section 153 Allowable size for signs is based on the amount of frontage a building has. This parcel, has 22 lineal frontage, which means that a total of 44 square feet of signage is allowed.

The applicant is proposing an "awning sign" as defined in Section 153.46 "SIGNS TYPES". *Awning signs.* Awning signs shall be placed on the awning valance only and shall not exceed 75% of the height of the valance.

(5) Awning signs shall be placed on the awning valance only and shall not exceed 75% of the height of the valance.

Sign placed on valance



Sign place
outside of valance

As required, the proposed sign includes no more than two letter styles, no more than 60% of the sign area is occupied by the lettering, and the letter height on the sign is less than 75% of the sign height.

"SIGN TYPES" *Window signs.* Maximum coverage 15% of window pane (contiguous sheet of window glass)

Round the Clock
Nutrition

"SIGN TYPE" *Sidewalk sign.* Maximum number 1 per business, maximum size 10 square feet, maximum height 6 feet and width 3 feet. Natasha will utilize her existing sidewalk sandwich board sign (2 x3ft). This sign was also onsite at the location under the bridge.

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."

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 new paint color to the awnings, door, & window trim to black and signage for Round the Clock Nutrition, 116 Main Street East, as presented in the application dated September 15, 2025.

Heritage Preservation Commission **6. 1.**

Meeting Date: 09/22/2025

SUBJECT: Main Street Update- Flicek

DEPARTMENT: Administration

TITLE:

Main Street Update- Flicek

PURPOSE:

Updates on Wabasha Main Street, Paul Bruhn Grant Status - Phasse 1 and Phase 2, RETHOS site visit, Preservation Gala, SMIF Grant, Fall events.

Heritage Preservation Commission **6. 2.**

Meeting Date: 09/22/2025

SUBJECT: Fall Conference Review: Flicek & Runions

DEPARTMENT: Administration

TITLE:

Fall Conference Review: Flicek & Runions

PURPOSE: