

WABASHA HERITAGE PRESERVATION COMMISSION

November 24, 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 HPC Minutes 27, 2025
- 4. Design Review-**
 - 1.** 131 Pembroke Ave - SVJ
- 5. Possible upcoming review/request for assistance:**
- 6. Old Business/Subcommittee Work**
 - 1.** Main Street Update- Flicek
- 7. New Business**
- 8. Other Business**
 - 1.** Annual Term Limits for HPC 2025
- 9. Announcements**
 - 1.** Wabasha Holiday Shopping Passport
 - 2.** Wabasha Community Christmas Celebration Dec 6th 2025
- 10. Next Meeting Date: Discuss if we will meet in December.**
- 11. Adjourn** *(Chair)*

Heritage Preservation Commission

3. a.

Meeting Date: 11/24/2025

SUBJECT:

DEPARTMENT: Administration

TITLE:

Date of Minutes HPC Minutes 27, 2025

PURPOSE:

Attachments

10-27-2025 HPC Minutes

DRAFT

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

Present: Linda Mann, Commissioner; Mary Flicek, Commissioner; Emily Durand, Commissioner;
Janet Runions, Commissioner; Jenny Palmen, Commissioner

Absent: Bill Jewson, Commissioner; John Rivers, Commissioner

1. Call to Order

The meeting was called to order by Commissioner Durand at 9:01 a.m. Commissioner Runions arrived at 9:21 a.m.

2. Changes or Additions to Agenda

Changes to the agenda item discussion order were noted.

3. Approval of Minutes

a. Date of Minutes 9/22/25

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

Vote: 4 - 0 - Unanimously

4. Design Review

1. 207 Main Street West - Wabasha Dentistry

This item was discussed following discussion of Item 8. Commissioner Durand recused herself from voting on this item, to avoid a conflict of interest.

City Clerk Busch provided background information and shared historic photos. Commissioner Durand provided additional project details, including paint colors, window and door materials, and replacement signage.

Motion made by Commissioner Mary Flicek, seconded by Commissioner Linda Mann to approve the design review for Wabasha Dentistry, as proposed.

Vote: 4 - 0

5. **Possible Upcoming Review / Request for Assistance**

A new business was discussed. It was also noted that Wencil's building on West Main Street is for sale.

6. **Old Business / Subcommittee Work**

1. **MnDOT Brown Highway Signage**

Commissioner Flicek summarized Wabasha Main Street discussion of a proposal for historic highway signage. She reviewed the application process and referenced discussion of potential funding assistance from the Port Authority. She stated that it has been suggested to request a letter of support from the Heritage Preservation Commission.

Motion made by Commissioner Emily Durand, seconded by Commissioner Jenny Palmen to draft a letter of support for the highway signage application and request funding assistance, if needed, from the Port Authority.

Vote: 4 - 0 - Unanimously

2. **Main Street Updates**

Commissioner Flicek discussed Shop Small Saturday activities on November 29. She described a business passport program, noting that customers who spend at least \$10 at five participating local businesses can enter their "passports" into weekly drawings for gift baskets.

Commissioner Flicek also detailed the Christmas in Heritage Park event on Dec. 6, including live music, fire pits, free hot cocoa, children's activities, horse-drawn buggy rides, a visit from Santa and Mrs. Claus, and ending with the tree lighting ceremony.

An outdoor market at Herb & Arrow was discussed.

A small business grant program by the Southern Minnesota Initiative Foundation (SMIF) was discussed. It was noted that the application deadline is Nov. 16.

7. **New Business**

There was no new business.

8. **Other Business**

The HPC year-end report was discussed.

9. **Announcements**

Business updates were provided.

10. Next Meeting Date: November 24, 2025

The November and December meetings were discussed.

11. Adjourn

Motion made by Commissioner Jenny Palmen, to adjourn the meeting. The meeting adjourned at 9:40 a.m.

Vote: 5 - 0 - Unanimously

Respectfully submitted by: _____
Wendy Busch, City Clerk

Adopted Date

Heritage Preservation Commission

4. 1.

Meeting Date: 11/24/2025

SUBJECT: 131 Pembroke Ave - SVJ

DEPARTMENT: Administration

TITLE:

131 Pembroke Ave - SVJ

PURPOSE:

Attachments

131 Pembroke Windows Staff Report windows door backside

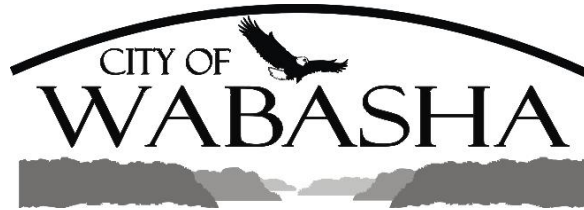
Application

SVJ Pembroke Enclosed Porch Design Windows

SVJ Pembroke Porch Old Windows Backside

Attachment for Pembroke Window Door Work

New Windows



Memorandum

Office of the City Clerk

To: Wabasha Heritage Preservation Commission
From: Wendy Busch, City Clerk
Date: November 20, 2025
Subject: Proposed upper window replacement and door on backside enclosed porch

MEETING DATE: November 24, 2025

APPLICANT INFORMATION:

Applicant: Dave & Shelly Speedling
Building: 131 Pembroke Ave
Owner: same

PROPOSED ACTIVITY REQUIRING DESIGN REVIEW:

Speedling's are proposing to replace 7 windows and a door on the backside enclosed porch area of the 131 Pembroke Ave building facing towards the alley. Attached is the application providing the type of windows they are considering.

Following is the checklist for the HPC to use to determine historic appropriateness (whether it meets adopted standards) of the proposed project. The commission might use the blank form to note reasons ("findings") for approval or denial of the proposed project.

CHECKLIST BASED ON SECTION 315.09 OF CITY CODE, ADOPTED HPC DESIGN GUIDELINES, & SECRETARY OF INTERIOR STANDARDS

Requirements of Specific Project Proposed

Window Checklist ¹	Findings for Approval	Findings for Denial
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?		

¹ Appendix C

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?		

Level of Visibility & Historic Significance

What is the visibility of the area and/or the treatment historically associated with the particular area or site of the proposed project.

☐ Primary Façade
 ☒ Secondary Façade
 ☐ Residential Site/Structure
 ☐ Modified Site/Structure
 ☐ Non-contributing

	Findings for Approval	Findings for Denial
6.Does the proposed project meet the standards associated with its level of visibility and historic significance? ²		

STAFF ANALYSIS & RECOMMENDATION:

² Design Standards (Part I pages 6&7)

Staff suggests that the Commission discuss any findings that they think are appropriate for the proposed project and prepare a motion to approve or deny the project based on these reasons. Worksheets to do this follow.

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.” The checklist on previous pages is intended to assist the H.P.C. with the task of making such a determination.

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 131 Pembroke Ave for the replacement of windows on the second story and a door on the alley façade, 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 November 10, 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 131 Pembroke Ave for the replacement windows and door as proposed in the application submitted November 10, 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. _____

NOW THEREFORE, IT IS HEREBY RESOLVED, the Heritage Preservation Commission denies the replacement of existing windows as proposed in the application submitted November 10, 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: 131 Pembroke Avenue, Wabasha, MN 55981

Applicant Name: Shelly & David Speedling **Phone:** 507-767-3039

Address: 62099 Hwy 42, Kellogg, MN 55945

Email: info@svjcreativedesigns.com

Owner Name (if different): **Phone:**

Address:

Email:

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

Jacob Finchey Building: Currently, Rise & Shine Vacation Rentals
SVJ Creative Designs' second location

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

see attached

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: _____

HISTORIC DISTRICT DESIGN REVIEW CHECKLIST QUICK LIST FOR PREPARING APPLICATION

- ☒ Current Photos of the building/site where changes will occur.
(include both views from the street and close-up details of the area to be changed and features already present)
- ☒ Detailed sketch of proposed changes to the 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. Haven't decided on colors, will decide in the winter months
- ☒ Historic photos or information about the history of the building and site.
(if available) I don't have old photos of the backs of the building.
- ☒ Provide a timeline for construction (when do you expect to start and complete the project?) Ideally would begin December 2025 but as stated prior, we cannot begin any work until the Paul Bruhn Grant committee says we can begin. We want to get this work done over the winter months.
- ☒ **The application form along with the assembled items above must be submitted 1 week prior** to the meeting where the 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.

Contact Wendy Busch, City Clerk to answer questions at:
651-565-4568 or clerk@wabasha.org

MENARDS

Design & Buy™

WINDOWS

Design #:

Estimated Price:

How to purchase at the store:

1. Take this packet to any Menards store.

2. Have a Menards Team Member enter the Design ID into the Window Designer Program.

3. Have a Menards Team Member print purchasing documents.

4. Take the Special Order Contract to the register and pay.

How to recall and purchase a saved design at home:

1. Go to Menards.com

2. Login to your account.

3. Go to the Window Designer from the Project Center and select Search Saved Designs.

4. Enter the Design ID or select from your open projects to load into the Window Designer.

5. Add your design to the cart and purchase.

Line Item	Quantity	Product Description	Unit Price	Total Price
100-1	7	JELD-WEN V-2500 Double Hung		
		Assembly = Full Unit		
		Country Where Unit Will Be Installed = USA		
		Performance Grade Rating = PG20, DP+20/-20 (Standard)		
		Installation & Frame Type = With Nailing Flange		
		Measurement Type = Actual Size		
		Frame Width = 29"		
		Frame Height = 65"		
		Sash Split = Even Divide		
		Lower Sash Height = 32 3/4"		
		Does Unit Meet Egress Requirements? = Meets 5.0 sqft Egress (1st Floor)		
		Exterior Finish = White		
		Interior Finish = White		
		Grille Type = No Grilles		
		Number of Squares Wide = 2		
		Number of Squares High - Panel 1 = 3		
		Lifetime Accidental Glass Breakage Coverage = Yes		
		Glass Energy Efficiency = Energy Star		
		Energy Star Zone = Energy Star - Northern		
		High Altitude (above 3500 feet) = No		
		Energy Star Version = Version 7		
		Upgraded Spacer Bar = Upgraded Glass Spacer. Improves thermal performance of the unit		
		Sound Transmission Class = Standard		
		Glass Glazing = Double Pane		
		Low-E Coating Choice = SunFlow With HeatSave		
		Neat Glass = No		
		Glass Type = Standard		
		Insulated Glass Options = Argon		
		Select Glass Thickness = 3/32 in - 3/32 out		
		Screen Options = Fiberglass Mesh Screen		
		Full or Half Screen = Full Screen		
		Screen Frame = Standard Screen Frame		
		Lock Hardware Type = Cam Lock(s)		
		Number of Locks = 2 Locks		
		Hardware Finish - Interior = White		
		Secondary Vent Stop = No		
		Exterior Frame Accessories = None		
		Interior Frame Accessories = None		
		Extension Jamb = None		
		Prep for Shipping = None		
		Is this a Reorder? = No		
		Weight (lb) = 38.29		
		U-Factor = 0.27		
		Solar Heat Gain Coefficient = 0.48		
		Visible Light Transmittance = 0.59		
		Condensation Resistance = 46		
		CPD# = JEL-A-725-13222-00001		
		Energy Star Qualified = None		
		Overall Frame Depth = 3 1/4"		
		Catalog Version Date = 10/22/2025		
		Catalog Version = 25.3.17.5		
		MenardsSKU = 4001351		

Rough Opening:

29.5 x 65.5

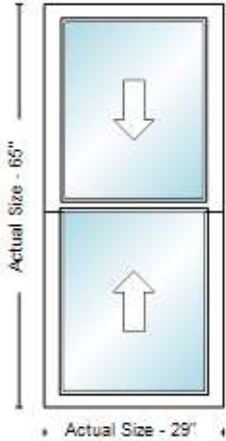
Actual Size:

29 x 65

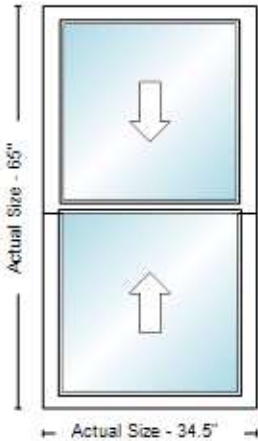
Room:

Enclosed upstairs porch

Unit is viewed from the outside looking in.



Line Item	Quantity	Product Description	Unit Price	Total Price
200-1	2	JELD-WEN V-2500 Double Hung		
Rough Opening:	35 x 65.5	Assembly = Full Unit		
Actual Size:	34.5 x 65	Country Where Unit Will Be Installed = USA		
Room:	2 windows 34.5x65	Performance Grade Rating = PG20, DP+20/-20 (Standard)		
	<i>Unit is viewed from the outside looking in.</i>	Installation & Frame Type = With Nailing Flange		
		Measurement Type = Actual Size		
		Frame Width = 34 1/2"		
		Frame Height = 65"		
		Sash Split = Even Divide		
		Lower Sash Height = 32 3/4"		
		Does Unit Meet Egress Requirements? = Meets 5.7 sqft Egress (All Floors)		
		Exterior Finish = White		
		Interior Finish = White		
		Grille Type = No Grilles		
		Number of Squares Wide = 2		
		Number of Squares High - Panel 1 = 3		
		Lifetime Accidental Glass Breakage Coverage = Yes		
		Glass Energy Efficiency = Energy Star		
		Energy Star Zone = Energy Star - Northern		
		High Altitude (above 3500 feet) = No		
		Energy Star Version = Version 7		
		Upgraded Spacer Bar = Upgraded Glass Spacer. Improves thermal performance of the unit		
		Sound Transmission Class = Standard		
		Glass Glazing = Double Pane		
		Low-E Coating Choice = SunFlow With HeatSave		
		Neat Glass = No		
		Glass Type = Standard		
		Insulated Glass Options = Argon		
		Select Glass Thickness = 3/32 in - 3/32 out		
		Screen Options = Fiberglass Mesh Screen		
		Full or Half Screen = Full Screen		
		Screen Frame = Standard Screen Frame		
		Lock Hardware Type = Cam Lock(s)		
		Number of Locks = 2 Locks		
		Hardware Finish - Interior = White		
		Secondary Vent Stop = No		
		Exterior Frame Accessories = None		
		Interior Frame Accessories = None		
		Extension Jamb = None		
		Prep for Shipping = None		
		Is this a Reorder? = No		
		Weight (lb) = 44.6		
		U-Factor = 0.27		
		Solar Heat Gain Coefficient = 0.48		
		Visible Light Transmittance = 0.59		
		Condensation Resistance = 46		
		CPD# = JEL-A-725-13222-00001		
		Energy Star Qualified = None		
		Overall Frame Depth = 3 1/4"		
		Catalog Version Date = 10/22/2025		
		Catalog Version = 25.3.17.5		
		MenardsSKU = 4001351		



Total:



Attachment for work planned to do.

Replace upper floor windows and door on backside enclosed porch. Sizes to remain the same as well as placement & count. Jeff Gusa Construction will be putting these in. We were awarded the Paul Bruhn grant and this is our 10% we have to put toward it personally. We would begin the work hopefully in Dec.2025 or Jan. '26, however, with the government shutdown, the money for the grant was not distributed since the National Park Service oversees it. All paperwork on our end of things is complete & waiting to hear from Rethos.org for a go ahead. Per grant rules we cannot start the project until we get the clearance from the National Park Service, Retho.org and SHPO.



bottom will remain stucco
and painted in the spring/
summer

Heritage Preservation Commission

8. 1.

Meeting Date: 11/24/2025

SUBJECT: Annual Term Limits for HPC 2025

DEPARTMENT: Administration

TITLE:

Annual Term Limits for HPC 2025

PURPOSE:

Each year a few member come up for term limits. If you would like to be reconsidered for reappointment please let staff know before the end of December.

<u>HERITAGE PRES. COMMISSION</u>	<u>3-YEAR TERM</u>
1. <u>RUNIONS, JANET</u>	<u>2025</u>
2. <u>PALMEN, JENNY</u>	<u>2027</u>
3. <u>RIVERS, JOHN</u>	<u>2027</u>
4. <u>FLICEK, MARY</u>	<u>2025</u>
5. <u>DURAND, EMILY</u>	<u>2025</u>
6. <u>MANN, LINDA</u>	<u>2026</u>

Heritage Preservation Commission

9. 1.

Meeting Date: 11/24/2025

SUBJECT: Wabasha Holiday Shopping Passport

DEPARTMENT: Administration

TITLE:

Wabasha Holiday Shopping Passport

PURPOSE:

Attachments

Wabasha Holiday Shopping Passport



Wabasha's Holiday Shopping Passport

Shop Local • Win Prizes • Support Small Businesses

HOW IT WORKS

SPEND \$10 OR MORE AT PARTICIPATING LOCATIONS

GET YOUR PASSPORT STAMPED

COLLECT 5 STAMPS TO ENTER WEEKLY PRIZE DRAWINGS

ENTER AS MANY COMPLETED PASSPORTS AS YOU'D LIKE!

Drawing Dates

Fridays at Noon: Dec 5 • Dec 12 • Dec 19 • Dec 26

Grand Finale: Dec 29 at 5th at Grant Boutique

PASSPORTS AVAILABLE AT PARTICIPATING BUSINESSES

SCAN QR FOR FULL LIST + RULES

PRESENTED BY

Scan for details



Heritage Preservation Commission

9. 2.

Meeting Date: 11/24/2025

SUBJECT: Wabasha Community Christmas Celebration Dec 6th 2025

DEPARTMENT: Administration

TITLE:

Wabasha Community Christmas Celebration Dec 6th 2025

PURPOSE:

Attachments

Wabasha Community Christmas Celebration

SATURDAY DECEMBER 6TH

WABASHA COMMUNITY CHRISTMAS CELEBRATION

8AM-1PM | VISIT THE CHRISTMAS BAZAAR AT UCC

9AM | COOKIE WALK AT FAITH LUTHERAN (UNTIL COOKIES ARE GONE!)

10AM-3PM | SHOP HERB+ARROW OUTDOOR HOLIDAY MARKET

2-4:30PM | ENJOY CHRISTMAS MUSIC BY ROB

2:30-4:30PM | COMPLIMENTARY KIDS CRAFTS AREA

2:30-5:30PM | VISIT SANTA & MRS. CLAUS IN THE CHAMBER OFFICE

2:30 - 5:30PM | COMPLIMENTARY FACE PAINTING IN THE MAIN STREET OFFICE

2:30-6:30PM | COMPLIMENTARY COOKIES & COCOA IN THE REMAX OFFICE

2:30-6:30PM | ADULT BEVERAGES AVAILABLE TO PURCHASE AT WREN'S NEST

4:30-6:30PM | ROCK WITH THE CHUBS (LIVE UNDER THE BRIDGE)

6PM | TREE LIGHTING CEREMONY

7PM | WIDE SPOT - KRISMAS KOOKIES

* UGLY SWEATER CONTEST WITH PRIZES *



Rockin'
Around
the
Christmas
tree

LIVE MUSIC BY



SPONSORED BY
GWALTNEY GROUP
REMAX RESULTS
WE PUT THE REAL IN REAL ESTATE

