



### **Our Vision**

Red Wing thrives as a vibrant, creative river town that values its natural environment, welcomes all people, and unlocks opportunity for everyone.

### **Our Mission**

We strive to create a sustainable, healthy, accessible, resilient, and equitable community where every person feels at home.

**Statement of Intent:** We gather today in this room as one people to discuss and attend to the matters of Red Wing. Together, as a government body and as community members, we agree to treat everyone with courtesy, dignity, and respect. We will listen to all sides of an issue, encourage participation, support each other, act with honor and accountability, and inspire pride in our community. This we commit as we open this meeting.

## **Meeting Announcement and Agenda Heritage Preservation Commission Regular Meeting City Council Chambers, 315 West 4th Street, Red Wing, MN & Virtually Wednesday, December 3, 2025, at 5:30 PM**

This meeting will be held in the City Hall Council Chambers and virtually via Webex at the same time. Members of the public can join this meeting either in person at City Hall or virtually. To join this meeting via Webex, [click this link](#). To join via telephone, please dial (415) 655-0001. Enter access code 2559 341 8315 and password 2025 when prompted.

### **1. Call to Order**

### **2. Roll Call**

### **3. Approval of Agenda**

### **4. Approval of Minutes**

4.A. Draft Minutes from the November 5, 2025, Regular Meeting

### **5. Public Comment**

We now invite anyone to share their thoughts on a topic that is not on the agenda. We welcome all opinions and ideas. We appreciate you stating your name at the lectern, and please remember that personal attacks may be ruled out of order. You will have up to three minutes to comment, and we appreciate your time in coming tonight.

### **6. Motions & General Business**

6.A. Review Work Plan and 2025 Accomplishments

### **7. Communication Items**

7.A. Staff Status Report (Verbal)

7.B. Commissioner Comments

7.C. Council Liaison Comments

### **8. Adjournment**

Accommodations for signing interpreter, Braille, large print, etc. can be made. Call City Hall at 385.3600 seven days prior to the need. Hearing assistance devices are available during meetings.

**The 546th Meeting of the Red Wing Heritage Preservation Commission  
Regular Meeting  
City Council Chambers  
November 5, 2025**

**Members Present:** Chair Brooke Reinke; Commissioners Kent Tsui, Ruth Nerhaugen, Jenifer Majerus, Paul Pflueger, and Sue Dickie (arrived at 5:35 p.m.)

**Members Absent:** Commissioner Lottie Aslakson

**Others Present:** Steve Kohn, Planning Manager / Staff Liaison; Janie Farrar, Council Liaison

**1. Call to Order**

Chair Reinke called the meeting to order at 5:30 p.m.

**2. Roll Call**

Roll call was conducted. Chair Reinke and Commissioners Tsui, Nerhaugen, Majerus, and Pflueger were in attendance.

Commissioner Dickie was absent, but would be arriving late.

Commissioner Aslakson was absent and unexcused.

**3. Approval of Agenda**

A motion was made by Commissioner Majerus, seconded by Commissioner Nerhaugen to approve the agenda as drafted. A vote was conducted, and the motion carried unanimously by a vote of 5:0.

**4. Approval of Minutes**

**A. Draft Minutes from the October 1, 2025, Regular Meeting.**

A motion was made by Commissioner Tsui, seconded by Commissioner Pflueger to approve the minutes as drafted. A vote was conducted, and the motion carried unanimously by a vote of 5:0.

**5. Public Comment**

No one wished to address the Commission.

**6. Motions and General Business**

**A. Design Review – Minor Facelift at 420 W. 3rd Street, Replace Upper Windows on Main Facade.**

Staff Liaison Kohn provided background information and discussed the proposed upper windows on the main façade replacement. He noted that the windows would be the same design but constructed out of aluminum, so very minimal changes. He stated that the Staff recommends approval of the window replacement.

Chair Reinke asked if the size of the mullions would be the same as they are now. Staff Liaison Kohn referenced a few pictures and shared that the drawings for the mullions are the same as they are now for the new windows.

Commissioner Dickie arrived at 5:35 p.m.

Staff Liaison Kohn added that the material is the only thing that is changing, and generally, the Commission has been more lenient with the upper-story windows in the changing of the material because of the maintenance.

Commissioner Tsui asked if the coil stock is already prepainted. Staff Liaison Kohn referenced the shop drawing and noted that it would be factory-painted. Chair Reinke wondered whether the question was raised because of potentially less wear in the future. Commissioner Tsui affirmed that to be true.

Chair Reinke remembered that this is one of many that have been done recently because the windows are not holding up, and the heating bill can become high as a result.

Chair Reinke stated that the new paint on the church looks great. Commissioner Tsui agreed that there is no problem with the windows.

A motion was made by Commissioner Nerhaugen, seconded by Commissioner Dickie to approve the minor facelift as submitted. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

**B. Design Review – Amendment to Approved Minor Facelift Design Review at 406 Main Street, New Storefronts.**

Staff Liaison Kohn provided background information and discussed the proposed amendment to a minor facelift design review. He shared an option with signage that may be added in the future over the brick that they would like to do; however, they are open to options on it as well, and are just proposing the solid brick at this time.

Chair Reinke asked about the signage, and if it is not ready now, what is the placeholder at this time. Staff Liaison Kohn stated that right now, it would just be filled with brick. He shared a photo of what the storefront looked like in the past.

Chair Reinke noted that it is sad to see the transom windows go, but it is not always possible to keep especially with an old building. She stated that the decorative recessed brick is nice in keeping with the character of the building, but also sets it apart a little as well. She thought keeping it brick or giving the option for signage would be okay.

Commissioner Dickie asked if option A is the transom windows with the lettering. Staff Liaison Kohn stated that there are no windows there, but the Applicant does not know what to do for signage yet, and needs approval because of the lack of transom windows. Commissioner Dickie clarified that the option is the brick, then. Staff Liaison Kohn stated that the option is just solid right now, but if the Applicant does want signage in the future, then they will come back before the Commission.

Commissioner Nerhaugen asked if there were three sets of doors. Staff Liaison Kohn added that there will be two entrances into the hotel and courtyard, and River Blue will have their own set of doors but will be able to access from the inside as well.

A motion was made by Commissioner Tsui, seconded by Commissioner Majerus to approve the revision with brick in fill. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

### **C. Design Review – Minor Facelift, Porch Removals, and Replacement at 626 East Avenue.**

Staff Liaison Kohn provided background information and discussed the proposed three porch removals and replacements. He reminded the Commission that it is in the South End, not the full Historic District, so the Commission is very limited on what is reviewed. He shared photos of the site plan and photos of the home. He added that the Staff recommends approving as submitted.

Commissioner Dickie noted that it looks really good. Chair Reinke stated that she has been watching the house change for months, and the changes that are happening are wonderful. She noted that the railings leaving make her sad, but she understands that old houses bring lots of challenges. She added that the form being a replica is a great thing. Staff Liaison Kohn pointed out that building code requires that if the porch is higher than 30 inches, then it requires the railing, and right now it is very close, so there may need to be some minor regrading.

Commissioner Tsui asked about the need for a handrail on the stairs. Staff Liaison Kohn stated that the Applicant is planning on having handrails.

A motion was made by Commissioner Tsui, seconded by Commissioner Nerhaugen to approve the minor facelift as submitted. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

### **D. Design Review – Minor Facelift, New Windows on Alley Façade at 309-313 Plum Street.**

Staff Liaison Kohn provided background information and discussed the proposed new windows on the alley façade. He noted that a casement window, which was originally applied for, was denied because of various issues. He noted that it

would be a white vinyl window, like the rest of the windows. He added that the Staff recommends approval.

Chair Reinke noted that there is nothing wrong, basically just a replacement in kind. Commissioner Tsui added that it could be treated as a repair because of the damage, and maybe one day, a larger project to replace all of the windows.

Commissioner Majerus noted that the specifications were noted in the final report. Commissioner Pflueger asked if the damage to the window was the driving force. Staff Liaison Kohn stated that it is the damage.

A motion was made by Commissioner Dickie, seconded by Commissioner Majerus to approve the window replacement as submitted. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

**E. Design Review – New Building Sign at 309-313 Plum Street.**

Staff Liaison Kohn provided background information and noted that the sign that is being proposed is in the same location, same height, just different wording: Plum Street Apartments. He shared pictures of what it looks like now and what it would look like. He noted that the Staff recommends approval.

A motion was made by Commissioner Tsui, seconded by Commissioner Majerus to approve the new building sign as submitted. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

**F. Design Review – Request to Approve Final Plans for Major Facelift on Rear Façade and Replace Existing Wall Caps at 325 Plum Street.**

Staff Liaison Kohn stated that a design review had come before the Commission before, with which the windows were approved, but tabled the discussion of the rear wall.

A motion was made by Commissioner Nerhaugen, seconded by Commissioner Majerus to remove the item from the table. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

Staff Liaison Kohn shared the background information and discussed the proposed rear façade and replacing the existing wall caps. He shared drawings of the proposal. He provided the drawing from the Applicant for the door, which has a glass inset. He showed current pictures of the building, pointing out the stone cap on top.

Commissioner Tsui asked about the details on the top of the building and how the black cap sits on the top of it, what the fill would be in the recesses. Staff Liaison Kohn noted that the Applicant would address it.

Commissioner Pflueger asked if there were other examples with the black cap to see what it looks like. Staff Liaison Kohn stated that at this time he does not have a picture, but there are many different colors that are done, but it would be preferable when removing something in a historic building that a matching color be used. Commissioner Dickie suggested using the limestone color. Staff Liaison Kohn provided pictures of what the building looks like currently and some older pictures of the building as well. He explained that about 50 percent of the downtown has gone to the metal caps, with all of the water issues that take place otherwise. He added that the Staff is recommending approval of the project, with discussion of the color of the cap and the rear of the building may have some differences from what is normal, but a good compromise.

Commissioner Nerhaugen asked if the black would go around the entire building. Staff Liaison Kohn noted that this is what is being proposed because the entire building needs a new roof. Commissioner Tsui pointed out that two-thirds of the building already has metal on it. He noted that the concern is with the recesses in the roof and not being able to put a cap on without spaces. The Applicant explained that there would be a cap that is dropped on top, and then a material would fill in all of the different ridges. Commissioner Tsui asked what the material would be. The Applicant noted that it would be some sort of plastic or poly material that is inserted underneath and then screwed to the cap. He further explained the rear of the building and the water issues that have been taking place back there.

Commissioner Nerhaugen asked about whether the cap would go over the stone or if the stone would come out first. The Applicant stated that whichever is easiest, but the limestone would probably stay on, and the cap would go over the top. Staff Liaison Kohn noted that the clay would be removed due to the weathering.

Commissioner Pflueger asked if there would be a rubber roof on top. Staff Liaison Kohn noted that it would be a membrane roof.

Chair Reinke stated that many of the clay tiles have been failing, and even those that have been replaced are failing again, so there has to be a change that takes place. She added that the consistency in it is nice, but the color is something to think about, with black being okay, but matching the building would be great. The Applicant mentioned that he would talk to the roofer, and if there is a choice in what is available, the Applicant will see if there is anything that matches closest. Staff Liaison Kohn pointed out that in looking at the black, there are some features on the building that are already black, but the windows will be staying white.

Chair Reinke noted that the hardy board not needing to cover the whole back side is great news. Commissioner Dickie asked about the material that the door would be made of in the rear of the building. The Applicant explained that the

material had not been chosen yet, but it would most likely be a mixed material door that is last with inset glass; it will not be a utility door. Commissioner Dickie noted that there would be hardy board all around it. Chair Reinke added, except for the brick knee wall. The Applicant noted in the drawing where the hardy board would go on the building.

The Applicant asked about the front about removing the signage from the front façade and then coming back later with different signage. Staff Liaison Kohn noted that the signage that goes up in the future would likely be for the first-floor tenants rather than the apartments above. Chair Reinke added that it makes sense to take down the signage for something that is no longer there.

A motion was made by Commissioner Dickie, seconded by Commissioner Tsui to approve the wall cap and rear façade revision as requested. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

**G. Design Review – Projecting Sign at 409 W. Third Street.**

Staff Liaison Kohn shared that a new business is moving in downtown and is looking to include a projecting sign. He provided background information and discussed the signage. He stated that everything meets the requirements, and the Staff is recommending approval.

A motion was made by Commissioner Majerus, seconded by Commissioner Pflueger to approve the projecting sign as submitted. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

**H. Design Review – Amendment to Approve Awning Sign at 219 Bush Street.**

Staff Liaison Kohn shared the history of the awning and what was originally approved, and what the amendment is now, since the sign awning is already installed. He added that the Staff is recommending approval.

Commissioner Pflueger noted that the black would have looked nice. Chair Reinke agreed but noted that it does set out the store's specific storefront. Council Liaison Farrar asked where the misunderstanding had happened. Staff Liaison Kohn stated that the owner of the store asked the sign company for a change in color, and it was not noted as to what was approved. Council Liaison Farrar asked if the original intention was to have it be burgundy. Staff Liaison Kohn explained that the original intention was to have it be black and white, but when the owner changed their mind, it did not go through proper channels in order to change the color. Commissioner Nerhaugen asked if the sign company is aware that the request should have come back to the Commission. Staff Liaison Kohn stated that they are aware.

Chair Reinke added that the Commission appreciates when companies come in to amend their ideas before the actual installation.

Commissioner Nerhaugen asked if there is something that would make the business aware that if the awning is changed, it must go through the proper process again. Staff Liaison Kohn stated that if a new sign is being put on, then a permit is needed.

Chair Reinke stated that it looks nice, and the color palette matches the guidelines.

A motion was made by Commissioner Tsui, seconded by Commissioner Majerus to approve the amendment to the awning as submitted. A vote was conducted, and the motion carried unanimously by a vote of 6:0.

**I. Review 2024/2025 Certified Local Government Annual Report.**

Staff Liaison Kohn provided the Certified Local Government Annual Report and discussed the reasons for including it, but noted that not much needed to be done with it. He added that it was a busy year for the Commission with design reviews. Chair Reinke noted that the Commission looks productive.

**7. Communication Items**

**A. Staff Status Report (Verbal).**

Staff Liaison Kohn provided information that the Red Wing Port Authority has voted to try to enter into a purchase agreement with the school district to try to get the Jefferson School building out of the school district's hands, as it may be better for the Port Authority and the City to handle the building. He added that there is a high interest in the Port Authority doing an assessment to see if it is eligible for the national register, because then it opens up federal and state tax credits. He noted that a developer may be incentivized by the tax credits. He shared that there was a Housing Summit, and the group was invited to the Boxrud apartments, where some have been rented and most are ready to be rented in the future.

Commissioner Tsui asked if there were updates on the Maltery Building. Staff Liaison Kohn noted there was not a lot to share, but in the Environmental Assessment Worksheet, the 1A report came back, and it did suggest some additional work, including a phase one, which the State Historic Preservation Office, SHPO, has allowed to be bypassed, and do some other mitigation. He added that loosely, the plan is to still start demolition in 2025.

Commissioner Nerhaugen asked if there were other projects on the worklist that the Commission wished to start in 2025. Staff Liaison Kohn noted that there were a few of them, but it could be something to look at in December, along with the work plan for 2026. Chair Reinke added that it would be good for the Commission to have a few more months to plan that out and thanked Commissioner Nerhaugen for bringing it up.

**B. Commissioner Comments**

Chair Reinke remarked on the discussion about A-frame signs from the last meeting, which she was unable to attend. She pointed out that the idea of working with Main Street and the Chamber to have a sign to solve the issue is something to be explored. She added that the special signs for Thursday are great and seem to be working, and if the same sort of idea could be done for Sundays as well. She suggested a title of Sunday Stroll, and it may help bring attention to the businesses and get more people downtown. Commissioner Pflueger noted that the hours are the biggest issue and that there is no one open on Sundays. Council Liaison Farrar added that there is something in the window of the Chamber office, so the process of trying to get something started has begun.

Commissioner Tsui asked about the experience at the conference. Commissioner Majerus stated that it was a good conference. She noted that in the City of New Ulm, the old post office is where the museum is housed, and the people of the city fought to have it be a unique building. She added that there was a talk on getting tourist, and how some cities are paying billions of dollars to have historic-looking buildings be added to their downtowns. She stated that Red Wing should work really hard to protect what the City has because that is the character that other cities are looking for. Chair Reinke explained that the city of New Ulm has done a fantastic job of creating events that are tied to the city's heritage, and it really brings people to the city to partake in the events. She added that there is a lot for Red Wing to learn from New Ulm, but the City has what it takes and is very possible. She stated that many different uses of technology are used to map the history of cities. Commissioner Majerus added that SHPO is considering Red Wing for a tour.

### **C. Council Liaison Comments.**

Council Liaison Janie Farrar stated that the Council is working on a lot of the budget. She added that the lights are going up on the buildings for the Holiday Stroll.

## **8. Adjournment**

Chair Reinke adjourned the meeting at 7:13 p.m.



## **5-Year Plan of the Red Wing Heritage Preservation Commission 2025 to 2029**

Submitted to the Red Wing City Council

December 4, 2024

### **Purpose:**

The Heritage Preservation Commission is a seven-member commission that makes recommendations to the City Council on matters pertaining to the historic aspects within the City of Red Wing. Interests include, but are not limited to: buildings, lands, archaeological sites, areas or districts to be designated and/or described for Heritage Preservation. The Commission protects designated buildings or districts from alteration or destruction through permit review with the Design Review Application. These “Design Reviews” are based on guidelines and criteria established in the City of Red Wing’s Heritage Preservation Ordinance.

The Heritage Preservation Commission also works to educate the public by creating a greater awareness of the vast architectural and culturally significant sites that are part of Red Wing’s heritage. Finally, the Commission encourages the rehabilitation and renovation of historic buildings and works with property owners to develop appropriate plans for proposed projects.

## **History of the Heritage Preservation Commission**

On November 10, 1975 City Ordinance No. 62 was signed by Mayor Demetrius Jelatis, creating the Heritage Preservation Commission. The Red Wing Historic Site Committee was formed in 1967 and eventually became the current HPC. The Historic Site Committee members became the first commissioners of the Heritage Preservation Commission (HPC). The new commission had their first meeting on July 14, 1976.

The HPC since its conception has looked at preserving and publicizing the history and heritage of Red Wing in its historical and architecturally significant sites and buildings. Any changes made to the exterior of such buildings must be approved by the HPC before being completed.

Due to the HPC's ongoing preservation effort in Red Wing there are 24 sites on the National Register of Historic Places, three National Register Districts, and five locally designated Historic/Conservation districts as of 2023. The five locally designated districts include the St. James Hotel Historic District, the Downtown Historic District, the Historic Mall District, the West Residential Conservation District, and the South End Residential Conservation District.

## Definitions for the 5-Year Plan

**Strategy:** An overarching role or responsibility the board/commission does as part of its work.

**Action:** A specific action, activity, or priority the board/commission will accomplish.

**Year:** The year or years of a specific initiative. *Ongoing* means the action is continuous and not limited to a particular year.

**Budget:** The range of dollars an action is expected to cost.

0 = No dollars

\$ = \$1 to \$999

\$\$ = \$1,000 to \$3,000

\$\$\$ = \$3,001 to \$5,000

\$\$\$\$ = \$5,001 or more (a dollar amount will be noted if higher than \$7,000)

**Staff Time:** The estimated staff liaison time an action is estimated to take.

None = No additional time

Small = 5 hours or less

Medium = 6 to 15 hours

Large = More than 15 hours

**Equity:** How the board/commission will consider the input and experiences of all in Red Wing.

1 = The group will **collect input or feedback from more people** so a wider variety of ideas and thoughts are considered. This may involve using surveys, gathering input at public meetings, hosting events, attending community groups to learn, etc. This may include partnering with organizations, community members, and/or boards and commissions.

2 = The group will **increase its promotion, publicity, or education in a wider variety of places** to reach more people in the community. This may include translating materials into Spanish.

3 = The group will **utilize data that identifies different population groups and how people are experiencing aspects of life** so that information can be considered during decision-making.

4 = The group will **lead or collaborate on an event or project that acknowledges history and/or provides representation or voice** to one or more identified groups\*.

5 = The group will recommend to Council **a policy or practice that will improve the lives of more people.**

*\* "More people" or "identified groups" refers to those who are often under-represented or not focused on due to their age, race, color, creed, religion, national origin, sex, gender identity, sexual orientation, marital status, disability, status with regard to public assistance, and/or limited English proficiency. (These groups are identified by state and federal governments and are also included in the City of Red Wing's required Title VI Plan, approved by City Council on September 12, 2022.)*

**Strategic Plan:** This designates where the board/commission's actions fit with the goals of the City's Strategic Plan.

**2040 Plan:** This designates where the board/commission's actions fit with the goals of the Red Wing 2040 Community Plan.

## Red Wing Heritage Preservation Commission 2023-2028

Strategies	Actions	Year	Budget	Staff Time	Equity	Strategic Plan	2040 Plan
<b>#1: Protect Designated Local Historic Properties, Sites, Buildings, and Cultural Resources Throughout the Community</b>	<b>(A) Design Review Administration and Enforcement</b>	Ongoing	0	Large		3.D.	8.A.1. 4.C.1 4.B.1. 4.E.1
	<b>(B) Pursue Adoption of Amendments to Chapter 16 Related to Historic Carriage House Survey Project</b>	2025	\$	Medium	1		4.E.1.
	<b>(C) Review and Pursue Adoption of Amendments to Chapter 16 and Chapter 11 Related to Signage Regulations and Signage Lighting that Impact Designated Districts</b>	2025	\$	Large	1		4.E.1.
	<b>(D) Discuss Art Initiatives Potential Impact on Historic Buildings and Districts</b>	Ongoing	0	Small	1		10.B.2
<b>#2: Continue to Survey and Identify Historic Properties, Sites, Buildings, and Cultural Resources Throughout the Community</b>	<b>(E) Meet with PIIC THPO to Discuss Collaboration Regarding Archeology Preservation</b>	2025	0	Medium	1,4,5	5.A.	12.A.4.
	<b>(F) Consider Conducting a Neighborhood Survey in the College Hill Area</b>	2026	\$\$\$\$	Large	1		4.E.1.
	<b>(G) Consider an Updated NRHP Nomination Form for the G.A. Carlson Lime Kiln Site</b>	2027	\$\$\$\$	Large	1,4		7.C.9. 4.E.1.
	<b>(H) Consider Policy Change - Local Designation of Individual Properties</b>	2025	\$	Medium	1		4.E.1.

	<b>(Not in Existing Historic/Conservation Districts)</b>						
<b>#3: Educate and Create Greater Awareness of Heritage Preservation Related Topics</b>	<b>(I) Implement Preservation Month Activities:</b> Awards of Merit; Youth Educational Outreach/Activity; General Public Activity; Public Workshop/Educational Presentation	Ongoing	\$	Medium	1,2		4.E.1. 9.C.2. 12.D.2. 14.C.3.
	<b>(J) Monitor and Improve HPC Web-Page</b>	Ongoing	0	Small	2		12.A.1.
	<b>(K) Participate in He Mni Can/Barn Bluff Regional Park Ribbon Cutting</b>	2025			1,2		4.E.1 9.C.2. 12.D.2. 14.C.3.
<b>#4: Maintain Certified Local Government Status and Provide Continual Education for HPC Members, Elected Officials, and Staff</b>	<b>(L) Complete Annual CLG Report and Submit to SHPO</b>	Ongoing	0	Small	3		4.E.
	<b>(M) HPC Member Attendance at the Annual State Preservation Conference</b>	Ongoing	\$\$	Medium	1		4.E.
	<b>*High Priority*</b>						