



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, February 4, 2026, 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. [Join the meeting via Webex](#). To join via telephone, please dial (415) 655-0001. Enter access code 2555 854 0854 and password 2026 when prompted.

1. Call to Order

2. Oath of Office

2.A. Brooke Reinke, 2nd Term to End December 31, 2028

2.B. Megan Goodwin, 1st Term Ending December 31, 2028

3. Roll Call

4. Approval of Agenda

5. Annual Meeting

5.A. Election of 2026 Heritage Preservation Commission Chair

5.B. Election of 2026 Heritage Preservation Commission Vice Chair

6. Approval of Minutes

6.A. Draft Minutes of the December 3, 2025, Regular Meeting

7. 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.

8. Motions & General Business

- 8.A. Design Review - New Building Signs on Front Facade of the St. James Hotel Complex, 406 Main Street
- 8.B. Board and Commission Training - Video Presentation and Discussion
- 8.C. Discuss and Adopt 2026 - 2030 Five-Year Work Plan
- 8.D. Discuss 2026 Preservation Month Activities

9. Communication Items

- 9.A. Staff Status Report (Verbal)
- 9.B. Commissioner Comments
- 9.C. Council Liaison Comments

10. 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 547th Meeting of the Red Wing Heritage Preservation Commission
Regular Meeting
City Council Chambers
December 3, 2025**

Members Present: Chair Brooke Reinke; Commissioners Kent Tsui, Ruth Nerhaugen, Jenifer Majerus, Lottie Aslakson, and Paul Pflueger

Members Absent: Commissioner Sue Dicke

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, Aslakson, and Pflueger were in attendance.

Commissioner Dicke was absent.

3. Approval of Agenda

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

4. Approval of Minutes

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

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

5. Public Comment

No one wished to address the Commission.

6. Motions and General Business

A. Review Work Plan and 2025 Accomplishments.

Staff Liaison Kohn presented the Work Plan and went over what was completed in 2025 and noting that it was a very busy year for the Commission. The Commission went over the list and asked questions along the way.

Commissioner Nerhaugen asked if the Carriage Houses would be reviewed in the new year. Staff Liaison Kohn recommended doing so and taking a field trip to see the condition of the accessory structures.

Commissioner Nerhaugen stated that there are a lot of backlit lights/signs that cannot be reviewed by the HPC. Staff Liaison Kohn clarified that those lights are inside buildings. He noted that outside, the closest thing to that would be the halo letters, which give off a soft glow behind the letters. He explained that cabinet signs are not allowed in the B3 district in the Zoning Ordinance and that the work plan still includes signage lighting, but could probably come off the Work Plan. Commissioner Tsui stated that there are some issues with the lights that have been put up, which need to be addressed because of the color. Staff Liaison Kohn added that holiday lighting is allowed under the current ordinance. Commissioner Tsui added that defining what a holiday means is something that could be done. Chair Reinke asked if Commissioner Tsui was talking about string lights specifically. Commissioner Tsui stated that this is what has recently been put up. Chair Reinke asked if the lights are specifically holiday lights or if it is allowed to have other types of lights. Staff Liaison Kohn shared that if the lights are flashing or putting off too much light, then they can be looked at for compliance with City Code.

Commissioner Nerhaugen reminded everyone that the Commission talked about meeting with the Arts and Culture Commission to make sure everyone was on the same page about art installations downtown. Chair Reinke shared her love or the recent arts projects that have come downtown and her hope to see the projects continue, as they add to the things to see in the downtown area. Staff Liaison Kohn noted that the mitigation for the Malting Building needs to be done and could be a collaborative project with the Arts and Culture Commission. Chair Reinke asked if it would receive any sort of funding. Staff Liaison Kohn stated that it will all be done at the developer's cost.

The Commission continued the discussion of the list of items in the Work Plan. Staff Liaison Kohn noted that the teepee project may be a project for which the Commission is asked to collaborate, as it has been heavily involved in the past.

Staff Liaison Kohn shared specific information about the College Hill Area Neighborhood Survey and how it will most likely require a CLG grant for funding. Chair Reineke asked about delineating the initial boundaries for the consultant, and it works. Staff Liaison Kohn shared that he would have to look at past things that have been done to see where the edges are. Commissioner Nerhaugen asked if they had to be contiguous. Staff Liaison Kohn noted that they do not have to be. Staff Liaison Kohn discussed having the information about districts be a Work Session in the new year.

Commissioner Nerhaugen asked about the Jefferson School Building. Staff Liaison Kohn noted that the City has signed a purchase agreement to take it off the School's hands, and the first thing is what it would take to get the building on the National Register to help offset the costs. Commissioner Nerhaugen asked if the Commission would have a role in the process. Staff Liaison Kohn stated that it was discussed, but the Commission does not want to hold back the process at

all, so it may not be needed at this time, and it may be more of just comments from the Commission. Commissioner Nerhaugen asked if somebody would be looking at what is done with the building. Staff Liaison Kohn noted that, definitely at the very least, the Staff, but because it is not locally designated, not the Commission, at this time. He added that the HPC regulations are not set up to look at individual properties. Chair Reineke stated she would be interested in looking into some of the individual properties that could benefit from something like that.

Staff Liaison Kohn noted that item three in the Work Plan is where the Commission could add something about the Malting Project, and working with the developer to put up some sort of display. He noted getting a head start on Preservation Month. Chair Reineke added that if all Commissioners came up with potential award nominations to discuss at the January meeting, it would be helpful. She noted working with Fred Johnson on a presentation in some manner might be a good idea.

The Commission noted adding updated information about Barn Bluff on the Commission website. Staff Liaison Kohn noted adding the west teepee project to the list of things for the Commission as well.

7. Communication Items

A. Staff Status Report.

Staff Liaison Kohn shared that construction is ongoing at the Chief, Hallstrom's, the Eagle Building, and the St. James in downtown.

Commissioner Nerhaugen asked what happened to the marquee from the Chief. Staff Liaison Kohn noted that he did not know, but could ask.

Commissioner Nerhaugen asked what the Teepee Project is. Staff Liaison Kohn stated that the plaza around the teepee is being looked at to upgrade to new materials and also appropriate designs and expansion in Bay Point Park.

B. Commissioner Comments.

Chair Reinke asked if anyone attended the open house for Boxrud's that was held downtown. Commissioner Majerus noted that she attended when the ground floor was opened, but not the apartments. Staff Liaison Kohn added that he has been there several times, and it is very interesting as no apartment is the same because of layouts, but the big windows that face Main Street are pretty cool.

C. Council Liaison Comments.

Council Liaison Janie Farrar noted that the budget process is being finished. She added that the quiet zone for the train had passed, and the budget was much less than thought. She explained how the process would be done to make it all work.

8. Adjournment

Chair Reinke adjourned the meeting at 6:28 p.m.

Agenda Item

8.A. – Heritage Preservation Design Review for St. James Hotel – Signage Related to Major Facelift at 406 Main Street

Action Requested

Motion to Adopt Staff Recommendation

Attachments

- Drawings

Prepared By

Steve Kohn, Planning Manager, January 30, 2026

Background

Last fall, the St. James Hotel submitted an application for a Design Review for a Major Facelift at 406 Main Street involving the replacement of the main façade storefronts for the two western buildings on Main Street that are included in the hotel complex. With the exception of some existing brick work, the entire current storefront system was proposed for removal and replacement. The proposal was approved by the HPC, with several conditions of approval, and construction is in progress.

The main entrance (east end of project) includes a new fixed canopy that was approved by the HPC. Conceptual signage was shown on the front face of the canopy that read “Historic St. James” in raised letters. The HPC approved a condition of approval allowing staff to approve the final sign design in the future without HPC review if the final signage on the canopy was consistent with the conceptual signage provided in 2025. The signage proposed for the front face of the canopy is consistent with the conceptual signage provided earlier, with the exception of a minor change in text, the sign would now read “ST. JAMES HOTEL” in 10” tall acrylic white letters. However, the applicant has asked to add signage on the west and east sides of the canopy also, identical to the proposed signage on the front face. Due to this, staff is recommending that the HPC review the proposed signage on the canopy.

With 10” letters, the side signs on the canopy will not meet the HPC’s regulations for letter height and sign coverage. While the front face of the canopy has a height of 14” and length of 19’ 2”, the sides are only 12” tall and 10’ long. The HPC’ regulations allow a maximum letter height on an awning or canopy valance/side to be 75% of the background height and cover no more than 40% of the surface area. Due to this, staff communicated to the applicant that the lettering for the sides of the canopy has to be reduced to comply with Chapter 16.

The applicant has submitted a new panel sign design for the west entrance. This sign consists of a ¼” thick aluminum 3’ x 10’ panel painted a matte black with raised white lettering and white vinyl decorative graphics. See attached. The sign would be centered above the western entrance. Three black goose neck lights would be installed just below the new limestone band on the façade, with the sign placed below. See attached sketch.

This sign proposal is consistent with the discussions the HPC had with the applicant last fall, with the exception that some decorative brick (horizontal courses) within the sign space have been eliminated.

The applicant has indicated that the storefront construction is moving along smoothly and that storefront glass is scheduled for installation during the first week of March, with project completion in April.

The proposed signage is consistent with earlier discussions and is consistent with the complex and district.

Staff Recommendation

Staff would recommend a motion to approve the proposed signage as proposed, with the following condition of approval.

1. The proposed lettering for the west and east sides of the main entrance canopy shall be reduced in size to comply with maximum letter height and maximum surface area coverage allowed for awning/canopy signs – per in Chapter 16.

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the state of Minnesota. (architectural only)

DAVID J. MEDIN
 License No. 9846
 Date Oct 17, 2025

CANOPY
10" RAISED ACRYLIC LETTERS
"ST. JAMES HOTEL"
SIDE, FRONT, SIDE (x3)

BOOSE NECK LIGHTING ABOVE SIGN PANEL

Xref: C:\Users\Leah\OneDrive - djmedinarchitects.com\DJ Medin Architects\Projects\25-030 St. James Hotel Facade\Draw\05.0.dwg

1
 A2.0
EXISTING ELEVATION
 SCALE: 3/16" = 1'-0"



2
 A2.0
PROPOSED ELEVATION
 SCALE: 3/16" = 1'-0" 08-22-25

3
 A2.0
CANOPY (SIDE)
 SCALE: 3/16" = 1'-0"

WEST

EAST/MAIN

ST. JAMES HOTEL FACADE
 RED WING, MINNESOTA

DJ MEDIN
 architects, inc
 203 n.w. First Ave.
 Faribault, MN 55021
 507/334-2252

EXTERIOR ELEVATION

A2.0

ST. JAMES HOTEL

HOTEL · SHOPS · RESTAURANTS

NEW SIGN - 1/4" ALUMINUM - MATTE BLACK - RAISED LETTERING -

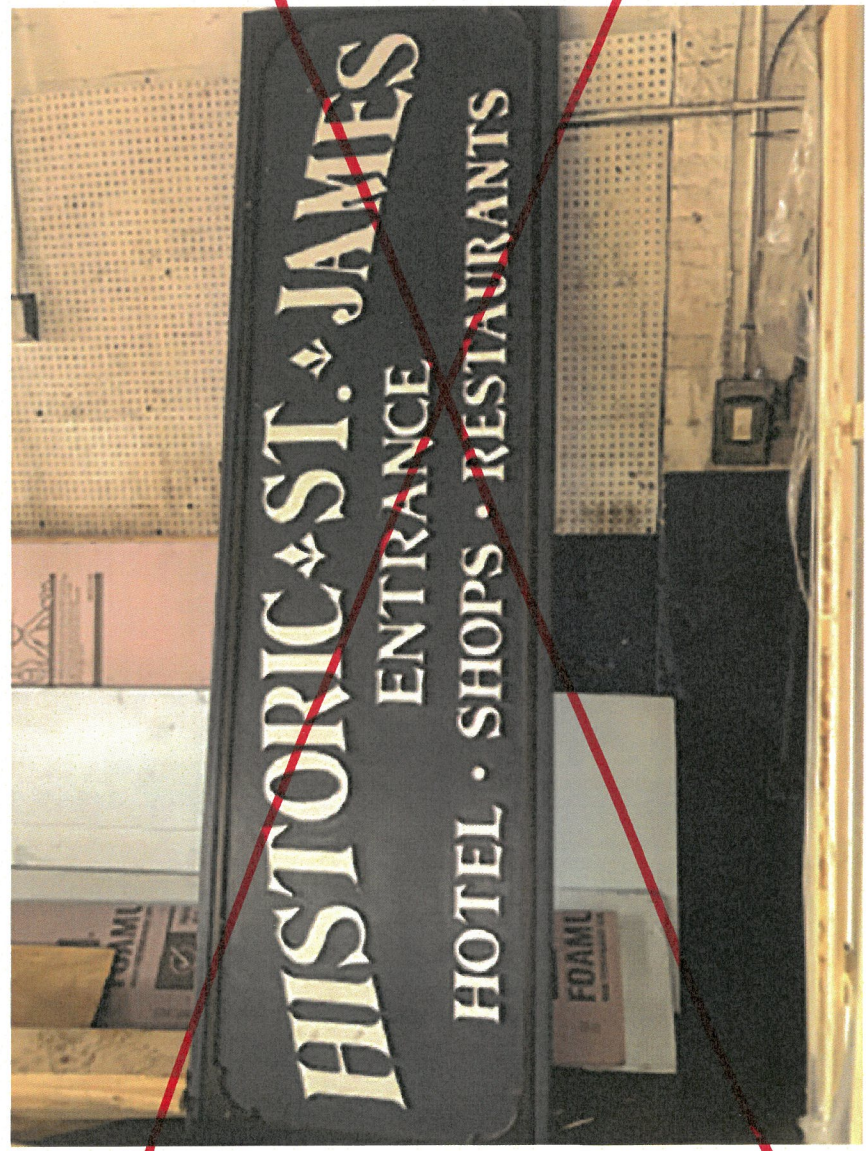
VINYL TRIM

3' x 10' PANEL

OLD SIGN

FOR

REFERENCE



Good to Remember During Meetings

- Your group is like a choir, and the chairperson is the conductor. The chair facilitates & keeps things on track.
- A quorum is a majority of members, and a quorum must be present for a meeting to begin.
- Be present, early, respectful & curious. Raise your hand and get recognized by the chair before speaking.
- The chair can make motions, debate, and vote. The chair should ask for others' opinions before their own.
- The City uses Robert's Rules of Order to guide meeting procedures. The eight steps of voting include (1) Make a motion; (2) Second the motion if desired; (3) Chair states the motion; (4) Debate; (5) Chair restates the motion; (6) Group votes; (7) Chair counts the votes; (8) Chair announces the result.

Motion	What It Means	Needs 2nd	Debate-able	Amend-able	Who Decides If Motion Gets Approved
Main Motion	Introduces business.	Yes	Yes	Yes	Majority of members in attendance
Amend a Motion	Offers change(s) to a motion.	Yes	Yes	Yes	Majority of members in attendance
Amend an Amendment	Offers change(s) to an amendment.	Yes	Yes	No	Majority of members in attendance
Move the Previous Question	Proposes that the group immediately end all debate and vote.	Yes	No	No	Two-thirds of all members in attendance.
To Postpone	Proposes delaying discussion and action until a specific time and date, or until later in the meeting.	Yes	Yes	Yes	Majority of members in attendance
To Lay on the Table	Proposes deferring action due to an unexpected or urgent interruption or event. Should be used rarely. The item does not automatically return.	No	No	No	Majority of all members in attendance.
To Take from the Table	Offers to consider a tabled motion.	Yes	No	No	Majority of all members in attendance
To Refer to Committee	Offers to refer item to a committee of your group for further study.	Yes	Yes	Yes	Majority of members in attendance.
Point of Order	Stated to correct an error in meeting procedure, or to ask a question.	No	No	No	Chair decides.

COMMON INTRODUCTION PHRASES

- "I make a motion that..."
- "I move to amend the motion by..."
- "I move to amend the amendment by..."
- "I move the previous question."
- "I move to postpone this item until [*name a specific time and date*]."
- "I move to lay this item on the table."
- "I move to refer this item to the ____ committee."
- "Point of order."

How and When You Discuss Issues Coming Up for a Vote

Minding these do's and don'ts helps keep our government open and trustworthy.

OPEN MEETING LAW: WHAT IS IT?

- A law requiring that the work of public bodies be conducted openly and in public.
- Found in Chapter 13D of the Minnesota Statutes.
- Its purpose is to keep government business open and transparent to the public.
- Includes City Council and city boards and commissions.

HOW DO I FOLLOW IT?

Be Mindful of Business Conversations Outside of Meetings & Workshops

- Outside of a public meeting or workshop, do not discuss items coming up for a vote with a quorum (majority) or more of members.
- You CAN chat about non-business items with a quorum or more. But beware: That can accidentally lead to business talk. If so, stop and get back to other non-business topics.

Avoid Serial Communications in Emails & Texts

- Group emails or texts can inadvertently lead to an online chat about business with more than a quorum of members. In effect, this is a meeting outside of the public eye.
- To avoid this, do not email your whole group at one time or “reply all” to emails from your staff liaison.

EX PARTE COMMUNICATION: WHAT IS IT?

- It happens when one member gathers more information than other members about a specific application coming up for a vote. Often this happens through one-on-one talks, meetings, or emails.
- This rule applies **only** when a board or commission will be acting “quasi-judicially,” meaning the group will be deciding whether an applicant meets set standards.
- Examples are when the HPC will be voting on a design review and when the APC will be voting on a zoning variance or conditional use permit. City Council must also follow this rule.
- Rule doesn't apply to many groups; you can still talk with individual residents about general concerns, etc.

HOW DO I FOLLOW IT?

- Do not meet or correspond with someone on your own if they have a pending application. They should speak to the full group at a meeting, presentation, or workshop. Ask them to contact your staff liaison or other city staff.
- If someone reaches out to you in this situation, politely stop the conversation and explain that details need to come to the whole group. Then disclose any information you learned to your staff liaison and/or at the next meeting.

KEY TAKEAWAY: The best place to learn about and discuss an issue coming up for a vote is at a city meeting or workshop, which is open to the public. That way, a quorum of your members is present, and all members will have the same information as they decide how to vote.



5-Year Plan of the Red Wing Heritage Preservation Commission

2026 to 2030

Submitted to the Red Wing City Council

February xx, 2026

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 2025. 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.

DRAFT

Red Wing Heritage Preservation Commission 2023-2028

Strategies	Actions	Year	Budget	Staff Time	Equity	Strategic Plan	2040 Plan
#1: Protect Designated Local Historic Properties, Sites, Buildings, and Cultural Resources Throughout the Community	(A) Design Review Administration and Enforcement	Ongoing	0	Large		3.D.	8.A.1. 4.C.1 4.B.1. 4.E.1
	(B) Pursue Adoption of Amendments to Chapter 16 Related to Historic Carriage House Survey Project	2026	0	Medium	1		4.E.1.
	(C) Review and Consider Amendments to Chapter 16 Related to Signage Lighting and Accent Lighting that Could Impact Designated Districts	2026	0	Medium	1		4.E.1.
	(D) Discuss Art Initiatives Potential Impact on Historic Buildings and Districts	Ongoing	0	Small	1		10.B.2
#2: Continue to Survey and Identify Historic Properties, Sites, Buildings, and Cultural Resources Throughout the Community	(E) Meet with PIIC THPO to Discuss Collaboration Regarding Archeology Preservation	2026	0	Medium	1,4,5	5.A.	12.A.4.
	(F) Consider Conducting a Neighborhood Survey in the College Hill Area	2026 2027	\$\$\$\$	Large	1		4.E.1.
	(G) Consider an Updated NRHP Nomination Form for the G.A. Carlson Lime Kiln Site	2028	\$\$\$\$	Large	1,4		7.C.9. 4.E.1.
	(H) Consider Policy Change - Local	2026	\$	Medium	1		4.E.1.

	Designation of Individual Properties (Not in Existing Historic/Conservation Districts)						
#3: Educate and Create Greater Awareness of Heritage Preservation Related Topics	(I) Implement Preservation Month Activities: 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.
	(J) Monitor and Improve HPC Web-Page	Ongoing	0	Small	2		12.A.1.
	(K) Participate in Bay Point Park Ti Pi Renewal Project and Malting Site Redevelopment Mitigation Plan	2026			1,2		4.E.1 9.C.2. 12.D.2. 14.C.3.
#4: Maintain Certified Local Government Status and Provide Continual Education for HPC Members, Elected Officials, and Staff	(L) Complete Annual CLG Report and Submit to SHPO	Ongoing	0	Small	3		4.E.
	(M) HPC Member Attendance at the Annual State Preservation Conference (2026 NAPC Conf.)	Ongoing	\$\$	Medium	1		4.E.
	High Priority						