



BELLE PLAINE DESIGN COMMITTEE
NOTICE OF REGULAR MEETING AND AGENDA
CITY HALL, 218 NORTH MERIDIAN STREET
PLEASE USE THE NORTH ENTRANCE

MONDAY, JANUARY 4, 2016
5:15 P.M.

5:15
P.M.

1. CALL TO ORDER. 1.1. Roll Call.
2. APPROVAL OF AGENDA.
3. APPROVAL OF MINUTES.
 - 3.1. Regular Session Minutes of December 7, 2015.
4. BUSINESS.
 - 4.1. Discussion: Fences in Downtown.
 - 4.2. Update Tree Lighting.
 - 4.3. Update Vacant Storefront Windows.
 - 4.4. Initial Discussion: Goals 2016.
5. ADMINISTRATIVE REPORTS.
 - 5.1. Commissioner Comments.
 - 5.2. Director's Report.
 - 5.3. Upcoming Meeting.
 1. Next Regular Meeting, 5:15 PM, Monday, February 8, 2016.
6. ADJOURNMENT.

**BELLE PLAINE DESIGN COMMITTEE
REGULAR SESSION
DECEMBER 7, 2015**

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Design Committee met in Regular Session on Monday, December 7, 2015 at City Hall, 218 North Meridian Street, Belle Plaine, Minnesota. Chair Rick Krant called the meeting to order at 5:15 p.m. with Commissioners Kathy Joerg, Greg Theissen, Laurie Behnke and Pat Krings present. Also present was Community Development Director Cynthia Smith Strack.

2. APPROVAL OF AGENDA.

MOTION by Behnke, second by Joerg, to approve the agenda as presented. ALL VOTED AYE. MOTION CARRIED.

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of November 2, 2015.

MOTION by Behnke, second by Joerg, to approve the Regular Session Minutes of November 2, 2015 as presented. ALL VOTED AYE. MOTION CARRIED.

4. BUSINESS.

4.1. Review Sign Permit: 107 Meridian Street North – Anderson Skubitz Coryell.

John Skubitz, applicant, was present.

Community Development Director Smith Strack explained that a request for consideration of a sign permit for 107 Meridian Street North has been submitted by John Skubitz of Anderson, Skubitz, Coryell (Tenant) and Tom Meger (Property Owner). The design review is for proposed wall and window signs. The dimensions and area size meet the regulations of the Zoning Ordinance.

The Commissioners reviewed a rendition of the proposed signage and were in agreement that it meets the design standards.

MOTION by Krant, second by Krings, to approve the signage as proposed by Anderson Skubitz Coryell at 107 Meridian Street North as it pertains to the City's design standards. ALL VOTED AYE. MOTION CARRIED.

4.2. Update Tree Lighting.

Community Development Director Smith Strack explained that at the November meeting the Design Committee discussed re-engagement of the Council on the issue of lighting trees in the Downtown, even if only at the Main/Meridian intersection. Community Development Director Smith Strack provided an update from the last meeting and indicated that Mayor Pingalore continues to support for the concept and Xcel Energy has advised that the electrical meters are in place at each tree base. She indicated that one of the City's consultant, Bolten and Menk, is amenable to a donation to help offset the cost of the LED lights if the project is endorsed by the City Council. Charitable gambling funds could be utilized for the project contingent upon the City's acceptance of the donation. Quotes for LED lights were included with Community Development Director Smith Strack's memo.

The Commissioner Joerg would like to see warm white mini-lights on the downtown trees year around. The Commissioners were in favor of adding lights to the 16 trees in the downtown area. There are 420 lights per tree proposed. Krant recommended a request for proposal be sent to contractors regarding the

on-going maintenance of the tree lights. Staff will proceed with obtaining an estimated cost for the on-going maintenance and also information about the durability and length of service for the lights.

Krant commented that many of the lighted decorations on the downtown light poles are not working. The holiday decorations are the property of the Belle Plaine Chamber of Commerce and Staff will investigate.

4.3. Update Vacant Storefront Windows.

Community Development Director Smith Strack reported that at the November meeting the Design Committee discussed activation of vacant storefronts in the Downtown. Vacant storefronts convey a feeling of decline and lack of investment in an area. Combating a feeling of decline by reactivating storefronts, even with temporary measures is a strategy pursued by economic development organizations. Storefronts filled with businesses are highest and best use of vacant spaces. The question is whether or not there is an opportunity to enliven the space prior to occupation by businesses. Opportunities could include secondary displays for existing businesses, decorative window clings, display of art, etc. Pursuant to discussion at the November meeting, Staff has contacted the owners of four properties regarding treatment of vacant storefronts. All were willing to listen but looking for more detail, especially related to cost for enhancing the store front. Community Development Director Smith Strack noted that expenses relating to any potential project have not been included in the 2015 or 2016 budget.

Behnke reported that she recently was in the small town of Nicollet and observed that one building had posters of people dancing and another had art work displayed on easels with white drapes as a back drop. Joerg recommended that local art students be asked to paint murals for the vacant store fronts. Krant commented that perhaps temporary businesses could occupy the buildings, especially during the holiday season, or rent the window space to another retailer. Community Development Director Smith Strack will research ideas and concepts of store fronts and malls of other cities.

4.4. Discussion: Fences in Downtown.

Due to time constraints, it was the consensus of the Commission to place the issue regarding fences in the downtown area on the next Design Committee agenda for discussion.

5. ADMINISTRATIVE REPORTS.

5.1. Commissioner Comments.

Krings suggested that lighting of the new entrance monument on TH 25/Walnut Street, be pursued. Krant commented that it appears the entrance monument is leaning slightly backward.

5.2. Upcoming Meeting.

1. Next Regular Meeting, 5:15 PM, Monday, January 4, 2016.

The Commissioners were reminded of the next meeting as listed.

6. ADJOURNMENT.

MOTION by Krings, second by Behnke, to adjourn at 5:58 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary



MEMORANDUM

DATE: January 4, 2016
TO: Design Committee Members
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 4.1 Continued Discussion: Fences in Downtown

REQUEST: Discussion of fences in Downtown.

GENERAL INFORMATION

At the November meeting the DC began discussing fences within the Downtown. The Committee reviewed existing fences, the potential placement of new fences, and images conveying the concept of pedestrian friendly environments.

At the meeting we agreed to continue examining the nature of fences within Downtown.

To those ends I have assembled a presentation including several different fence types, opacities, and styles. Committee member input on whether or not the fence pictured is appropriate for Downtown and, if so, why or why not is kindly requested.

REQUEST

General discussion is kindly requested.



MEMORANDUM

DATE: January 4, 2016
TO: Design Committee Members
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 4.2 Update: Tree Lighting Downtown

REQUEST: Input on lighting of trees in the Downtown year-round.

GENERAL INFORMATION

At the November & December meetings the DC discussed re-engagement of the Council on the issue of lighting trees in the Downtown, even if only at the Main/Meridian intersection.

As directed at the December meeting I have:

- Confirmed items from the firm providing quote for LED lighting, please see the attached email
- Reached out to several potential installers for cost estimates
- Contacted City of St. Peter about their tree lights adjacent to 169 and in Minnesota Square

Updates on the aforementioned items will be provided at the DC meeting.

I have not reached out to charitable gambling organizations at this time (i.e. Chamber, Friends of the Library, German Days).

ATTACHMENTS

- Email response from Northern Lights Display regarding light questions

REQUEST

General discussion, input, and direction is kindly requested.

Cynthia Smith-Strack

From: Cheryl Legan <clegan@northernlightsdisplay.com>
Sent: Wednesday, December 23, 2015 12:59 PM
To: Cynthia Smith-Strack
Subject: RE: Request to update estimate

Hi Cynthia
Please see my reply below next to each question.

Sincerely

Cheryl Legan, President
Northern Lights Display
9531 West 78th St., Ste 135
Eden Prairie, MN 55344
Toll Free: 877-974-3205
Fax: 952-974-3207
clegan@northernlightsdisplay.com

From: Cynthia Smith-Strack [mailto:cynthias@ci.belleplaine.mn.us]
Sent: Tuesday, December 22, 2015 3:37 PM
To: Cheryl Legan
Subject: RE: Request to update estimate

Good afternoon Cheryl,

My Design Committee has more questions regarding lights for trees in Belle Plaine's downtown. Following is the list – thank you in advance for the information (my commission is thorough)!

1. The amount of lights suggested – will that cover the entire tree canopy and the trunk or just canopy. **The canopy only**
2. The amount of lights suggested – will the effect be similar to that in the photo included with the estimate (blue lights in canopy) **The photo is an example of a tree with no leaves and you would see some of the lights from the back side of the tree as you view the lights on the front side, that makes it appear as if there are more lights. My quote is my best estimate for that effect in the photo**
3. Can the lights be placed on a timer – just like the street lights are? **You can connect to a timer**
4. If one bulb fails to all bulbs in the stringer fail? **If once fails, the rest remain lit.**
5. Do the bulbs come with the set, do any replacement bulbs? **No. Bulbs are permanently fixed in place and are not replaceable**
6. Can individual bulbs be replaced? **No**
7. Do the stringers come with a warranty? **The manufacturers warranty is for 3 months. My experience has been much longer as I have these at my home and they have lasted over the past 5 Christmas seasons**
8. What is the average life expectancy of a string of lights? **Depends on how long you leave them lit each day and how long you leave them in the trees. They are tested for 50,000 burning hours**
9. Do you work with any companies that install lights? If so do you have contact information. **We do not contract with installers but the Holiday Light Company @ 612-423-3059 may be able to assist as they do this type of install**

10. Are these your best sellers? If so by what size margin (lot, little, some, etc). **Of all the tree lights that we offer, this is by far the most popular.**

From: Cheryl Legan [<mailto:clegan@northernlightsdisplay.com>]
Sent: Wednesday, November 25, 2015 2:49 PM
To: Cynthia Smith-Strack
Subject: RE: Request to update estimate

The old quote was for heavier wire and each bulb was a screw in replaceable C7 bulb which are much more expensive

Sincerely

Cheryl Legan, President
Northern Lights Display
9531 West 78th St., Ste 135
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Toll Free: 877-974-3205
Fax: 952-974-3207
clegan@northernlightsdisplay.com

From: Cynthia Smith-Strack [<mailto:cynthias@ci.belleplaine.mn.us>]
Sent: Wednesday, November 25, 2015 2:45 PM
To: Cheryl Legan
Subject: RE: Request to update estimate

Why is this quote (\$1622) so much less than the 2010 quote (\$6760)?

From: Cheryl Legan [<mailto:clegan@northernlightsdisplay.com>]
Sent: Wednesday, November 25, 2015 2:19 PM
To: Cynthia Smith-Strack
Subject: RE: Request to update estimate

I have attached the quote for 2 options. These two options are the most popular.

The issues of vandalism cannot be addressed by the type of light you choose. The bulbs in both of these are not removable so that may help
The wiring is 22 gauge and the old quote from 2010 was 18 gauge which is thicker but critters can chew through either.

For the money and convenience of being able to connect so many of these sets together with one continuous connection, my attached quote is what I would do.

The polka dot sets are far the more popular and have a brighter light. The polka dots come in many different colors so refer to the attached bulb page for those options. The C7 sets only come in white and multi color.

Items would be shipped from out of state warehouse.

Let me know if I can be of added assistance.

Sincerely

Cheryl Legan, President
Northern Lights Display
9531 West 78th St., Ste 135
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Fax: 952-974-3207
clegan@northernlightsdisplay.com

From: Cynthia Smith-Strack [<mailto:cynthias@ci.belleplaine.mn.us>]
Sent: Wednesday, November 25, 2015 1:53 PM
To: Cheryl Legan
Subject: RE: Request to update estimate

Hi Cheryl,

Just looking for a quote on the lights. We will take care of installation. Trees are deciduous. Approximate height 25 feet.

Thank you for your quick response!

From: Cheryl Legan [<mailto:clegan@northernlightsdisplay.com>]
Sent: Wednesday, November 25, 2015 1:43 PM
To: Cynthia Smith-Strack
Subject: RE: Request to update estimate

Hi Cynthia

Are you also requiring installation in the quote? We do not provide installation service but can quote the lights.

Can you tell me if these are pine trees or deciduous trees?

What is the approximate average height of the trees?

Sincerely

Cheryl Legan, President
Northern Lights Display
9531 West 78th St., Ste 135
Eden Prairie, MN 55344
Toll Free: 877-974-3205
Fax: 952-974-3207
clegan@northernlightsdisplay.com

From: Cynthia Smith-Strack [<mailto:cynthias@ci.belleplaine.mn.us>]
Sent: Wednesday, November 25, 2015 1:29 PM
To: Cheryl Legan
Subject: Request to update estimate

Greetings,

Attached please find an estimate prepared for the City of Belle Plaine in fall of 2010. The estimate is for lights to be placed on trees in the downtown. I am requesting an updated quote for purchase of LED lights to be placed on between four and 16 trees within the downtown. Leaders are concerned with durability and potential for vandalism. Will you kindly advise if what was suggested in 2010 is the most appropriate alternative for lighting trees in the downtown? Leaders are convinced LED is best alternative.

Thank you in advance for your assistance!



Cynthia Smith Strack

City of Belle Plaine
Community Development Director

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218 Meridian Street North
Belle Plaine MN 56011
www.belleplainemn.com



MEMORANDUM

DATE: January 4, 2016
TO: Design Committee Members
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 4.3 Update: Treatment of Vacant Windows in the Downtown

REQUEST: Input on Vacant Windows in the Downtown.

GENERAL INFORMATION

At the November & December meetings the DC discussed potential remedies for vacant storefront windows in the Downtown.

Since the December meeting I have:

- Reached out to the City and property owners in the City of Nicollet regarding window treatments alluded to by Commissioner Behnke.
- Reached out to Progressive Printing, Twistwire Marketing, and BP Herald regarding cost of printing window clings (requested per sq ft).
- Reached out to Art Teacher Carol Hannon Orr at BP public school.

Updates on the aforementioned items will be provided at the DC meeting.

REQUEST

Discussion is kindly requested. Identification of potential 'next steps' is appreciated.



MEMORANDUM

DATE: January 4, 2016
TO: Design Committee Members
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 4.4 2016 Goals

REQUEST: Input on Committee Goals for 2016

GENERAL INFORMATION

One trait successful organizations share is the pursuit of well-established, common goals. I'd like to initiate dialogue regarding organizational goals for 2016. I'd anticipate further discussion at the February meeting.

Please keep in mind:

- We have zero programmed dollars in the 2016 budget – we'll have to be creative!
- Our organizational purpose is to: prepare recommendations for design components, potential funding sources for community-wide improvements, and administer the design standards for properties in all industrial and commercial zoning districts as outlined in the Belle Plaine Design Manual, adopted September 2008

REQUEST

No action is required, just initiation of dialogue.



MEMORANDUM

DATE: January 4, 2016
TO: Design Committee Members and Administrator Kreft
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 5.2 Director's Report

In an effort to coordinate activities and knowledge of projects between various advisory boards, committees, and commissions I've decided to incorporate a "Director's Report" with your agenda. While not all of the activities may be before the EDA for input at some point I see value in the coordinated knowledge of activities. To those ends following is my inaugural Director's Report. The report is for information only.

Planning Commission

The Planning Commission meets at 6:30 on the second Monday of each month. At this time the PC is discussing:

- The concept of solar fields as principal uses in the A-2 Rural Residential District. A joint workshop with the City Council is scheduled for January 4th.
- The City's official rental ordinance is not consistent with case law at this time. As a result the Building Official and I have updated the ordinance with necessary changes. It has been reviewed by the City Attorney and the Planning Commission will hold a public hearing on the proposed rewrite on January 11th. The City Council will hold a hearing on the measure on January 19th.
- The Planning Commission will hold a public hearing January 11th on a request to allow residential rental at 106 Main Street East (Pankonin) to the rear of office storefronts.
- We have received a concept plan for the Ridgeview Medical Center & Lutheran Home project. Phase I of the project includes a 12,500 sf clinic, a 9,500 sf fitness center, and a two story 55 unit senior living facility with a footprint of 28,000 sf. The DC is scheduled to review architectural and design plans at the March 7th meeting.

Economic Development Authority

The EDA was established to promote economic development in the City of Belle Plaine. The EDA meets at 5:00 on the second Monday of each month. At this time the EDA is discussing:

- Organizational health issues including: EDA resource allocation, economic development planning, and familiarization of technical and financial resources available from or through the EDA.
- In 2015, the EDA approved six façade improvement loans which are forgivable and designed to promote investment in façade enhancements. It is a matching loan up to a maximum of \$1,500.
- The EDA reviewed/approved a \$7,900 loan through the EDA revolving loan fund to Angie's Infant and Toddler Care, the loan proceeds will be used for leasehold and equipment purchases at 617 Main Street East.
- Business Retention & Expansion Program: In October the EDA wrapped-up a multi-month effort involving business outreach and input. Four strategies resulted from the effort: establish jobs page on City website, establish a business workshop series, enhance the EDA/Chamber banquet, and analyze business changes contemplated.

Office Notes

The Chamber/EDA will be hosting a business appreciation event on Wednesday, Feb. 3rd at Saxe Chevrolet. Style is informal and social versus formal program as in past years. All business owners are invited!

Scott County CDA Representative Renee Christianson, Metropolitan Consortium of Community Developers Representative Christine Pigsley and I recently met with a business owner to brainstorm guerilla marketing techniques and general market strategy for local business owner. The meeting was successful and encouraging, reminds us it's not enough to help start a business, we have a duty to nurture businesses as well.

We issued 24 new home permits in 2015, up from 18 in 2014.