

**BELLE PLAINE DESIGN COMMITTEE
REGULAR SESSION
MARCH 7, 2016**

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Design Committee met in Regular Session on Monday, March 7, 2016 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 and Pat Krings present. Commissioners Greg Theissen and Laurie Behnke were not present. Also present were Community Development Director Cynthia Smith Strack and Council Liaison Cary Coop.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of February 1, 2016.

MOTION by Coop, second by Joerg, to approve the Regular Session Minutes of February 1, 2016 as presented. ALL VOTED AYE. MOTION CARRIED.

4. BUSINESS.

4.1. CBD Fence Standards Draft.

Community Development Director Smith Strack explained the Design Committee has been discussing the impact fences have on the fabric of the Downtown. The Committee requested standards be drafted based on input from previous meetings. Community Development Director Smith Strack researched conventional approaches to the fence regulation in small town historic centers and found that most standards were contained in design manuals and not code language. Also, most standards were rooted in what fence styles were common when the original townsite was developed.

Community Development Director Smith Strack reviewed draft language, including a short fence code adjustment and proposed guidelines to be incorporated in the Design Manual. The proposed fence code adjustment gives the DC review authority over fences in the Downtown. The guidelines proposed for the Design Manual define the likes/dislikes of the Design Committee as it relates to fences in the Downtown. Strack provided a Power Point presentation on this subject.

The Commissioners reviewed the proposed ordinance amending the fence code and the text to be added to the Belle Plaine Design Manual. Chair Krant commented on its completeness and detail and acknowledged the research by Community Development Director Smith Strack. The Commissioners recommended proceeding with adoption of the language. Community Development Director Smith Strack will present the information at the next Planning Commission meeting scheduled for March 14, 2016.

4.2. Design Review Principles.

Community Development Director Smith Strack explained the Commissioners will soon be receiving a copy of a book entitled "The Language of Design". The book was created by two west metro area architects who served decades on various design and planning boards. The book's thesis holds city leaders must know and use architectural design principles to adequately direct, express, and evaluate proposed structures. The book primarily addresses commercial buildings and the lasting impact they have on sense of place. Included with Community Development Director Smith Strack's memo was a 'cheat sheet' she prepared to assist the Commissioners in their review of design standards for new buildings and/or substantial additions or remodels prior to and at meetings. Community Development Director

Smith Strack also prepared a document to provide guidance to architects. This form would be included with planning applications and distributed at initial project meetings early in the process.

The Commissioners reviewed the documents and were in agreement the guidelines would be a great tool to assist in the design review process. Chair Krant commented that the documents assist greatly in the design standard education process.

4.3. Downtown Lighting.

Community Development Director Smith Strack explained that at the previous meeting, the Commissioners discussed alternatives to mini-lights in tree canopies in the Downtown. The lights at Auburn Homes were installed by Accentual Lighting in Jordan. A representative from Accentual Lighting will be invited to the April meeting.

Chair Krant commented that it appears the canister-style lighting would be more cost-effective than mini-lights. The Commissioners were very interested in learning more about the canister lighting.

5. ADMINISTRATIVE REPORTS.

5.1. Commissioner Comments.

In regard to the improving the aesthetics of vacant store fronts, Krings suggested that non-profit organizations be allowed to install the temporary vinyl window clings and responsible for the cost as well.

Krant commented the holiday winter greens displayed in the downtown planters should be removed and prepared for the spring/summer season. He also noted that there were three Chamber of Commerce banners missing from the decorative street lights on the Highway 25 river bridge.

5.2. Upcoming Meeting.

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

The Commissioners were reminded of the next meeting as listed.

6. ADJOURNMENT.

MOTION by Krings, second by Joerg, to adjourn the meeting at 6:14 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary