

**BELLE PLAINE DESIGN COMMITTEE
REGULAR SESSION
AUGUST 1, 2016**

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Design Committee met in Regular Session on Monday, August 1, 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 Greg Theissen, Laurie Behnke and Pat Krings present. Also present were Community Development Director Cynthia Smith Strack and Council Liaison Cary Coop. Commissioner Kathy Joerg was not present.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of June 6, 2016.

MOTION by Coop, second by Theissen, to approve the Regular Session Minutes of June 6, 2016 as presented. ALL VOTED AYE. MOTION CARRIED.

4. BUSINESS.

4.1. Design Manual Update.

Community Development Director Smith Strack explained that Staff has completed a revision of the Belle Plaine Design Manual. The Manual was placed into effect in 2008. The Design Manual functions as a policy document and is not incorporated in the Code. The changes incorporated in the 2016 update are:

- Document style to be consistent with other City documents (consistency in branding)
- Document format and links; create local editable version (2008 static scanned pdf, non-editable)
- Incorporate language relating to administration of the manual to establish administrative processing standards and guidance for implementation of the document versus suggested alternative approaches.

Community Development Director Smith Strack distributed the revised 130-page Design Manual.

The Commissioners reviewed the 2016 Design Manual and acknowledged the work of Staff in the preparation of the updated version.

MOTION by Krings, second by Coop, to recommend the City Council adopt the updated 2016 Design Manual. ALL VOTED AYE. MOTION CARRIED.

4.2. Walking Tour Debrief– Downtown Accent Lighting.

Community Development Director Smith Strack referenced the tour of the downtown area on June 6, 2016 with Sam Kessel, Landscape Architect with Bolton-Menk. Bolton-Menk will be creating an estimate and sketch for uplighting trees immediately adjacent to the intersection of Main and Meridian. There are a total of eight trees and two canisters would be installed in the sidewalk/boulevard on two sides of each tree (total of 16 lights). The City Engineer will confirm existing electrical infrastructure can be used. A concrete panel where each light will be replaced would need to be removed. The sidewalk panel could be replaced with stamped concrete or pavers. The lights would be red, blue, green plus white and the ability to control the lighting pattern.

Community Development Director Smith Strack reported the Belle Plaine Chamber of Commerce has recently donated \$26,000 to the City, requesting the funds be split equally on downtown improvements

and the community pool. The rough estimate for 16 in-ground lights for eight trees near the intersection of Main and Meridian is \$56,000. Council Liaison Coop supports the in-ground lighting project and recommended asking for the complete \$26,000, rather than retaining half of the donated funds for the pool. The next step would be to ask the Council to match the \$26,000 in order to complete this project. Krant concurred with Coop in moving the lighting project forward. Krant also suggested the downtown planters be re-located as some appear to be abandoned. For the downtown streetscape, Krings mentioned the idea brought forward by Commissioner Joerg at a previous meeting that involves wrought iron tree fence surrounding the trees. The Commissioners asked Staff to research tree guards/fences as part of the project, along with the installation of pavers for the concrete replacement and the redistribution of the planters.

MOTION by Coop, second by Behnke, to recommend the City Council authorize the expenditure of \$13,000 towards the installation of 16 in-ground lighting that includes colored lights, (RGBW), for the eight trees located near the intersection of Main and Meridian Streets. Furthermore, it is recommended to ask the Chamber of Commerce for additional funds of \$15,000 to meet half the cost of the lighting project, and the City to provide matching funds of \$28,000 to cover the \$56,000 project cost. ALL VOTED AYE. MOTION CARRIED.

4.3. 2017 Budget Discussion: Entry Signs, Accent Lighting, Wayfinding Signage, Other.

Community Development Director Smith Strack explained that Finance Director Dawn Meyer is convening the 2017 annual budget process. The Design Committee has over the previous several years discussed a few projects requiring capital outlay, including entry signs adjacent to Highway 169, accent lighting in downtown and directional/wayfinding signage adjacent to roadways under County jurisdiction. Community Development Director Smith Strack facilitated discussion on projects and budget.

The Commissioners discussed budgeting for two future entrance monuments for northbound and southbound TH169 corridor. The Commissioners would like to pursue an entrance monument of natural limestone or brick construction, rather than the plastic-like material of the one located along TH 25/River crossing. A discussion followed on creating a budget for the Design Committee for entrance monuments, or incorporate with the EDA capital improvement project.

MOTION by Krings, second by Coop, to recommend the EDA consider implementing a Capital Improvement budget line item and to include the annual budget of \$25,000 for the purpose of entrance monuments. ALL VOTED AYE. MOTION CARRIED.

The topic of wayfinding signs was presented. Coop noted the importance of wayfinding signage for the schools, particularly Oakcrest Elementary and the athletic complex. Community Development Director Smith Strack informed the Commissioners of the new MNDOT signage along TH169, directional and business signs, resulting from the completion of Enterprise Drive Overpass. She also noted that Highway 52 is serving as a pilot program for business logo advertising and hopes this option will be made available for the TH169 corridor. Behnke would like to revisit the Wayfinding Plan. The Commissioners concurred. This issue will be placed on next month's agenda. Coop commented on the EDA's subsidized rent program about 10 years ago for the billboard located at Meridian Street and TH169.

5. ADMINISTRATIVE REPORTS.

5.1. Commissioner Comments.

Coop noted the park sign identifying Court Square was demolished a few years and never replaced. He suggested that a sign to be ordered. Community Development Director Smith Strack will check with the Public Works Superintendent about this expenditure. Krant commented on the poor condition of the plastic liners of the downtown waste receptacles. Coop concurred, further recommending the containers and receptacles be cleaned and renewed, including the one at Townsend Park. Krings commented on the

attractive new street signs and inquired about the replacement plan for all the street signs. Krant asked for tall grasses and weeds to be mowed between the street and boulevard along the TH25/Walnut Street corridor, near Court Street.

5.2. Upcoming Meeting.

1. Next Regular Meeting, 5:15 PM, Tuesday, September 6, 2016.

The Commissioners were reminded of the next meeting as listed.

6. ADJOURNMENT.

MOTION by Coop, second by Behnke, to adjourn at 6:04 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary