



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

MONDAY, FEBRUARY 1, 2016
5:15 P.M.

5:15
P.M.

1. CALL TO ORDER. 1.1. Roll Call.
2. APPROVAL OF AGENDA.
- ELECTION OF OFFICERS.
 1. Chair
 2. Vice Chair
3. APPROVAL OF MINUTES.
 - 3.1. Regular Session Minutes of January 4, 2016.
4. BUSINESS.
 - 4.1. Fences in Downtown.
 - 4.2. Downtown Tree Lighting - Update.
 - 4.3. 2016 Goals
5. ADMINISTRATIVE REPORTS.
 - 5.1. Commissioner Comments.
 - 5.2. Upcoming Meeting.
 1. Next Regular Meeting, 5:15 PM, Monday, March 7, 2016.
6. ADJOURNMENT.

**BELLE PLAINE DESIGN COMMITTEE
REGULAR SESSION
JANUARY 4, 2016**

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Design Committee met in Regular Session on Monday, January 4, 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, Greg Theissen, Laurie Behnke and Pat Krings present. Also present were Community Development Director Cynthia Smith Strack and Council Liaison Cary Coop.

2. APPROVAL OF AGENDA.

MOTION by Coop, second by Behnke, to approve the agenda with the addition of "Review of Neisen's Corner Bar Building Improvement". ALL VOTED AYE. MOTION CARRIED.

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of December 7, 2015.

MOTION by Behnke, second by Joerg, to approve the Regular Session Minutes of December 7, 2015 as presented. ALL VOTED AYE. MOTION CARRIED.

4. BUSINESS.

4.0. Review of Neisen's Corner Bar Building Improvement at 101 East Main Street.

Ryan Neisen, Neisen's Corner Bar, was present.

Community Development Director Smith Strack presented information pertaining to the building improvement as proposed by Ryan Neisen of Neisen's Corner Bar, 101 East Main Street. Mr. Neisen has applied for the EDA Façade Loan Improvement Loan.

The Commissioners reviewed the photo of the existing building. Mr. Neisen explained his intent to move the location of the west entrance and replace the door. The existing awning will be removed but will be re-installed at a future date.

MOTION by Krings, second by Joerg, to approve the relocation and replacement of the west entrance door, contingent that an upgraded awning will be re-installed in the near future. ALL VOTED AYE. MOTION CARRIED.

4.1. Discussion: Fences in Downtown.

Community Development Director Smith Strack explained that at the November meeting the Design Committee 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. To continue examining the nature of fences within Downtown, Community Development Director Smith Strack assembled a presentation including several different fence types, opacities, and styles.

The Commissioners reviewed the various styles of fences as presented by Community Development Director Smith Strack. In summary, the Commissioners preferred styles that included wrought iron and a very open, transparent opacity and avoiding opaqueness. The Commissioners generally preferred styles reminiscent of the early 1900's era and questioned the aesthetics and longevity of wood and vinyl coated fences. Krant requested the Commissioners review the presentation on fences again to revisit the design elements and materials. Community Development Director Smith Strack stated this issue will be reviewed again at next month's meeting and will provide a map of the B-3, Central Business District.

4.2. Update Tree Lighting.

Community Development Director Smith Strack reported that at the November and December meetings 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. Included with Community Development Director Smith Strack's memo were confirmed items from the firm providing quote for LED lighting and reached out to several potential installers for cost estimates, and contacted City of St. Peter about their tree lights adjacent to TH169 and in Minnesota Square. She reported the Sentence to Service program installs the holiday display in St. Peter and the Public Works Department places the lights in their city parks and is responsible for maintenance. The City of St. Peter pays the utility costs for the LED lights, which they indicated is economical.

This issue will be placed on next month's agenda with an update on the longevity and durability of the lights and also review of anticipated quotes for maintenance and electrical service.

4.3. Update Vacant Storefront Windows.

Community Development Director Smith Strack explained that at the November and December meetings the Design Committee discussed potential remedies for vacant storefront windows in the Downtown. She has reached out to the city and property owners in the City of Nicollet regarding window treatments alluded to by Commissioner Behnke at a previous meeting. She also sought quotes from Progressive Printing, Twistwire Marketing, and Belle Plaine Herald regarding the cost of printing window clings. Community Development Director Smith Strack reported that Belle Plaine High School Art Teacher Carol Hannon Orr was unable to assist with the project as this time.

In discussions with the Commissioners, Community Development Director Smith Strack explained that the Belle Plaine Herald submitted a quote of \$4 to \$6 per square foot for the vinyl panels/window clings. Samples were distributed, including transparent and opaque styles. Behnke expressed concern for the cost to the building owner for this project. Krings suggested cost participation with the owner, Chamber and EDA. Krant commented the window panels would enhance not only the building but the overall aesthetics of downtown. Community Development Director Smith Strack will address this issue with the EDA and Chamber of Commerce for their input.

4.4. Initial Discussion: Goals 2016.

Due to time constraints, this topic will be added to next month's agenda for discussion.

5. ADMINISTRATIVE REPORTS.

5.1. Commissioner Comments.

There were no further Commissioner comments.

5.2. Director's Report.

The Commissioners review Community Development Director Smith Strack's Director's Report that was included in the packets. She informed the Commissioners of the EDA/Chamber Gala Palooza event scheduled for 5:30 p.m. on February 3, 2016.

5.3. Upcoming Meeting.

1. Next Regular Meeting, 5:15 p.m. Monday, February 8, 2016.

The Commissioners were reminded of the upcoming meeting as listed.

6. ADJOURNMENT.

MOTION by Behnke, second by Theissen, to adjourn at 6:14 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary



MEMORANDUM

DATE: February 1, 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 our January meeting we reviewed pictures of several different fence types in a 'thumbs up' vs. 'thumbs down' (right for the Downtown) discussion. After the presentation we agreed:

1. To look at the pictures again in February.
2. To independently research while out and about what may/may not seem to fit well in the Downtown.

Please find attached a map of the Downtown for your information.

At our February meeting we will report back on independent research and look again at pictures of fences.

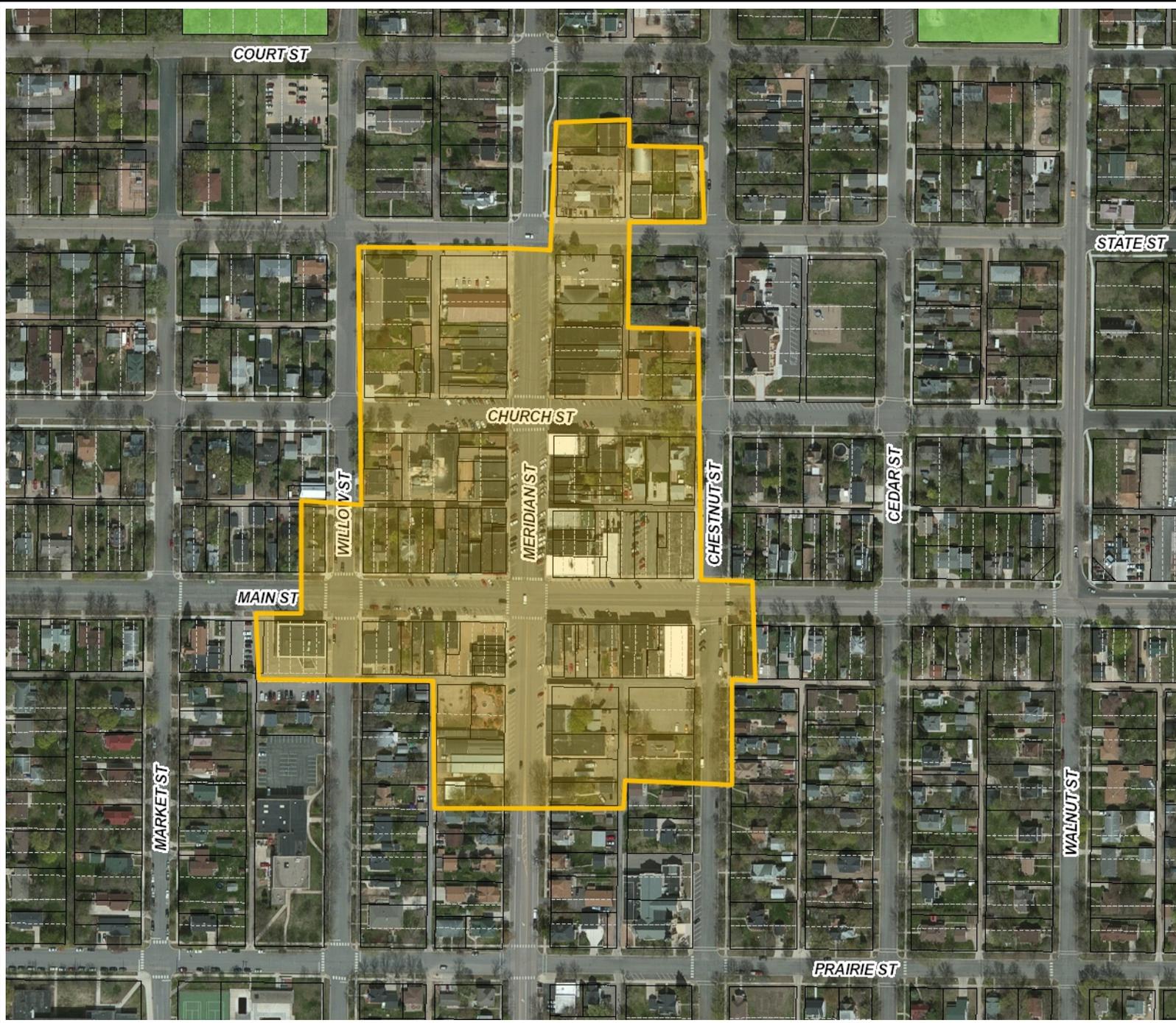
REQUEST

General discussion and review is kindly requested.



Legend

- City Limits
- Parcels (6-1-2015)
- Lot Lines
- Minnesota River
- Protected Waters
- Public Water Basin
- Public Water Wetland
- Protected Waters - Watercourse
- Parks



Central Business District (Downtown)



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Belle Plaine is not responsible for any inaccuracies herein contained.





MEMORANDUM

DATE: February 1, 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

As you know we've been discussing 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 January meeting I have:

- Reached out to three potential installers for cost estimates. One estimate received for \$1,500 from a group external to Belle Plaine. Gregory Electric noted their bucket truck is not tall enough to hang the lights. A third party declined the invitation.
- Contacted a second provider (Display Sales) regarding display lights for quote and suggestions.
- A local business owner and resident shared some info regarding a LED tree-mounted security lighting being introduced in Minnesota. Originally designed for palm trees: here's more info: <http://phoenix.craigslist.org/evl/bfd/5327365070.html>

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 Display Sales regarding lights

REQUEST

General discussion, input, and direction is kindly requested.



MEMORANDUM

DATE: February 1, 2016
TO: Design Committee Members
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 4.3 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!
- We can look at spending time learning more about design principals/knowledge building activities, etc
- 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

Discussion of 2016 goals is kindly requested.