



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

MONDAY, APRIL 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 March 7, 2016.
4. BUSINESS.
 - 4.1. Façade Improvement Loan – Annie’s Café Reroofing
 - 4.2. Façade Improvement Loan – Don Savage Door Replacement
 - 4.3. “*The Language of Design*” – distribution.
5. ADMINISTRATIVE REPORTS.
 - 5.1. Commissioner Comments.
 - 5.2. Upcoming Meeting.
 1. Next Regular Meeting, 5:15 PM, Monday, May 2, 2016.
6. ADJOURNMENT.

**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



MEMORANDUM

DATE: April 4, 2016
TO: Design Committee Members
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 4.1 Façade Improvement Design Review: 201 Main Street East

REQUEST: Façade Improvement Loan Re-Roofing Annie's Cafe

GENERAL INFORMATION

Applicant: Ann Miller, d.b.a. Annie's Cafe
Subject Property Address: 201 Main Street East
Street functional class: Minor arterial
Property ID: 200016390
Zoning Class: B-3 Central Business District
Request: Design review for re-roof
Concurrent Requests: Façade Improvement Loan (approved contingent on DC approval)
Meeting Representation: Ann Miller may be at the meeting

REPORT ATTACHMENTS

- Application for Façade Improvement Loan
- Picture of current building

REVIEW OF REQUEST

Standards

The Design Manual suggests colors used in Downtown should be earth tones with light/bright colors only used for accents. Existing shingles meet this standard as illustrated in the attached building photo. Replacement shingles to be of similar color.

Review/approval of design attributes by the Design Committee is required prior to issuance of a façade improvement loan by the EDA.

Recommendation

Approval of design aspect of re-roof.



City of Belle Plaine

218 Meridian Street North • Belle Plaine, MN 56011 • 952-873-5553

Permit Type: S-Façade Improvement Loan

Parcel No.: 200016390

Work Valuation: \$0.00

Permit No.: S-160002

Approved Date: 03/15/16

Expiration Date: 03/15/16

For ELECTRICAL inspections, call 507-665-3205, between 7:00-8:30 a.m.
ALL OTHER inspections call 952-873-5655, 24 hours in advance.



Owner Information:

MIL HUT INC, & % ANNIE'S CATERING,
PO BOX 178
BELLE PLAINE MN 56011

Contractor Information:

Work Description/Requirement:

Type of Inspection

Inspection Completion Comment

- S-COMPLETED APPLICATION
- S-PROJECT TOTAL/AMOUNT REQUE
- S-AMOUNT APPROVED
- S-PROJECT COMPLETION
- S-INVOICE PAID
- S-FORGIVABLE LETTER SENT

201 MAIN STREET EAST

THIS PERMIT MUST BE POSTED AT THE ABOVE WORK ADDRESS AT ALL TIMES

5160002

FAÇADE IMPROVEMENT LOAN PROGRAM
APPLICATION FOR FUNDS
Belle Plaine Economic Development Authority

Company Information:

Name of Business: Annie's Cafe

Current Address: 201 E. Main St B.P.

Telephone: 952-893-5558 E-mail anniescatering@mediacombb.net

Primary Contact Person: Ann Miller

Title: owner

Telephone: 952-292-1078

Nature of Business: restaurant

Form of Business Organization:

- CD Purchaser
- Sole Proprietorship
- Partnership
- Tenant Operator
- Limited Partnership
- Corporation (Cooperative)
- Other _____

Number of Employees: Total: _____ Full-Time: _____ Part-Time: 5

Property Owner(s): Johan + Ann Miller

Number of years in businesses in Belle Plaine: 28

Project Description:

Briefly describe the nature of the project: re-roof back
Kitchen

Approximate Amount Requested: 1500.-

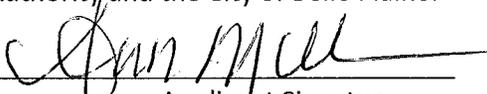
Attach copies of all quotes/estimates for proposed work

Funds to be used for: roof

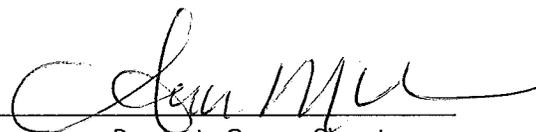
Is the proposed building a conforming use or legal non-conforming use under the City of Belle Plaine's Zoning Ordinance? Yes No

What is the estimated completion date for the project?: May 1'16

I have read, understand, and agree to comply with the Policy for the Façade Improvement Loan Program of the Belle Plaine Economic Development Authority and the City of Belle Plaine.


Applicant Signature

Ann Miller
Applicant Name (printed)


Property Owner Signature


Property Owner Signature

3-15-16
Date

For Office Use Only:	
Invoice submitted: _____	
Reviewed by: _____	
Approved: _____	Amount: _____
Denied: _____	



Don Paul
donpaulroofing@yahoo.com

License #20135486

952-594-4448

208 N Linden Street • Belle Plaine, MN 56011

Client: Annie's Cafe

Date: March 14, 2016

Address: 201 East Main St

City, State: Belle Plaine, MN

Phone #: 873-5558

Work to be done: Lower Roof

- Remove & haul away roofing
- Install new vents
- Install underlayment to code
- Install Laminated Architectural Shingles
- _____
- _____
- _____

Labor and Materials

Estimate Amount: Three thousand eight hundred \$ 3,800

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Paul's Roofing Inc. is authorized to do the work as specified.

Payment will be made as stated. Paid in full at completion of job. Any unpaid balance after 10 days of completion will be subjected to a finance charge of 15% annually, until paid in full.

If not paid in full within 30 days of completion, the contractor has the right to file a lien against such properties here within.

Contractor's Signature

Client's Signature

S Chestnut St
 Belle Plaine, Minnesota
 Street View - Aug 2014



Navigation controls: compass, zoom in (+), zoom out (-)

Hide imagery

Map inset showing the current location on a street grid. A red pin is placed on the intersection of S Chestnut St and 201 E Main St.

Image carousel with thumbnails for other Street View locations:

- Earth
- The Episcopal Church of the Tran...
- Our Lady of the Prairie Church - B...
- 216 North Meridian Street



MEMORANDUM

DATE: April 4, 2016
TO: Design Committee Members
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 4.2 Façade Improvement Design Review: 117 Main Street West

REQUEST: Façade Improvement Loan Replace Front Doors at Sparetime Tavern

GENERAL INFORMATION

Applicant: Don Savage, d.b.a. Sparetime Tavern
Subject Property Address: 117 Main Street East
Street functional class: Minor arterial
Property ID: 200014191
Zoning Class: B-3 Central Business District
Request: Design review for replacement of front doors
Concurrent Requests: Façade Improvement Loan (approved contingent on DC approval)
Meeting Representation: Don Savage may be at the meeting

REPORT ATTACHMENTS

- Application for Façade Improvement Loan
- Picture of current building

REVIEW OF REQUEST

Standards

The Design Manual suggests building openings at pedestrian level should be promote open views into the interior commercial space. At this time eastern front door is painted blue and has a very small window. The western front door is white aluminum and doesn't have a window. Replacement doors are to be glass panel.

Review/approval of design attributes by the Design Committee is required prior to issuance of a façade improvement loan by the EDA.

Recommendation

Approval of design aspect of front door replacement.



City of Belle Plaine

218 Meridian Street North • Belle Plaine, MN 56011 • 952-873-5553

Permit Type: S-Façade Improvement Loan
Parcel No.: 200014191
Work Valuation: \$0.00

Permit No.: **S-160003**
Approved Date: 03/17/16
Expiration Date: 03/17/16

For ELECTRICAL inspections, call 507-665-3205, between 7:00-8:30 a.m.
ALL OTHER inspections call 952-873-5655, 24 hours in advance.



Owner Information:

SAVAGE, DON
203 7 1/2 AVENUE
ARLINGTON MN 55307
(612) 245-3103

Contractor Information:

Work Description/Requirement:

Type of Inspection

Inspection Completion Comment

- S-COMPLETED APPLICATION
- S-PROJECT TOTAL/AMOUNT REQUE
- S-AMOUNT APPROVED
- S-PROJECT COMPLETION
- S-INVOICE PAID
- S-FORGIVABLE LETTER SENT

117 MAIN STREET WEST

THIS PERMIT MUST BE POSTED AT THE ABOVE WORK ADDRESS AT ALL TIMES

FAÇADE IMPROVEMENT LOAN PROGRAM
APPLICATION FOR FUNDS
Belle Plaine Economic Development Authority

Company Information:

Name of Business: SPRINTING TAVAN
Current Address: 117 WEST MAIN ST Belle Plaine MO 64011
Telephone: 612-245-3103 E-mail: N89TR@tel.com
Primary Contact Person: DON SAVASZ
Title: PRESIDENT
Telephone: 612-245-3103
Nature of Business: BAK + GRILL

Form of Business Organization:

- CD Purchaser Tenant Operator Other _____
 Sole Proprietorship Limited Partnership
 Partnership Corporation (Cooperative)

Number of Employees: Total: 6 Full-Time: 8 Part-Time: 5
Property Owner(s): DON SAVASZ

Number of years in businesses in Belle Plaine: 24

Project Description:

Briefly describe the nature of the project: INSTALL NEW FRONT
DOOR TO THE BUSINESS + TO THE APARTMENT

Approximate Amount Requested: 4000⁰⁰

Attach copies of all quotes/estimates for proposed work

Funds to be used for: REPLACE TWO FRONT DOORS

Is the proposed building a conforming use or legal non-conforming use under the City of Belle Plaine's Zoning Ordinance? Yes No

What is the estimated completion date for the project?: 4-30-16

I have read, understand, and agree to comply with the Policy for the Façade Improvement Loan Program of the Belle Plaine Economic Development Authority and the City of Belle Plaine.

[Signature]
Applicant Signature

Don SAUVAGE
Applicant Name (printed)

[Signature]
Property Owner Signature

Don SAUVAGE
Property Owner Signature

4-21-16
Date

For Office Use Only:	
<input type="checkbox"/> Reviewed by: _____ Approved: _____ Denied: _____	<input type="checkbox"/> Invoice submitted: _____ Amount: _____ Date Paid: _____
<input type="checkbox"/> Reviewed by Design Committee Approved: _____ Denied: _____	

TOWN & COUNTRY GLASS



Proposal

Phone: (952) 442-4325
 Fax: (952) 442-5450
 Toll Free: 1-800-642-1321
 PO Box 105
 Waconia, MN 55387

No.	16044
Date	March 16, 2016
E-mail:	TCGlass1969@yahoo.com

Proposal Submitted To:

Work To Be Performed At:

Name	Spare Tire Tavern (Don)		
Street	117 W. Main Street		
	Belle Plaine	State	MN
Phone			
Email	n89t@aol.com		

Spare Tire Tavern			
Street	117 W. Main Street		
City	Belle Plaine	State	MN
Date			
Architect			

We hereby propose to furnish the materials and perform the labor necessary for the completion of

(2) 2 - x 6 - Narrow style door and frame (1 Frame to have transom)

Hardware: 1 1/2 pr. hinges, closer, A.R. Lever Lock, Offset pull, standard push, threshold & sweep

1" Insulated Clear Tempered Glass

Labor to install

NOTE: Includes tear out and removal of old doors

NOTE: Finish to be Dark Bronze Anodized

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted. Also it is to be completed in a substantial workmanlike manner for the sum of

\$ 4,000.00 (both)

With payments to be made as follows: In full upon completion

Thank you for giving us the opportunity to bid this project. If you have any questions, feel free to give us a call.

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by

Respectfully submitted by: Town & Country Glass Inc.

Per Scott Kleman

Note—This proposal may be withdrawn by us if not accepted within 60 days.

PRE-LIEN NOTICE TO OWNER/CONTRACTOR

- Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____
 Signature _____

Date _____
 Date _____

W Main St
Belle Plaine, Minnesota
Street View - Aug 2014



Google

W Main St
Belle Plaine, Minnesota
Street View - Aug 2014

W Church St
W Main St Belle Plaine
S Grove St
S Walnut St
S Cedar St

Back to Map





MEMORANDUM

DATE:	April 4, 2016
TO:	Design Committee Members
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Item 4.3 " <u><i>The Language of Design</i></u> "

GENERAL INFORMATION

You will be receiving a copy of the book '*The Language of Design*' by Maureen Steele-Bellows and Barry Petit. I trust you will find the publication as useful as I have. It is filled with really great pictures illustrating design principles and concepts.

After you are done reading/browsing the book I'd be happy to retain them at the office if you'd like.