



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

MONDAY, AUGUST 1, 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 June 6, 2016.
4. BUSINESS.
 - 4.1. Design Manual Update
 - 4.2. Walking Tour Debrief– Downtown Accent Lighting
 - 4.3. 2017 Budget Discussion: Entry Signs, Accent Lighting, Wayfinding Signage, Other
5. ADMINISTRATIVE REPORTS.
 - 5.1. Commissioner Comments.
 - 5.2. Upcoming Meeting.
 1. Next Regular Meeting, 5:15 PM, Tuesday, September 6, 2016.
6. ADJOURNMENT.

**BELLE PLAINE DESIGN COMMITTEE
REGULAR SESSION
JUNE 6, 2016**

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Design Committee met at 5:00 p.m. on Monday, June 6, 2016 at City Hall, 218 North Meridian Street, Belle Plaine, Minnesota. Chair Rick Krant called the meeting to order with Commissioners Kathy Joerg and Pat Krings present. Also present were Community Development Director Cynthia Smith Strack and Council Liaison Gary Coop. Commissioners Laurie Behnke and Greg Theissen were not present.

City Engineer Joe Duncan and Sam Kessel of Bolton and Menk were present for the walking tour of downtown.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES.

3.1. Regular Meeting Minutes of May 2, 2016.

3.2. Special Meeting Minutes of May 9, 2016.

MOTION by Commissioner Coop, second by Commissioner Joerg, to approve the Regular Meeting minutes of May 2, 2016 and the Special Meeting minutes of May 9, 2016. ALL VOTED AYE. MOTION CARRIED.

4. BUSINESS.

4.1. Walking tour – Downtown Accent Lighting with Sam Kessel of Bolton and Menk.

Landscape Architect Sam Kessel lead the tour of the downtown business district. The purpose was to learn more about accent lighting and options. As an alternative to lighting tree canopies with LED rope lights Mr. Kessel suggested lighting a portion of the trunk, a portion of the trunk/canopy, or uplighting of the canopy from a canister light in the boulevard. In addition, Mr. Kessel recommended concrete planters that were taller than the existing ones to add more visual impact. A popular enhancement to sidewalks is to remove certain panels and replace with colored or stamped concrete. Kessel informed the Commission that the canisters for uplighting are installed by drilling holes into the concrete. He added the in-ground canister lighting fixtures are basically vandalism-proof. There is an option to have colored canister lighting. Kessel also noted in-ground lighting can reflect against trees or buildings. When asked the appropriate size of trees for a downtown business district, Mr. Kessel favored large trees so that they can be trimmed to allow pedestrians to pass under the branches easily and so the canopy provides cover and shade during rain and warm days.

There were many unknown costs associated with the up-lighting project. City Engineer Duncan and Mr. Kessel will investigate the available conduit system. The group recommended the lighting project be focused at the intersection of Main Street and Meridian Street, utilizing the eight trees that are in close proximity to this intersection. Duncan and Kessel will provide a sketch of the lighting design and provide cost estimates for the electrical, canisters and concrete replacement for an upcoming meeting.

5. ADMINISTRATIVE REPORTS.

5.1. Commissioner Comments.

Commissioner Krant inquired about the status of the entrance monument along TH25. Community Development Director Smith Strack stated she would work with Public Works Superintendent Fahey to straighten the sign.

5.2. Upcoming Meetings.

1. Land Use Planning – Joint Meeting, 6:00 PM, Wednesday, June 8, 2016.

1. Next Regular Meeting, 5:00 PM, Tuesday, July 5, 2016.

The Commissioners were reminded of the upcoming meetings as listed and the new meeting time of 5:00 p.m.

6. ADJOURNMENT.

The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Patricia Krings
Recording Secretary



MEMORANDUM

DATE: August 1, 2016
TO: Design Committee Members
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 4.1 2016 Design Manual Revision

REQUEST: Recommend Approval of Revision to City Council

GENERAL INFORMATION

Community Development Department Staff have 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.

Following are changes incorporated in the 2016 update:

- Update document style to be consistent with other City documents (consistency in branding)
- Update document format & 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.

The revised Design Manual is 130 pages in length. In the interest of conserving resources a print copy will only be provided if requested. A copy of the revision will be available for review at the meeting.

REQUEST

Consider revised document, recommend City Council approve the revision.



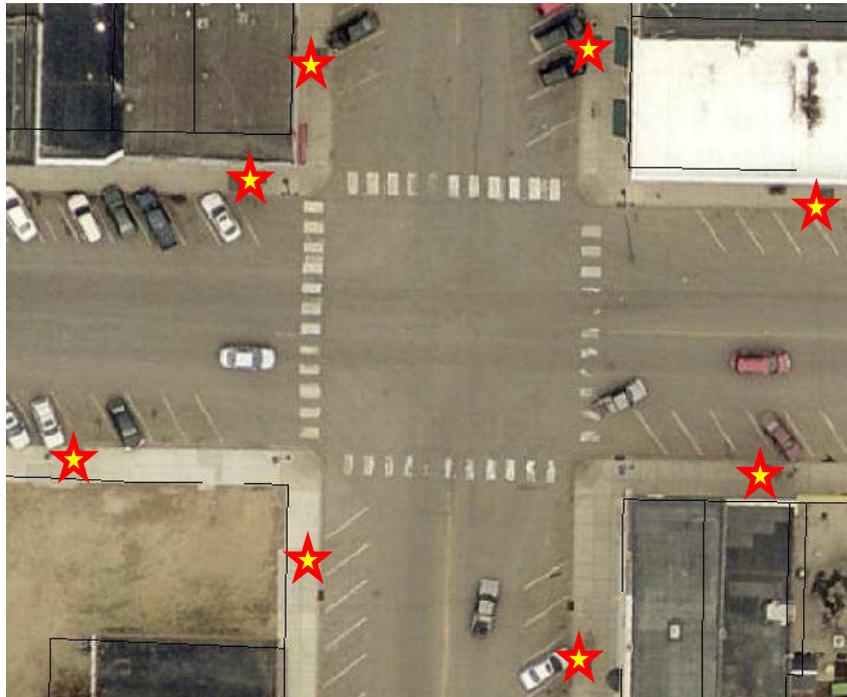
MEMORANDUM

DATE:	August 1, 2016
TO:	Design Committee Members
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Item 4.2 Downtown Walking Tour Debrief

GENERAL INFORMATION

Some members of the DC toured the Downtown with Sam Kessel a Landscape Architect with Bolton-Menk. We discussed a number of items as outlined in the meeting minutes.

Bolton-Menk will be creating an estimate and sketch for uplighting trees immediately adjacent to the intersection of Main & 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. Any additional input for the City Engineer is kindly appreciated. The lights would be RBG plus white and able to be changed.



REQUEST

Debrief from walking tour, input for City Engineer.



MEMORANDUM

DATE: August 1, 2016
TO: Design Committee Members
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 4.3 Budget Discussion

GENERAL INFORMATION

Finance Director Dawn Meyer is convening the 2017 annual budget process.

The DC has over the previous several years discussed a few projects requiring capital outlay, including:

- Entry signs adjacent to Highway 169
- Accent lighting in Downtown
- Directional/wayfinding signage adjacent to roadways under County jurisdiction

Discussion of other projects and prioritization of the aforementioned projects is requested for incorporation in budget discussions.

REQUEST

Discussion and direction is kindly requested.