



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

**MONDAY, DECEMBER 5, 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 November 7, 2016.
4. BUSINESS.
  - 4.1. Sign Proposed for 201 Meridian Street North (Former Steffen's Hardware).
  - 4.2. Project Update/Discussion Future.
5. ADMINISTRATIVE REPORTS.
  - 5.1. Commissioner Comments.
  - 5.2. Upcoming Meeting.
    1. Next Regular Meeting, 5:15 p.m., Tuesday, January 3, 2017.
6. ADJOURNMENT.

There may be a quorum of the Belle Plaine City Council present at the meeting.

**BELLE PLAINE DESIGN COMMITTEE  
REGULAR MEETING  
NOVEMBER 7, 2016**

**1. CALL TO ORDER. 1.1. Roll Call.**

The Belle Plaine Design Committee conducted its Regular Meeting on Monday, November 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 Laurie Behnke, Kathy Joerg, Greg Theissen and Pat Krings present. Also present were Community Development Director Cynthia Smith Strack, Council Liaison Cary Coop and City Administrator Mike Votca.

**2. APPROVAL OF AGENDA.**

MOTION by Behnke, second by Coop, to approve the agenda with the addition of business items: Sign Replacement, Kolden Funeral Home and also Residing of Mayo Clinic. ALL VOTED AYE. MOTION CARRIED.

**3. APPROVAL OF MINUTES. 3.1. Regular Meeting Minutes of October 3, 2016.**

MOTION by Coop, second by Behnke, to approve the Regular Meeting minutes of October 3, 2016. ALL VOTED AYE. MOTION CARRIED.

**4. BUSINESS.**

**4.1. Replacement of Sign, Kolden Funeral Home, 219 North Willow Street.**

Community Development Director Smith Strack explained Karl Kolden proposes replacement of a monument sign in the boulevard adjacent to the funeral home. The planter box base of the existing sign will be removed and a simplified sign replacing it. The existing sign is directly in the Willow Street boulevard and has legal non-conforming rights. Under non-conformance standards the sign cannot be increased in size but can be reduced and remain in the right of way. The proposed sign will be smaller than what is existing.

Chair Krant welcomed Karl Kolden of Kolden Funeral Home. The Committee members reviewed the photos of the existing sign and a rendition of the proposed sign, which will be lit.

MOTION by Coop, second by Theissen, to recommend approval of the Kolden sign at 219 North Willow Street. ALL VOTED AYE. MOTION CARRIED.

**4.2. Residing Mayo Clinic Building, 700 West Prairie Street.**

Community Development Director Smith Strack explained the Mayo Clinic structure at 700 Prairie Street is proposed for residing. The existing stucco is proposed for removal. Replacement siding will be brick and stone veneer and cement board lapsiding. The structure is subject to a PUD which allows for a mixture of uses including residential, commercial, and institutional. The requirement of Section 1107.17, Subd. 2(b) appears to apply allowing a reduction in the amount of Class I (i.e. 'brick or better') materials required to 25% of the structure. As proposed the project exceeds the requirement, therefore, the Design Committee review is related primarily to color palette.

Chair Krant welcomed Project Representative Chris Emond and Jason Sumner. Material samples were provided. Renditions of the re-siding project were included with Community Development Director Smith Strack's memo. Krant commented that the new exterior finish will set the clinic apart from the Lutheran Home Campus.

MOTION by Krings, second by Joerg, to recommend approval of the residing project as proposed for the Mayo Clinic Building, 700 West Prairie Street. ALL VOTED AYE. MOTION CARRIED.

#### **4.3. Discussion: Design Preferences Entry Monument Signs.**

Community Development Director Smith Strack explained that entry signs have been a point of discussion for several years. The Committee concluded, ultimately, it would prefer to bring an entry sign design/placement project to a successful conclusion. Consensus is the signs should be placed in the Hwy. 169 corridor. Consensus was not reached about what function entry signs should have, how they should look, or where they should be placed. In order to precisely define a potential project, Committee Members were asked to research entry signs and bring examples of signs which they preferred.

Attached with Community Development Director Smith Strack's memo were samples of various styles of signs. The discussion was focused on the concept of: "What image do we want to project?"

Coop asked, "What is Belle Plaine's strength?" He related a story of a Canadian city that welcomed draft dodgers during the Vietnam war era and that a statue was proposed that conveyed it as a welcoming community. Krant stressed the importance of having a sign that is unique and attracts attention. He prefers to avoid the limestone styles like those of St. Peter and Mankato signs. Coop likes the Thunder Bay sign, in which the background is part of the sign (the sign has a see-through design due to the cut-outs).

Community Development Director Smith Strack summarized the sample signs as follows: City of Dublin – stability, historic; Thunder Bay – nature, outdoors; City of Weston – affluent. The Committee like aspects of each sign. Community Development Director Smith Strack will contact the City of Carver to learn more about the vendor and design. The Committee members were asked to provide three descriptive words for Belle Plaine at the next Design Committee meeting, which will help formulate a design for the monument sign.

#### **4.4. Discussion: Design Preferences Water Tower.**

Community Development Director Smith Strack explained that at the October meeting the Committee, when discussing goals/future projects, noted the water towers may eventually need repainting. Committee Members noted the impact water towers have as a community design feature. Included with Community Development Director Smith Strack's memo were some design examples of water towers. Committee Members also submitted samples. Upon reviewing the water tower photos, the uplighting design was favored.

Community Development Director Smith Strack had met with Community Services Department, including Director Mindy Chevalier, Dorothy Salisbury and Chelsea Hutchinson. The topic of creating a design for the water tower was discussed. The art students will make paper mache water towers and design them as a project. This topic will be added to a future agenda for further discussion.

#### **4.5. Discussion: Bikeways**

Community Development Director Smith Strack explained the Council, EDA, Planning Commission, Park Board, and Design Committee will be meeting in joint session on December 7, 2016. This is the fourth meeting in the *Destination Belle Plaine 2040* Comprehensive Plan update process. The December 7<sup>th</sup> meeting will focus on all modes of transportation. One discussion will focus on the potential to create connections for bicyclists. Included with Community Development Director Smith Strack's memo was a map of existing and future trails. She asked for comments as to local biking patterns.

The Committee members provided input. Coop, an avid bicyclist, said a great fear of a bicyclist is having a motorist in a parked car unexpectedly open the door. Coop also noted that bicyclists want food and

fluids. There are casual bikers often along West Main Street corridor. It was noted that County Road 40, north of the city, is a popular route for bicyclists. Coborns, Kwik Trip, school routes and the pool were mentioned as popular bicycling patterns.

Discussion on bikeways will be continued at the December 7<sup>th</sup> joint meeting.

## **5. ADMINISTRATIVE REPORTS.**

### **5.1. Commissioner Comments.**

There were no further Commissioner comments.

### **5.2. Expiring Term of Commissioners.**

The terms of Rick Krant and Kathy Joerg expire on January 31, 2017.

### **5.3. Upcoming Meeting.**

#### **1. Next Regular Meeting, 5:15 p.m., Monday, December 5, 2016.**

The Committee members were reminded of the next meeting as listed.

## **6. ADJOURNMENT.**

MOTION by Joerg, second by Coop, to adjourn at 6:22 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings  
Recording Secretary



## MEMORANDUM

DATE: December 5, 2016  
TO: Design Committee Members  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 4.1 Sign – 201 Meridian Street North (Martial Arts Bldg)

### **REQUEST: Approval of Proposed Sign at 201 Meridian St N**

#### **GENERAL INFORMATION**

Marco Safakhoo from Nabard Combat and Fitness requests consideration of proposed signage at 201 Meridian Street North.

Signs would be located on existing sign bands on the west (Meridian) and south (Church) building walls. Signs to consist of black vinyl letters. No additional sign structures are proposed. Please see sketches attached for additional information.

Section 1170.20, Subd. 11(2) requires all permits for signs in the B-3 Central Business District (CBD) be forwarded to the Design Committee for approval before any sign permit is issued. Wall signs, up to two per building, are allowed in the CBD, provided the signs do not cover more than twenty percent (20%) of the building wall. Proposed signs are well under the maximum wall cover percentage.

The 2016 Design Manual contains design guidelines for signs in the CBD. Under the policy guidelines signs are to compatible with the style, composition, materials, colors, and details of the building and with other signs on nearby buildings. The proposed signage is minimal with a corresponding minimal impact on CBD viewshed. The proposed color is compatible with existing sign band.

Review and approval of the proposed signage is kindly requested. Marco Safakhoo and Donna Lucas will be present at the meeting to address any questions/comments.

#### **REQUEST**

Approval of proposed signage.



Logo  
Here

**NABARD COMBAT/FITNESS**  
Where Discipline of Body Becomes Discipline of Life



Logo  
Here

**KUNG FU**  
Self Defense  
Weapons Training  
Self Respect  
952-857-3365

Proposed Sign Design – Martial Arts Building

All vinyl lettering – black

Placed on existing sign band and plate

Bldg owner is contractor





## MEMORANDUM

DATE: December 5, 2016  
TO: Design Committee Members  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 4.2 Discussion – Entry Signs Continued Discussion

### **REQUEST: Continued Discussion: Entry Signs**

#### **GENERAL INFORMATION**

At our November meeting we looked at pictures of entry signs Committee Members had found. Staff was asked to reach out to Carver, MN and Thunder Bay, ON to get information on their entry signs (pictures below).

The Committee also discussed whether location of signs should be determined prior to working on sign design. Committee Members noted entry signs have been discussed for years and years and years. Ultimately, the Committee decided sign design should be the first item addressed.

Further discussion occurred about what the sign design should 'say' about our City. For example, are we – affluent, white collar, working class, nerdy, elitist, artsy, thrifty, cultured, cutting-edge, quirky, traditional, long-standing, comfortable, affordable, colorful, trendy, folksy, solid, outdoorsy, country, eclectic, creative, unpretentious, genuine, organic, real, practical, hands on, every day, real world, etc.

In my opinion true definition and acknowledgment of 'who we are' has implications far beyond entry signs and goes to the heart of placemaking (creating community places not just public spaces) and is woven into the narrative we tell others about when describing our home either proactively or anecdotally. It reflects the very fabric of the community which is, therefore, best mirrored in our town's design.

Sharing of ideas and discussion is requested.

#### **REQUEST**

No action is required, just dialogue.

**affluent** white collar working class **nerdy** elitist  
artsy

thrifty cultured cutting-edge quirky traditional

long-standing comfortable affordable colorful

**trendy** folksy **SOLID** outdoorsy c ount ry

eclectic creative unpretentious genuine **organic**

real practical hands on every day real world