



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

**MONDAY, NOVEMBER 4, 2019**  
**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 3, 2019.

3.2. Regular Session Minutes of July 1, 2019.

**4. BUSINESS.**

4.1 Meeting Schedule.

**5. ADMINISTRATIVE REPORTS.**

5.1. Commissioner Comments.

5.2. Upcoming Meetings.

1. TBA

**6. ADJOURNMENT.**

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

**BELLE PLAINE DESIGN COMMITTEE  
REGULAR MEETING  
JUNE 3, 2019**

**PLEDGE OF ALLEGIANCE.**

President Krant led those present in the Pledge of Allegiance.

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

The Belle Plaine Design Committee conducted a Regular Meeting on Monday, June 3, 2019 at City Hall, 218 North Meridian Street, Belle Plaine, Minnesota. President Krant called the Meeting to order with Commissioners Patricia Krings, Benjamin Ogata and Kathy Joerg present. Commissioner Linda Lawler arrived at 5:19.

Also present were Council Liaison LeMieux and Community Development Director Smith Strack.

**2. APPROVAL OF AGENDA.**

Commissioner Krings added 4.3. Façade at 149 Meridian Street North and 4.4. Sign near 169 (former Chamber) to the agenda.

MOTION by Commissioner Krings, second by Commissioner Ogata, to approve the agenda with the additions of 4.3. Facade at 149 and 4.4. Sign near 169.

**3. APPROVAL OF MINUTES.**

**3.1. Regular Session Minutes of March 4, 2019.**

MOTION by Commissioner Joerg, second by Krings, to approve the Regular Session Minutes of March 4, 2019. ALL VOTED AYE. MOTION CARRIED.

**3.2. Special Session Minutes of April 30, 2019.**

Commissioner Krings noted no second was recorded in the approvals of the agenda and should be updated.

MOTION by Commissioner Krings, second by Krant, to approve the Special Session Minutes of April 30, 2019 with Modifications. ALL VOTED AYE. MOTION CARRIED.

**4. BUSINESS.**

**4.1 Sign Review: Dynamic Dou Cleaning: 215 Meridian Street North**

Community Development Director Smith Strack explained Dynamic Duo Cleaning had submitted a request for consideration on a sign at 215 Meridian Street North. Steve and Diane Rohde have since rescinded their request due to the vinyl sign not allowable. Smith Strack explained at this time no action is required.

Commissioner Krings requested discussion regarding signage for the building citing the property as a multi-tenant property. Krings suggests a request from the Design Committee for the same size signs for any future expansion. Krings noted the smaller Kiecker sign versus the allotted space and the potential for several more signs. Krings inquired if the Committee has the right to dictate size of the signs. Community Development Director Smith Strack commented that in retrospect a scaled mock up should have been required before approval of signage for the building. Commissioner Lawler inquired how many tenants the building holds. Smith Strack explained the building has space for four tenants with signs. Council Liaison LeMieux suggested removal of the framing to assist with signage scale, noting Kiecker's sign could be mounted on black to center the sign and allow for the allotted space. Commissioner Krings

and Krant concurred small adjustments, which do not make signage difficult for businesses would be beneficial. Commissioner Joerg inquired if the committee can request the removal of the frame. Smith Strack confirmed removal can be suggested. Krings suggested staff reach out to the property owner and notify of new suggestions. Smith Strack explained the EDA ROSE loan was used for signage in the past noting 75% of loans were for signs during that time. Smith Strack suggested a possible review of the loan by the EDA to allow signage in the ROSE loan program. The Committee concurred.

It was the suggested to discuss agenda items 4.3 and 4.4 before item 4.2.

#### **4.3. Signage at 149 Meridian Street North.**

Commissioner Krings requested discussion of the former safety business signage on the building and inquired if any steps can be made by the City. Community Development Director Smith Strack explained she can place a call to the building owner requesting cleanup of the half removed lettering. Krings inquired if the building was empty. Smith Strack explained part of the building is being leased out to a pet groomer. Smith Strack also explained the complaint based code enforcement policy. Smith Strack touched on a potential for a vacant property registry for foreclosures and empty buildings, which requires people to register to ensure disconnected utilities, and the property is secured and maintained.

#### **4.4. Sign near 169.**

Commissioner Krings inquired on the empty sign near 169 once operated by the Chamber of Commerce. Community Development Director Smith Strack will request an update from the City Administrator and the Public Works Committee.

#### **4.2. Downtown Walk Through.**

Community Development Director Smith Strack explained after discussion with several members it was suggested by a member to tour the downtown. Smith Strack suggested a review of past-approved items would be helpful for the committee and requested each member bring three items they think are great and three items they do not care for to share with the committee regarding the downtown buildings.

#### **4.3.5. ADMINISTRATIVE REPORTS.**

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

Commissioner Krant suggested City projects have happened without the Design Committees approval. Krant noted the Aquatic Center and the color scheme requested of other buildings not being followed by the City. Krant noted the gray color of the Aquatic Center does not blend well with the surrounding buildings.

##### **5.2. Upcoming Meetings.**

###### **1. Next Regular Meeting, Monday, July 1, 2019 at 5:15PM**

The Committee was reminded of the next regular meeting as listed.

#### **6. ADJOURNMENT.**

MOTION by Commissioner Krings, second by Commissioner Joerg to adjourn the meeting at 5:59 PM.  
ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich  
Recording Secretary

**BELLE PLAINE DESIGN COMMITTEE  
REGULAR MEETING  
JULY 1, 2019**

**PLEDGE OF ALLEGIANCE.**

President Krant led those present in the Pledge of Allegiance.

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

The Belle Plaine Design Committee conducted a Regular Meeting on Monday, July 1, 2019 at City Hall, 218 North Meridian Street, Belle Plaine, Minnesota. President Krant called the meeting to order at 5:15 PM with Commissioners Patricia Krings, Linda Lawler and Kathy Joerg present. Commissioner Benjamin Ogata and Council Liaison LeMieux were not present.

Also present was Community Development Director Smith Strack.

**2. APPROVAL OF AGENDA.**

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

**3. WALKING TOUR OF DOWNTOWN (REMOTE MEETING).**

Community Development Director Smith Strack explained each member was to spend time reviewing the downtown and bring three positive features and three challenging features of the area. Smith Strack guided the tour of the downtown highlighting some changes made to the area before the historic guidelines were put in place and noting pedestrian safety. Smith Strack explained the City has not adopted the international property maintenance code, as the Code would apply citywide affecting businesses and homeowners alike and likely require additional staffing.

While touring the following positive features identified included:

New Banners

Planters

Chamber building – although not historic material fits into the area with coloring and signage.

Johan's – ironwork, coloring and care of outside area.

Care of locally made brick

Oldenburg Brewery – clean/fresh look

Brad's Barber Shop – original building

State Bank/Chiropractic Office – style and investment into the building

Old Keup building - Original Large Windows inviting from the road.

Negative features identified included:

Brick on several buildings in need of repair and repointing.

Mismatched use of materials and faux stone

Mismatched paint colors/schemes

Color on Carlson building orange color verses historic natural color - approved by the Design Committee

Donuts and Deli in need of an awning refresh – currently working on funding with owner

Sparetime blue on top portion of the building

Townsend building in severe disrepair and window possible public safety issue

Corner Bar - request potential painting of the back of the building.

Community Development Director Smith Strack explained the vacant building registry program will be discussed at the department head level. Smith Strack noted a potential redevelopment grant program if received, would be run by the EDA allowing for up to \$40,000 per project noting 40 percent would be a

revolving loan, 40 percent a forgivable grant after five years of service and 20 percent payable by the building owner. Smith Strack noted discussion with several interested property owners.

**4. ADMINISTRATIVE REPORTS.**

**4.1. Commissioner Comments.**

No comments were made.

**4.2. Upcoming Meetings.**

**1. Next Regular Meeting, Monday, August 5, 2019 at 5:15PM**

Commissioners were reminded of the upcoming meetings.

**5. ADJOURNMENT.**

MOTION by Commissioner Krings, second by Commissioner Joerg to adjourn the meeting at 6:25 PM.  
ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich  
Recording Secretary



## MEMORANDUM

DATE: November 4, 2019

TO: Chairperson Krant, Design Committee Members, and Administrator Meyer

FROM: Cynthia Smith Strack, Community Development Director

RE: Item 4.1 Design Committee Meeting Schedule

The Design Committee, as historically administered, has met on a monthly basis. Recently a lack of actionable agenda items and enrichment interests has led to cancellation of regularly scheduled meetings. This may have inadvertently led to concern or miscommunication pertaining to meeting schedule. In an effort to be forthright and transparent the typical meeting schedule is the topic of this agenda item. To help ensure productive use of appointed officials time, staffing resources, and annual per diem budgeted expenses and not 'meet for the sake of meeting' it is recommended in the future DC meetings be held on an 'as needed' basis verses a regular monthly meeting. The City Council discussed this item at a recent work session in the context of reviewing boards, committees, and commissions.

Of course if DC Members have questions or comments between as-needed meetings staff will be available to assist.