



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

MONDAY, MARCH 2, 2020
5:15 P.M.

5:15 PM **1. CALL TO ORDER. 1.1. Roll Call.**

2. APPROVAL OF AGENDA.

3. APPROVAL OF MINUTES.

3.1. Regular Session Minutes of November 4, 2019.

3.2. Regular Session Minutes of February 3, 2020.

4. BUSINESS.

4.1. Awning Replacement: 129 Meridian Street North – Salon 129

4.2. Wall Signs: 201 Main Street West – First National Bank

5. ADMINISTRATIVE REPORTS.

5.1. Commissioner Comments.

5.2. Upcoming Meetings.

1. Next Regular Meeting: As Needed.

6. ADJOURNMENT.

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

**BELLE PLAINE DESIGN COMMITTEE
REGULAR MEETING
NOVEMBER 4, 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, November 4, 2019 at City Hall, 218 North Meridian Street, Belle Plaine, Minnesota. President Krant called the meeting to order at 5:15 PM with Commissioners Kathy Joerg, Patricia Krings, Linda Lawler, and Benjamin Ogata present. Council Liaison LeMieux were not present.

Also present were City Administrator Dawn Meyer, Community Development Director Smith Strack and Finance Director Amy Jirik.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES.

MOTION by Commissioner Krings, second by Commissioner Joerg, to approve the regular session meeting minutes of June 3, 2019 and the regular session meeting minutes of July 1, 2019 as presented. ALL VOTED AYE. MOTION CARRIED.

4. BUSINESS.

4.1. Meeting Schedule.

The agenda topic was introduced by President Krant.

Smith Strack explained 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. Smith Strack opined this may have inadvertently led to concern or miscommunication pertaining to meeting schedule. In an effort 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 and had concurred. Smith Strack encouraged Committee Members to contact her with any questions or comments that may arise between meetings.

Krings noted the proposed change was reasonable. Joerg noted she favored not meeting for the sake of meeting.

Joerg inquired as to the status of the entry signs. Smith Strack clarified Joerg was referring to the signs the DC had worked on and not the former Chamber of Commerce sign. Joerg confirmed. Smith Strack noted the Public Works Committee had reviewed the design and sought bids but the vertical member (metal) was cost prohibitive. Joerg expressed hope the Public Works Committee would continue to discuss options as the DC had invested time and resources in developing the concept.

5. ADMINISTRATIVE REPORTS.

5.1. Commissioner Comments.

No comments were made.

5.2. Upcoming Meetings.

1. Next Regular Meeting, As Needed.

Krant noted Highway 25 overhead lights were out. Meyer stated Xcel was aware of the problem which was caused by flooding earlier this year. Until conditions improve remedying the problem is not feasible due to river levels.

Joerg opined interchange lighting is low when traveling on Highway 169, especially at Enterprise bridge. Smith Strack stated MnDOT had jurisdiction and light levels were not under the City's purview. Smith Strack noted she would mention the concern in the event of future meetings with MnDOT representatives.

Krant asked if staff had had discussions with Ken Meger pertaining to his property at Church and Meridian Streets. Smith Strack requested clarification. Krant referred specifically to a sign at the building. Smith Strack noted she had reached out to Mr. Meger after a previous meeting and the structural portion of the sign which was of concern had been remedied. Smith Strack noted content or lack thereof on a sign was not subject to regulation. Strack noted that Mr. Meger had attended an informational meeting and expressed interest in potential rehabilitation effort through the Small Cities Development Grant Program, should the City receive a grant.

5. ADJOURNMENT.

MOTION by Commissioner Krings, second by Commissioner Joerg to adjourn the meeting at 5:25 PM.
ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Cynthia Smith Strack
Acting Recording Secretary

**BELLE PLAINE DESIGN COMMITTEE
REGULAR MEETING
FEBRUARY 3, 2020**

PLEDGE OF ALLEGIANCE.

Chair 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, February 3, 2020 at City Hall, 218 North Meridian Street, Belle Plaine, Minnesota. Chair Krant called the meeting to order at 5:19 PM with Commissioner Linda Lawler and Benjamin Ogata present.

Also present were Councilmember LeMieux and Community Development Director Smith Strack.

2. ELECTION OF OFFICERS

Chair Krant called for nominations for Chair.

MOTION by Commissioner Lawler, second by Commissioner Ogata, to nominate Krant as Chair.

Chair Krant called for any other nominations. No nominations were made.

MOTION by Commissioner Lawler, second by Commissioner Ogata to close the nominations. ALL VOTED AYE. MOTION CARRIED.

MOTION by Commissioner Lawler, second by Commissioner Ogata to nominate Krant as Chair. Commissioner Krant abstained from the vote. ALL VOTED AYE. MOTION CARRIED.

Chair Krant called for nominations for Vice-Chair.

MOTION by Commissioner Ogata, second by Commissioner Krant, to nominate Lawler as Vice-Chair.

Chair Krant called for any other nominations. No nominations were made

MOTION by Commissioner Lawler, second by Commissioner Ogata to nominate Lawler as Vice-Chair. Commissioner Lawler abstained from the vote. ALL VOTED AYE. MOTION CARRIED.

Chair Krant called for nominations for Secretary.

MOTION by Commissioner Lawler, second by Commissioner Krant, to nominate Ogata as Secretary.

Chair Krant called for any other nominations. No nominations were made

MOTION by Commissioner LeMieux, second by Commissioner Krant to nominate Ogata as Secretary. Commissioner Ogata abstained from the vote. ALL VOTED AYE. MOTION CARRIED.

3. APPROVAL OF AGENDA.

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

4. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of November 4, 2019.

No minutes were included in the packet. Approval of the November 4, 2019 minutes will be reviewed at the next meeting.

5. BUSINESS.

5.1. Façade Design Review: 301 Meridian Street South – Berger Interiors

Community Development Director Smith Strack explained Berger Interiors has purchased the former Huber's grocery store at 301 Meridian Street South. Smith Strack explained Berger's proposes a wholesale update of the façade abutting Meridian Street South. Smith Strack noted the applicable zoning classification is B-2 Highway Business. Smith Strack explained the proposed façade updates include: Changing the front entry of the building to Meridian Street from the current location facing the parking lot; Increasing the parapet height to reshape roof outline; Adding decorative pillars to frame the new front entry and building corners; Adding several openings to the façade including eight windows and a new entry vestibule; Adding decorative stone wainscoting, and Residing with horizontal siding, potentially smart side wood fiber siding. Smith Strack reviewed the Design Principles and Design Manual Guidelines as they pertain to the applicant. Smith Strack noted staff has discussed façade design with the applicant and requests additional information regarding decorative lighting and foundation treatment.

Commissioner Ogata inquired if the movement of the entrance will affect parking. Community Development Director Smith Strack explained confirmed handicap parking will moved and a reduction of parking should not be an issue. Commissioner Lawler inquired if brick placement would be only on the bottom portion. Smith Strack confirmed brick would be placed to a height of three feet. Councilmember LeMieux cited her approval with the entrance being moved to Meridian Street. Commissioner Lawler inquired if any additional landscaping will be done. Applicant Kevin Berger explained the space does not have much room for landscaping. Berger also noted the whole building would not be bricked due to the cost. LeMieux inquired on how much of an increase of space will the new building be for the company. Berger explained his old building was a total of 5,000 square feet and the new space will be a total of 14,000 square feet.

MOTION by Commissioner Krant, second by Commissioner Lawler, to approve the Façade Design Review. ALL VOTED AYE. MOTION CARRIED.

The Commissioner thanked Berger for investing in the community.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

Commissioners commented on their excitement for the revitalization of the old Huber's building which has been vacant since 2012. Commissioner Ogata inquired on the status of the approved Dollar General. Community Development Director Smith Strack explained the developer who owns the property is required to put in the utilities and that has not occurred yet. Commissioner Krant noted the pleasant surprise of the new electronic entrance sign on 169. Smith Strack explained the Public Works Committee took the lead on the installation of signage.

6.2. Upcoming Meetings.

1. Next Regular Meeting: As Needed.

Commissioners were reminded of the next meeting if required.

7. ADJOURNMENT.

MOTION by Commissioner LeMieux, second by Commissioner Ogata to adjourn the meeting at 5:46 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary



MEMORANDUM

DATE: March 2, 2020
TO: Chairperson Krant, Design Committee Members, and Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 4.1 Approval of Awning Replacement – 129 Meridian Street North (Salon 129)

REQUEST: Approval of Awning – Salon 129

GENERAL INFORMATION

Property Owner Michelle McLellan, proposes the re-covering of an existing awning at 129 Meridian Street North.

Attached is a photograph of the existing property and a proposal to re-cover the awning. McLellan plans to use basic black as replacement cover. The Property Owner has applied for a ROSE loan to assist with the cost of re-covering.

ROSE loan policy standards and Section 1170.20, Subd. 11(2) of the Code require design review prior to further action. The 2016 Design Manual contains design guidelines for awnings in the Downtown. Under guidelines, awnings are to enhance the historic feel of Downtown while providing sun protection for display windows, shelter for pedestrians, and a sign panel for the business. Awnings and signage in the Downtown is to be compatible with the style, composition, materials, colors, and details of the building and with other signs on nearby buildings. Colors employed are to be varied but complementary.

Review and approval of the proposed awning is kindly requested. Specific discussion of appropriateness of color palette would appear to be in order.

REQUEST

Consideration of proposed awning.





CITY OF BELLE PLAINE

218 N. MERIDIAN STREET • BELLE PLAINE, MN 56011 • 9528735553

Permit Type: S-Façade Improvement Loan
Site Address: 200015250
Work Valuation: \$0.00

Permit No.: **S-200003**
Approved Date: 02/26/20
Expiration Date: 02/26/20

For ELECTRICAL inspections, call 612-643-1838, Mon-Thurs between 7:00-8:30 a.m. To schedule on-line: jdinspectionsmn.com
ALL OTHER inspections call 952-873-5655, 24 hours in advance.



Owner Information:

MCLELLAN, MICHELLE
21366 PARK BLVD
JORDAN MN 55352

Contractor Information:

Work Description/Requirement:

129 MERIDIAN STREET NORTH

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

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
RESTORATION, OPPORTUNITY, SUSTAINABILITY AND ENTERPRISE (ROSE) PROGRAM
APPLICATION FOR FUNDS**

Company Information:

Name of Business: Salon 129
Current Address: 129 North Meridian St.
Telephone: 952 873 6106 E-mail MLELL52@Frontiernet.net
Primary Contact Person: Michele McLellan
Title: owner
Telephone: 952 873 6106
Nature of Business: Hair Salon

Form of Business Organization:

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

Number of Employees: Total: 1 Full-Time: X Part-Time: _____
Property Owner(s): Michele McLellan

Number of years in businesses in Belle Plaine: 20^{as} owner & 11 additional as independent contractor

Project Description:

Briefly describe the nature of the project: The existing (worn) awning canopy needs to be replaced with a new awning canopy.

Approximate Amount Requested: \$ 1450⁰⁰

Attach copies of all quotes/estimates for proposed work, at least two contractors shall submit quotes.

Funds to be used for: Awning Canopy

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?: 2020

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



Applicant Signature

Michele M. McLellan

Applicant Name (printed)



Property Owner Signature

Michele M. McLellan

Property Owner Signature

2/25/2020

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: _____	



AWNING

www.AcmeAwning.com

3206 BLOOMINGTON AVENUE—MINNEAPOLIS, MN 55407—PHONE (612)722-2731—FAX

Proposal Submitted To	Work To Be Performed At
Name <u>Salon 129</u>	Street <u>Same</u> City _____ State _____ Zip _____ 02-19-20 Att: Michelle mlell52@frontiernet.net
Street <u>129 N Meridian</u>	
City <u>Belle Plaine MN 56011</u>	
<u>952-210-9441</u>	

Recover existing welded frame stationary awning.

Traditional Style A - Soft Valance.

1 - 4' tall x 3' projection x 19' 6" wide \$1,150.00

Choice of standard Sunbrella cover color.
Straight or Scalloped soft valance.

White lettering on top per plan. \$300.00

Total \$1,450.00

Permits extra. **50% Deposit Required**

Respectfully submitted by Acme Awning Company

Per Brian Kelly bkelly@AcmeAwning.com

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.

Date _____ Signature _____

1. We hereby propose to furnish the materials and perform the labor necessary for completion of description above.
2. Any alteration or deviation from the 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 and above work to be taken out by Acme Awning.
3. All material is guaranteed to be as specified, above work to be performed in accordance with the drawings and specifications submitted and completed in a substantial workmanlike manner.
4. This proposal may be withdrawn by us if not accepted within 30 days.



MEMORANDUM

DATE:	March 2, 2020
TO:	Chairperson Krant, Design Committee Members, and Administrator Meyer
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Item 4.2 Replacement Wall Signs – 201 Main Street West (First National Bank)

REQUEST: Approval of Proposed Signage

GENERAL INFORMATION

Frist National Bank proposes changing three existing wall signs at 201 Main Street West. The bank is under new ownership. Sign channels involve changing existing non-lit channel letters with internally lit cabinet signs. The property is zoned B-3 Central Business District. Design Manual standards and zoning standards apply, including review by the Design Committee

Please find attached:

- Proposed wall signs (LED internally lit cabinet)
- Existing wall signs (channel letters)
- Design Manual guidelines

Design Manual Guidelines

The Design Manual establishes guidelines for signage in the Downtown. The Design Committee is to review the proposed signs and determine whether or not they are compatible with the style, composition, colors, and details of the building and with other signs on nearby buildings.

Specific standards contained in the Design Manual follow:

- Symbolic and historic three-dimensional signs such as barber shop poles and appropriately-sized projecting signs are encouraged.
- Projecting signs must be no greater than 12 square feet and have a maximum width of three feet and cannot extend beyond the first floor of the building.
- No less than 10 feet of clearance shall be provided between the sidewalk elevation and the lowest point of the projecting sign.
- Maximum distance between sign and building face is one foot.
- Building and signage lighting must be indirect, with the light source(s) hidden from direct pedestrian and motorist view.
- Lighting and signage must be a separate and distinct. Combined lighting and signage is not encouraged.

Sign Code Standards – Central Business District (Section 1107.20)

Wall signs are permitted in the B-3 Central Business District provided:

- Signage is limited to one sign per building face not to exceed two wall signs per building. The existing signage is legal non-conforming with respect to this requirement. The existing non-conformity (i.e. number of signs) is not increasing, therefore the proposed replacement is consistent with this requirement.
- A maximum of twenty (20) percent of the building face can be used for a wall sign. The area of the signs is visually noted as less than 20% of the building face.
- Wall signs may extend into the right of way, however no extension/projection is proposed.

ACTION

Review and action on proposed signage is requested.

Downtown District Guidelines

Signage - Signs should be architecturally compatible with the style, composition, materials, colors and details of the building and with other signs on nearby buildings, while providing for adequate identification of the business.

- Symbolic and historic three-dimensional signs such as barber shop poles and appropriately-sized projecting signs are encouraged.
- Projecting signs must be no greater than 12 square feet and have a maximum width of three feet and cannot extend beyond the first floor of the building.
- No less than 10 feet of clearance shall be provided between the sidewalk elevation and the lowest point of the projecting sign.
- Maximum distance between sign and building face is one foot.
- Building and signage lighting must be indirect, with the light source(s) hidden from direct pedestrian and motorist view.
- Lighting and signage must be a separate and distinct. Combined lighting and signage is not encouraged.

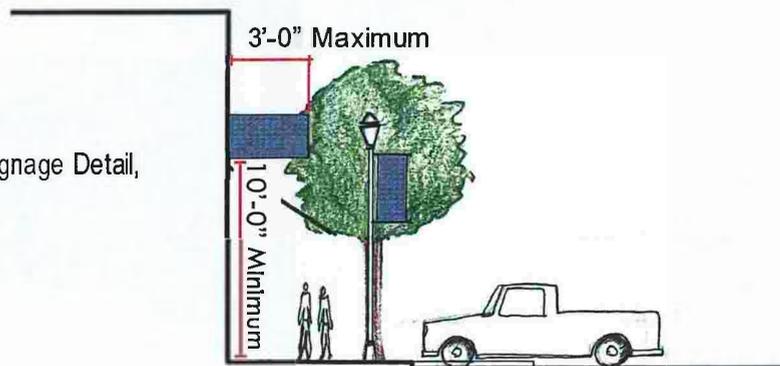
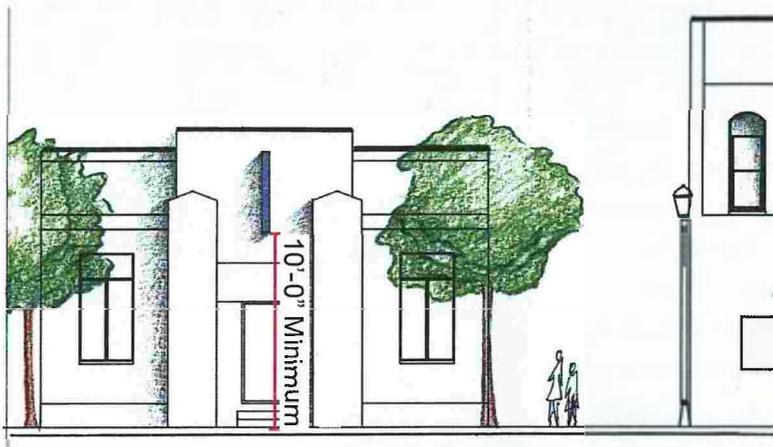


Figure 25A and B. Signage Detail, CRD, 2008.



Figure 27. Signage Example, Wayzata Design Guidelines, 2004.



Figure 26. Signage Example, Wayzata Design Guidelines, 2004.

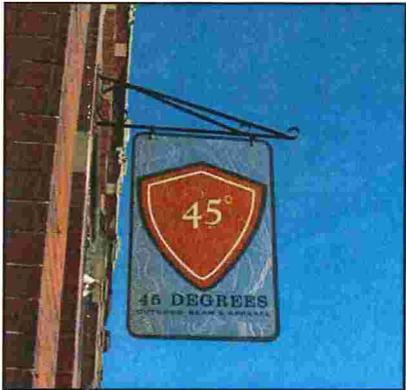


Figure 28. Signage Example, Stillwater Design Manual, 2006.

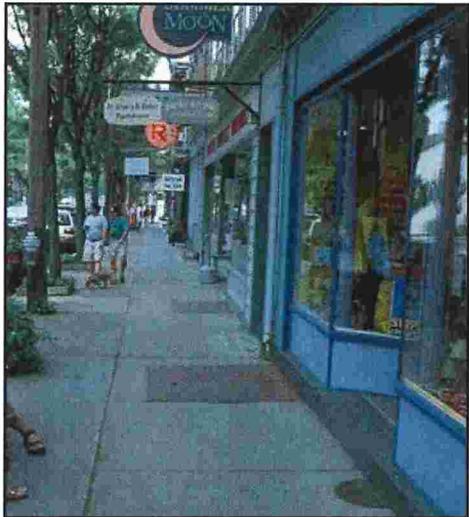


Figure 29. Signage Example, Rhinebeck, NY, Project for Public Spaces.

EAST BLDG FACE



NORTH BLDG FACE

