



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

**MONDAY, MARCH 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 February 4, 2019.

**4. BUSINESS.**

- 4.1 Façade Design Review: 116 Main St W – Oldenburg Brewing Co
- 4.2. Design Committee Work Items

**5. ADMINISTRATIVE REPORTS.**

5.1. Commissioner Comments.

5.2. Upcoming Meetings.

- 1. Next Regular Meeting, Monday, April 1, 2019 at 5:15PM

**8. ADJOURNMENT.**

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

**BELLE PLAINE DESIGN COMMITTEE  
REGULAR MEETING  
FEBRUARY 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 its Regular Meeting on Monday, February 4, 2019 at City Hall, 218 North Meridian Street, Belle Plaine, Minnesota. President Krant called the meeting to order at 5:16 PM with Commissioners Linda Lawler, Benjamin Ogata, Kathy Joerg and Patricia Krings present.

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

**2. OATHS OF OFFICE.**

**Council Member Renee LeMieux, DC Members Linda Lawler, Patricia Krings, and Benjamin Ogata.**

President Krant led Councilmember LeMieux, and Design Committee members Lawler, Krings and Ogata in the Oath of Office.

**3. ELECTION OF OFFICERS.**

Chair Krant called for nominations for Chair.

MOTION by Commissioner Krings, second by Commissioner Joerg, to nominate Rick Krant as Chair.

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

MOTION by Commissioner Krings, second by Commissioner Joerg to close the nominations. ALL VOTED AYE. MOTION CARRIED.

MOTION by Commissioner Krings, second by Commissioner Joerg, to nominate Rick 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 Joerg, second by Commissioner Krant, to nominate Patricia Krings as Vice Chair.

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

MOTION by Commissioner LeMieux, second by Commissioner Joerg to close nominations. ALL VOTED AYE. MOTION CARRIED.

MOTION by Commissioner Joerg, second by Commissioner Krant, to nominate Patricia Krings as Vice

Chair. Commissioner Krings abstained from the vote. ALL VOTED AYE. MOTION CARRIED.

Chair Krant called for nominations for Secretary.

MOTION by Commissioner Krings, second by Commissioner Krant, to nominate Kathy Joerg as Secretary.

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

MOTION by Commissioner Krings, second by Commissioner LeMieux, to close the nominations. ALL VOTED AYE. MOTION CARRIED.

MOTION by Commissioner Krings, second by Commissioner Krant, to nominate Kathy Joerg as Secretary. Commissioner Joerg abstained from the vote. ALL VOTED AYE. MOTION CARRIED.

**4. APPROVAL OF AGENDA.**

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

**5. APPROVAL OF MINUTES. 5.1. Regular Session Minutes of December 3, 2018.**

MOTION by Commissioner Krant, second by Commissioner Joerg, to approve the Regular Session Minutes of December 3, 2018. ALL VOTED AYE. MOTION CARRIED.

**5.2. Special Session Minutes of December 17, 2018.**

MOTION by Commissioner Joerg, second by Commissioner LeMieux, to approve the Special Session Minutes of December 17, 2018. ALL VOTED AYE. MOTION CARRIED.

**6. BUSINESS.**

**6.1. Awning Design Review: Paula Olsen/Jennifer Shinehouse 103 Main St W**

Community Development Director Smith Strack explained a request for a Proposed Awning at 103 Main Street West from property owner Shinehouse and Hair Loft Owner Olsen. Smith Strack explained the awning placement would be over the white door only with no signage and be black with large white polka dots. Smith Strack explained the base color is consistent with the color palette employed in downtown, the polka dots would appear to be an untried application in the historic district. Smith Strack explained the Rose Loan policy requires design to review prior to further action.

Commissioner Joerg inquired if the two choices were shown in the application and the size of the polka dots. Hair Loft Owner Olsen explained her preference of the rounded awning and noted the polka dots are based on the size of the awning. Commissioner Krings opined the awning will freshen up the building. Olsen explained the possibility of the awning being lite as well.

MOTION by Commissioner Krings, second by Commissioner LeMieux, to approve Awning Design Review: Paula Olsen/Jennifer Shinehouse at 103 Main Street West. ALL VOTED AYE. MOTION CARRIED.

**6.2. Design Committee Roles/Responsibilities**

Community Development Director Smith Strack explained with new members joining the Design Committee it is appropriate to review the roles and responsibilities of the committee. Smith Strack noted USB drives were handed out containing a copy of the 2040 Comprehensive Plan and a copy of the Design Manual. Smith Strack provided a presentation on the roles and responsibilities of the design committee. Topics included: Design Committee's Purpose; Documents and Guidelines; Destination 2040; Chapter 204 City Code; Zoning Standards; Design Manual; Language of Design; Bellows/Petit Observations; Harmony; Regionalism; Context; Scale & Mass; Composition; Hierarchy; Color; Detail & Craftsmanship; Simplicity and Design Principles Cheat Sheet.

Commissioner Krant thanked Smith Strack for the detailed overview.

**7. ADMINISTRATIVE REPORTS.**

**7.1. Commissioner Comments.**

Commissioner Krings inquired as to a prospective date on the Joint Planning meeting. Community Development Director Smith Strack explained a date in March is expected. Krings inquired if any further review will be needed for the Sidewalk Café standards. Smith Strack explained Sidewalk Café Standards went to City Council Work session and is currently being reviewed by the Planning Commission. Smith Strack noted no further review by the Design Committee is needed. Krings inquired if the Brewery will be adding an awning. Smith Strack explained a façade proposal will come forward at some point as the owner is planning on replacement of the glass windows. Krings inquired on the status of Entrance

Monuments. Smith Strack explained Public Works Superintendent Fahey is working on options as the current design is cost prohibited due to the large scroll. Smith Strack will follow up at the department head meeting and report back in the March meeting. Commissioner Krant welcomed Lawler, Ogata and LeMieux to the Design Committee.

**7.2. Upcoming Meetings.**

**1. Next Regular Meeting, Monday, March 4, 2019 at 5:15PM**

Commissioners were reminded of the next meetings.

**8. ADJOURNMENT.**

MOTION by Commissioner Krings, second by Commissioner Joerg to adjourn the meeting at 6:12 PM.  
ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,  
Renee Eyrich  
Recording Secretary



## MEMORANDUM

DATE:	March 4, 2019
TO:	Chairperson Krant, Design Committee Members, and Administrator Meyer
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Item 6.1 Façade Changes – 116 Main Street West (Oldenburg Brew Co)

**REQUEST: Approval of Proposed Doors, Awnings, Rock Face Concrete, and Louvers**

### GENERAL INFORMATION

Property Owner Colt Oldenburg proposes redevelopment of a storefront at 116 Main Street West. The former 'Volleyball Products' building is being converted into a brew pub. Façade changes are proposed including:

1. Removal of storefront, street-facing window and replacement with glass overhead garage door.
2. Replacement of commercial entry door (west side).
3. Replacement of awnings using existing structures.
4. Replacement of louvers.

Illustrations of the proposed materials are attached. The Applicant will bring material sample for the awning and a louver for inspection.

#### Design Principles Discussion

It would appear appropriate for the DC to consider at a minimum the following design principles when reviewing the proposed storefront update. Additional information pertaining to design principles is attached for reference.

- A. Regionalism: How what is proposed relates to what has been built in Downtown.
- B. Context: Look beyond the building to envision how the proposed storefront design and materials will fit with adjacent buildings and uses.
- C. Hierarchy: Consider what elements of the façade will dominate and which will recede. Is the design too 'busy' i.e. competing dominant attributes? Hierarchy should be subtle, simple not scream. Simplicity is preferred.
- D. Color: Existing building/brick colors and other finishes are evident in the street view. The Applicant originally proposed rock face concrete block in a gray finish (see proposed materials).

#### Design Manual Guidelines Discussion

The DC is to consider design guidelines contained in the 2016 Design Manual applicable to properties in the Central Business District. Design guidelines as contained in the manual are attached to this memo.

- A. Awnings: *Awnings are to enhance the historic feel of Downtown while providing sun protection for display window, shelter for pedestrians, and a sign panel for businesses.* The Applicant proposes utilizing the existing awning structure and covering it with black fabric. A sign consisting of letters denoting business name is proposed to be included on a valance attached to the main awning.

All existing awning frames are to be re-covered. In addition, louvers will be replaced. Louver openings will not be altered.

- B. *Windows: Windows should encourage large, open views into the commercial space enhancing the pedestrian experience by providing a visual connection to the use inside the building. The restoration or renovation of a storefront should attempt to return the facade to its original character. Preserve original materials or details and the shape and size of original window openings.* The Applicant proposes replacement of the storefront window facing Main Street with a roll-down commercial garage door that could be opened during periods of fair weather. An internal railing will prevent guests from using the garage door as a door. The Applicant's original proposal was to reduce window (new garage door) height. Attached please find elevation drawings illustrating two different potential approaches. One with a reduced window height and one retaining existing window height.
- C. *Color: Varied but complementary use of color is encouraged. The color of buildings should complement the adjacent buildings' colors. The color of brick or other natural building materials should dictate the color family choices. Buildings should use primarily earth tones with light and bright colors used only as minor accents. The accent colors should complement the primary color.* The Applicant proposes a garage door finish of antique bronze, entry door is mostly clear glass with black casing, and proposed rock face concrete block is light grey. Samples of proposed materials are attached.

## **RECOMMENDATION**

Staff has discussed appropriateness of grey concrete block and reduction of storefront window size with the Applicant. The Applicant is open to alternatives including that represented in the mock-up elevation drawing.

## **REQUEST**

Consideration and action on proposed façade changes at 116 Main Street West, including:

1. Removal of storefront, street-facing window and replacement with glass overhead garage door.
2. Replacement of commercial entry door (west side).
3. Replacement of awnings using existing structures.
4. Replacement of louvers.

## **ATTACHMENTS**

- Application for review
- Applicant's proposed storefront façade
- Mock-up storefront façade
- Street view of north side Main Street West
- Photograph samples of materials proposed
- Design principles
- Design manual standards

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

**Company Information:**

Name of Business: OLDENBURG BREWING COMPANY  
Current Address: 116 WEST MAIN STREET  
Telephone: 952-818-0504 E-mail OLDENBURGBREWCO@GMAIL.COM  
Primary Contact Person: COLT OLDENBURG  
Title: OWNER  
Telephone: 952-818-0504  
Nature of Business: BREW PUB

**Form of Business Organization:**

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> CD Purchaser                   | <input type="checkbox"/> Tenant Operator           | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Partnership _____ |                                      |
| <input type="checkbox"/> Partnership                    | <input type="checkbox"/> Corporation (Cooperative) |                                      |

Number of Employees: Total: 3 Full-Time: 3 Part-Time: \_\_\_\_\_  
Property Owner(s): COLT OLDENBURG

Number of years in businesses in Belle Plaine: NEW

**Project Description:**

Briefly describe the nature of the project: CONSTRUCTION OF NEW ROLL-UP  
DOOR.

Approximate Amount Requested: 1500.00

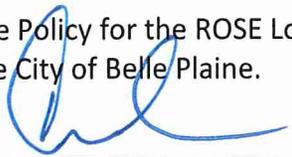
Attach copies of all quotes/estimates for proposed work, at least two contractors shall submit quotes.

Funds to be used for: ~~REPAIRS~~ CONSTRUCTION OF  
NEW ROLL UP DOOR. FULL VIEW GLASS DOOR

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?: APRIL 15TH 2019

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

COLT OLDENBURG

Applicant Name (printed)

Property Owner Signature

Property Owner Signature

02/22/19

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: _____	



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Little Canada, MN 55117  
651-641-0420  
651-487-6107 fax

1172 East Cliff Road East  
Burnsville, MN 55337  
952-894-8500  
952-894-8502 fax

**Proposal Submitted To:**

Oldenburg Brewing  
116 W. Main St  
Belle Plain MN 56011

**Attention:**  
Colt

**Job Name**

**Job Address**  
116 W. Main St  
Belle Plain MN 56011

**Phone**

952 818 0504

**Fax**

**Date**

02-21-2019

**We Hereby Submit Specifications and Estimates For:**

**1- 14' X 5'2" MIDLAND FULL VISION ALL GLASS DOOR WITH BLACK/BRONZE FRAME, DUAL PANE/TEMPERED CLEAR GLASS, STANDARD RADIUS TRACKS, WIND LOAD TO ZONE 1, AND PVC WEATHER STRIPPING**

**INSTALLED..... \$ 3,136.00 INCLUDING TAX AND LABOR  
ALL PRICING BASED ON IF EVERYTHING IS STANDARD UPON JOB CHECK  
HALF DOWN TO GET DOOR ON ORDER / REST TO BE PAID DAY OF INSTALL**

*Note: Preparation of openings and wiring of operators and controls by others. Floors must be poured prior to installation of doors and operators.*

**Terms:** Net 30 Days With Approved Credit

Authorized  
Signature

Matt Siegel

Date: \_\_\_\_\_

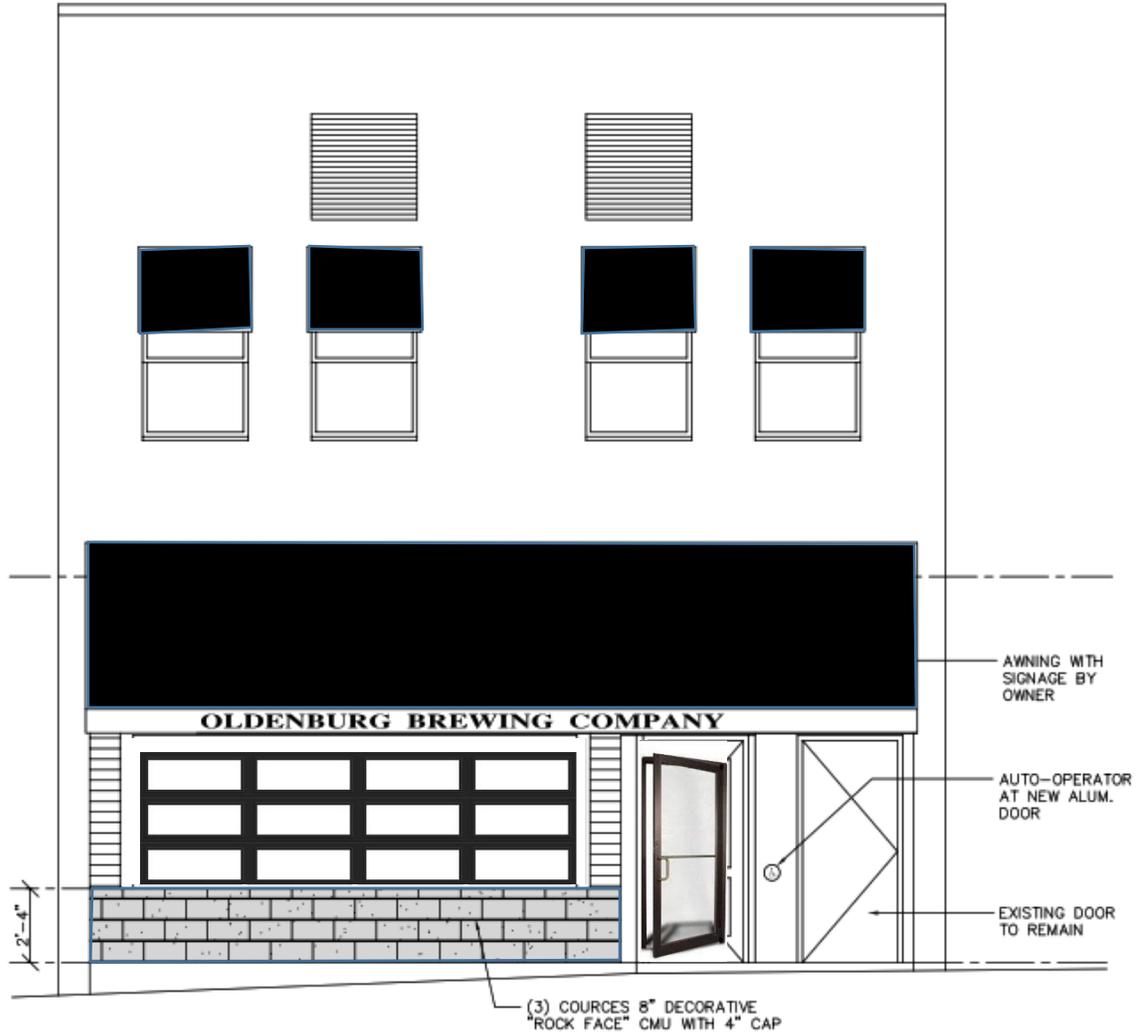
**Note:** This proposal may be withdrawn by us if not accepted within 30 days.

**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 \_\_\_\_\_ Date: \_\_\_\_\_

**Customer #:**

# PROPOSED FAÇADE 116 MAIN STREET WEST

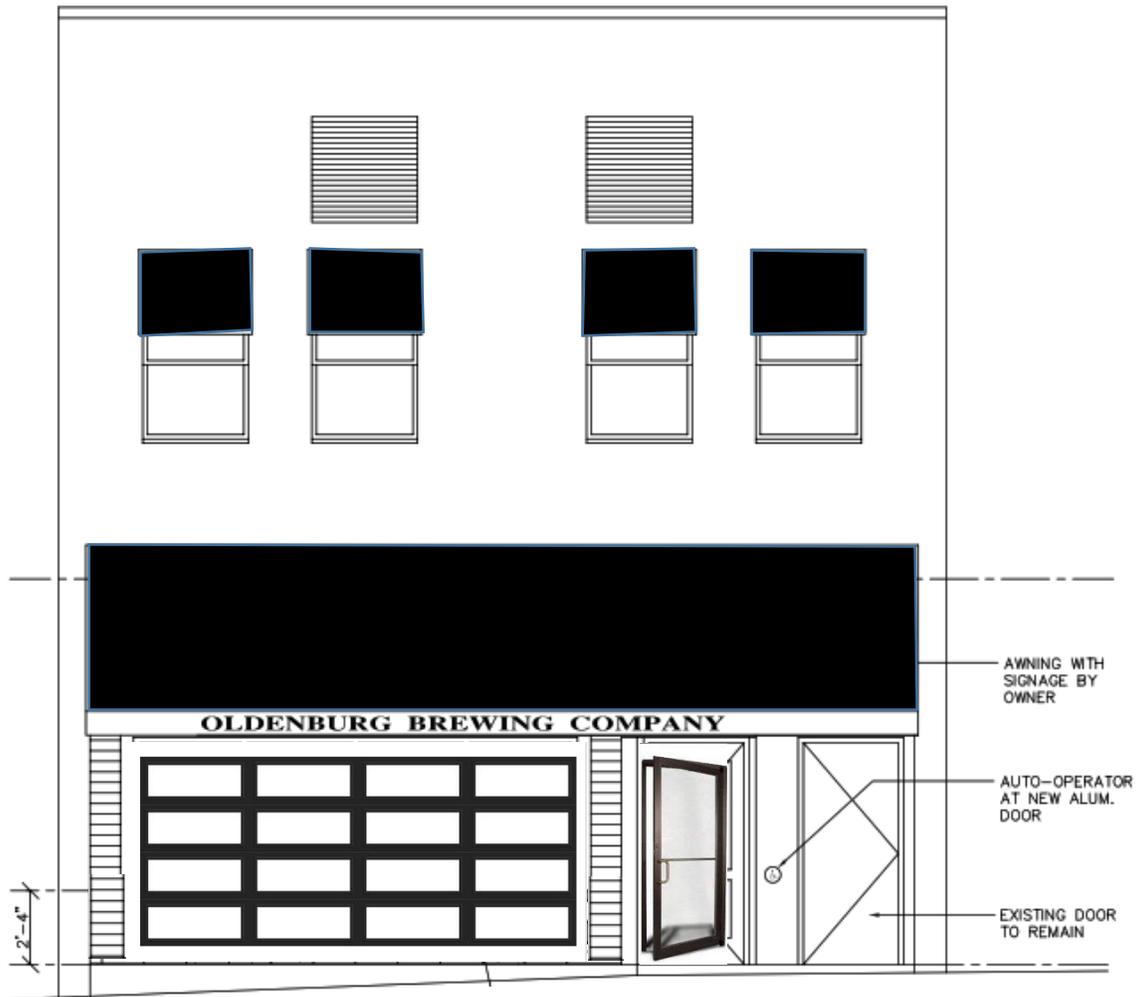


7  
A2

EXTERIOR ELEVATION

1/4" = 1'-0"

# MOCK-UP ALTERNATE FAÇADE 116 MAIN STREET WEST



7 EXTERIOR ELEVATION  
A2 1/4" = 1'-0"

116 W Main St

Belle Plaine, Minnesota

Google

Street View - Aug 2014



Google








## DESIGN COMMITTEE DESIGN REVIEW PRINCIPLES

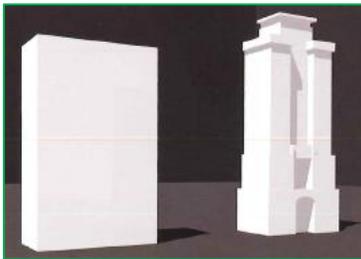


**REGIONALISM:** Geographic influence on architecture. How do people typically build here? Not about mindlessly repeating or cartooning the past but climate, natural resources, and geography should influence architecture. We live in upper Midwest not desert southwest or tropical oasis.



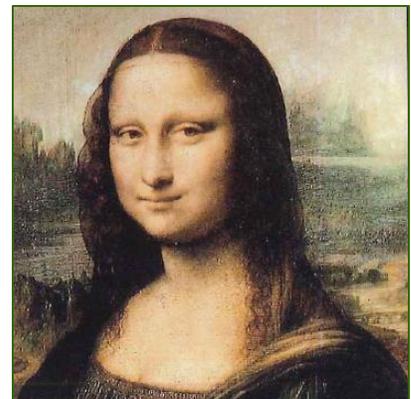
**CONTEXT:** Look beyond the building site and take in the larger picture from adjacent buildings, pedestrian access, roads, regional issues, and environmental effects to building sustainability and how the building will age over time.

**SCALE AND MASSING:** Scale is how the building relates to other buildings and how it relates to humans. Massing is about the bulk of the building. Encourage human-scale design in downtown. As a rule, favor reduced bulk and mass of buildings. As a rule, encourage scale/mass that is compatible with existing adjacent development.



**HIERARCHY:** Visual order. Consider elements of the design that dominate versus elements that are supportive or recessive. Consider how great the difference between dominant and recessive is – do certain aspects of the design scream 'look here'. Subtlety is preferential to brutal hierarchy this is often at odds with retail design (e.g. front door and signs dominate).

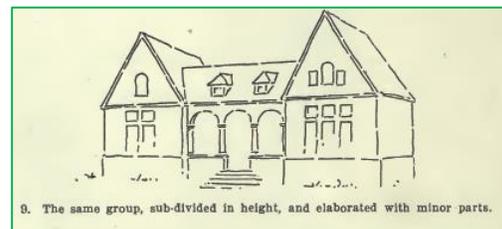
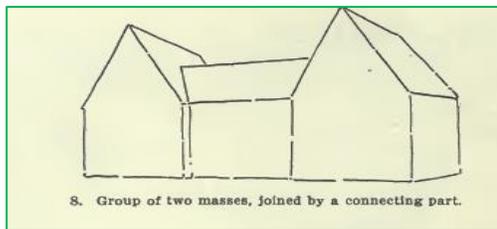
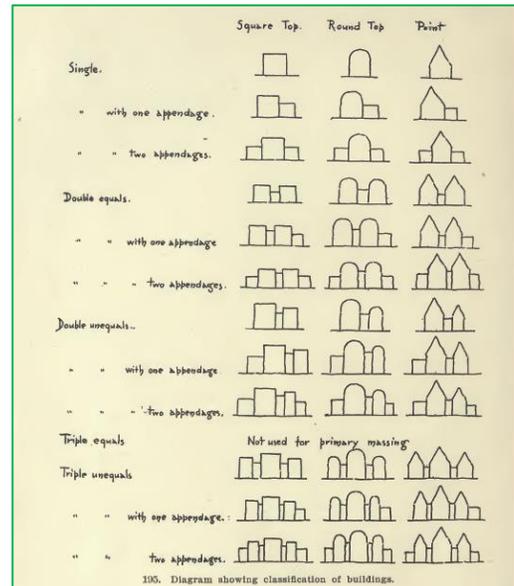
In "Mona Lisa" her smile is reinforced by all design elements.



## DESIGN COMMITTEE DESIGN REVIEW PRINCIPLES

COMPOSITION: How building shaped and formed. For simplicity we'll divide into three concepts as follows. Proportion and symmetry are important.

1. First, the main mass consists of necessary parts of the whole, without these the building would be incomplete. Main masses are shapes – circular, square, rectangular. Three dimensions of main mass are: unity (individual units), grouping (linking of individual units), and appendages (what's attached to the main mass).
2. Second, subordinate parts - which are building parts that can be removed without destroying completeness of main mass. Dormers, gables, turrets, towers, bays, belfries, pinnacles, etc.
3. Third, details or minor parts (openings and solids) – doors, windows, columns, arches, etc. If grouped symmetry is important. Consider both vertical groupings (number and size of openings/solids) and horizontal subdivision (foundation, stories, roof).



**COLOR: dark colors absorb light and light colors reflect it. Dark colors blend in, light colors draw attention. Bad bright design is worse than bad dark design.**



**Private Sector Landscape Elements** - Benches, planting containers, flower boxes, fencing, trash receptacles or trash enclosures, should be compatible to historic character of the district.



*Good example of operable awning that are compatible with the historic character of the architecture.*

Figure 23. Urban Landscape Elements, Wayzata Design Standards, 2004.

**Awnings** – Awnings should enhance the historic feel of downtown, while providing sun protection for display windows, shelter for pedestrians, and a sign panel for businesses.

- Retractable or operable awnings are encouraged.
- Long expanses of awning should be broken into segments that reflect the door or window openings beneath them.
- Backlit awnings are discouraged
- Awnings with graphic material must be within the sign guide lines below.



*Good example of operable awning that are compatible with the historic character of the architecture.*

Figure 24. Awning Example, Wayzata Design Standards, 2004.

**Building Width** – Building widths should be designed to break up the monotonous appearance of long facades. A building more than 45 feet in width should be divided into increments of no more than 45 feet through articulation of the façade. This can be achieved through combinations of the following techniques:

- Divisions or breaks in materials
- Window bays
- Separate entrances and entry treatments
- Variation in roof lines (within guidelines)
- Building setbacks (within guidelines)

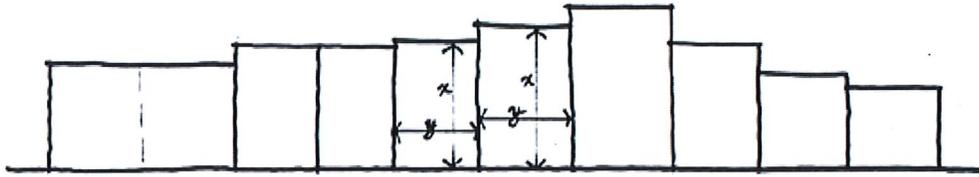


Figure 32. Building Width Articulation Example, Stillwater Design Manual, 2006.

**Windows** – Windows should encourage large, open views into the commercial space enhancing the pedestrian experience by providing a visual connection to the use inside the building.

- The restoration or renovation of a storefront should attempt to return the façade to its original character. Preserve original materials or details and the shape and size of original window openings.
- On upper levels, windows should provide privacy while aesthetically and functionally serving the building.



Figure 33. Large Windows Example, Wayzata Design Guidelines, 2004.



Figure 34. Functional Windows Example, Wayzata Design Guidelines, 2004.

## Downtown District Guidelines

**Color** – The varied but complimentary use of color is encouraged.

- The color of buildings should complement the adjacent buildings' colors
- The color of brick or other natural building materials should dictate the color family choice.
- Buildings should use primarily earth tones with light and bright colors used only as minor accents.
- The accent colors should complement the primary color.



Figure 35. Color and accent Example, Main Street Iowa 20 Year Report, 2005.

**Materials and Details** - Rehabilitation or redevelopment projects should be constructed to be long lasting and use materials and detailing that maintains the distinct character and harmony of the downtown.

- Traditional materials including brick, stone (including cast stone) and stucco should be used as the primary building materials.
- Tile, stone, glass block, copper flashing, metal and wood should be considered for accent materials.
- Building renovation and alterations should restore architectural details of cornices, brickwork, transom, display windows and bulkheads.
- Infill construction should reflect some of the detailing of surrounding buildings in window shape, cornice lines and brick work.



## MEMORANDUM

DATE:	March 4, 2019
TO:	Chairperson Krant, Design Committee Members, and Administrator Meyer
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Item 4.2 Work Plan

### GENERAL INFORMATION

In February we reviewed DC roles and responsibilities and background information. Staff would like to have general discussion with DC members as to what resources and/or information would be of assistance in defining a work plan and/or discussion pertaining to meeting on an as needed basis.

### REQUEST

This item is for discussion.