



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

**TUESDAY, SEPTEMBER 8, 2020**  
5:15 P.M.

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

**2. OATH OF OFFICE**

Jacky Oldenburg  
Hope Lawler

**3. APPROVAL OF AGENDA.**

**4. APPROVAL OF MINUTES.**

4.1. Regular Session Minutes of March 2, 2020.

**5. BUSINESS.**

5.1. Signage: 116 West Main Street – Oldenburg Brewery

**6. ADMINISTRATIVE REPORTS.**

6.1. Commissioner Comments.

6.2. Upcoming Meetings.

1. Next Regular Meeting: As Needed.

**7. ADJOURNMENT.**

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

**BELLE PLAINE DESIGN COMMITTEE  
REGULAR MEETING  
MARCH 2, 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, March 2, 2020 at City Hall, 218 North Meridian Street, Belle Plaine, Minnesota. Chair Krant called the meeting to order at 5:20 PM with Commissioners Linda Lawler and Benjamin Ogata present.

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

**2. APPROVAL OF AGENDA.**

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

**3. APPROVAL OF MINUTES.**

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

MOTION by Commissioner Lawler, second by Commissioner Ogata, to approve the Regular Session Minutes of November 4, 2019. ALL VOTED AYE. MOTION CARRIED.

**3.2. Regular Session Minutes of February 3, 2020.**

MOTION by Commissioner Krant, second by Commissioner Lawler, to approve the Regular Session Minutes of February 3, 2020. ALL VOTED AYE. MOTION CARRIED.

**4. BUSINESS.**

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

Community Development Director Smith Strack explained property owner Michelle McLellan proposes the re-covering of an existing awning at 129 Meridian Street North. Smith Strack explained a photograph was included in the packet of the existing property and a proposal to re-cover the awning. Smith Strack noted McLellan's plans to use a basic black as the replacement cover. Smith Strack reviewed the ROSE loan policy standards before requesting discussion.

Property owner Michelle McLellan was present and explained the new awning would be similar to what is currently up but in black. Commissioner Krant inquired if advertising is allowed on the awning. Community Development Director Smith Strack explained the EDA prefers detachable signage and noted her conversations with owner to that.

MOTION by Councilmember Krant, second by Councilmember Lawler, to approve the awning replacement at 129 Meridian Street. ALL VOTED AYE. MOTION CARRIED.

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

Community Development Director Smith Strack explained First National Bank proposed changing three existing wall signs at 201 Main Street West as they are under new ownership. Smith Strack explained the sign channels involve changing existing non-lit channel letters with internally lit cabinet signs. Smith

Strack noted the property is zoned b-3 Central Business District where Design Manual and zoning standards apply.

A representative from First National Bank was present and explained they went with a box sign to hide the holes from the removal of the previous signage. Commissioner Lawler inquired on the amount of wall signs. Community Development Director Smith Strack explained the number of wall signs are limited with three total on the building, two on Main Street and one on Willow Street.

MOTION by Commissioner Lawler, Second by Commissioner Ogata, to approve the replacement Wall Signs at 201 Main Street West as presented. ALL VOTED AYE. MOTION CARRIED.

## **5. ADMINISTRATIVE REPORTS.**

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

Commissioners commented on the progress at the Berger Interiors building.

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

#### **1. Next Regular Meeting: As Needed.**

Commissioners were reminded of the next meeting if required.

## **6. ADJOURNMENT.**

MOTION by Commissioner Ogata, second by Commissioner Lawler to adjourn the meeting at 5:40 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich  
Recording Secretary



## MEMORANDUM

DATE:	September 8, 2020
TO:	Chairperson Krant, Design Committee Members, and Administrator Meyer
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Item 4.1 Projecting Sign – 116 Main Street West (Oldenburg Brewery)

### **REQUEST: Approval of Proposed Signage**

#### **GENERAL INFORMATION**

Colt Oldenburg, Oldenburg Brewery, is proposing a 3' X 4' projecting sign at 116 Main Street West. The proposed sign illustration is attached. The property is zoned B-3 Central Business District. Design Manual standards and zoning standards apply, including review by the Design Committee. Oldenburg is expected to attend the DC meeting.

Please find attached:

- Design manual guidelines
- Zoning standards – requirements for projecting signs are highlighted

#### 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:

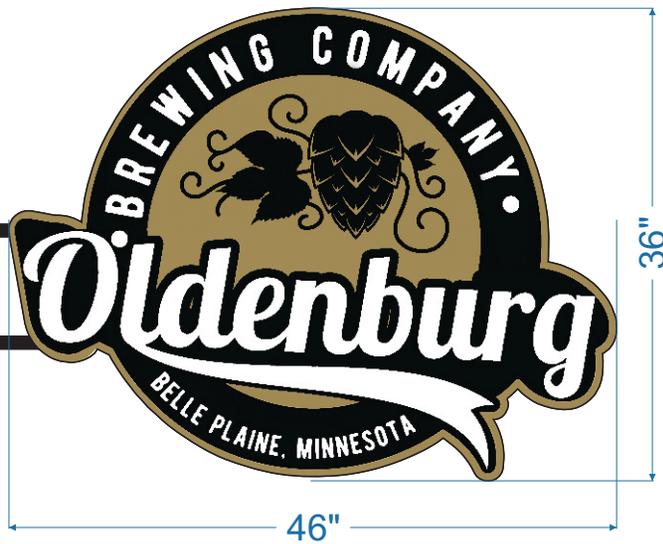
- Symbolic and historic three-dimensional signs such as barber shop poles and appropriately-sized projecting signs are encouraged.
- Projecting signs must be no greater than 12 square feet and have a maximum width of three feet and cannot extend beyond the first floor of the building.
- No less than 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)

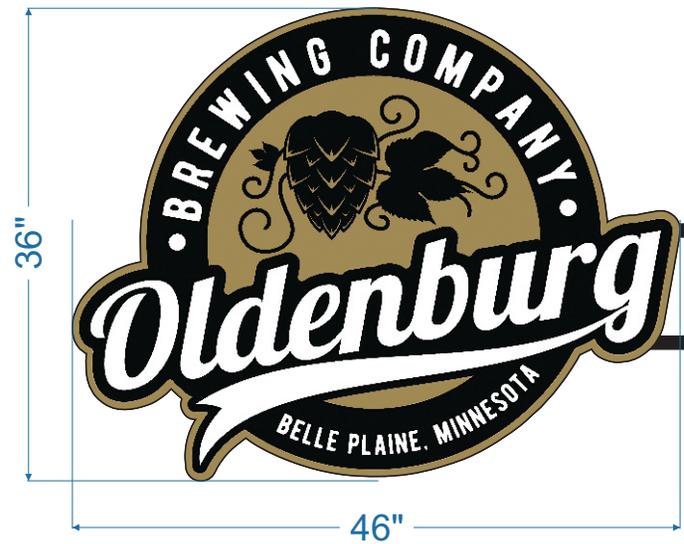
Projecting signs are regulated under City Code. An administrative sign permit is required and will verify required standards are met.

**ACTION**

Review and approval of the proposed projecting sign is requested.



side-1



side-2









## 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.

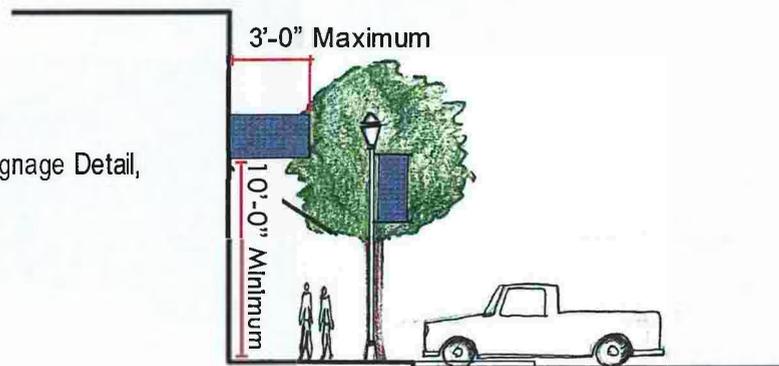
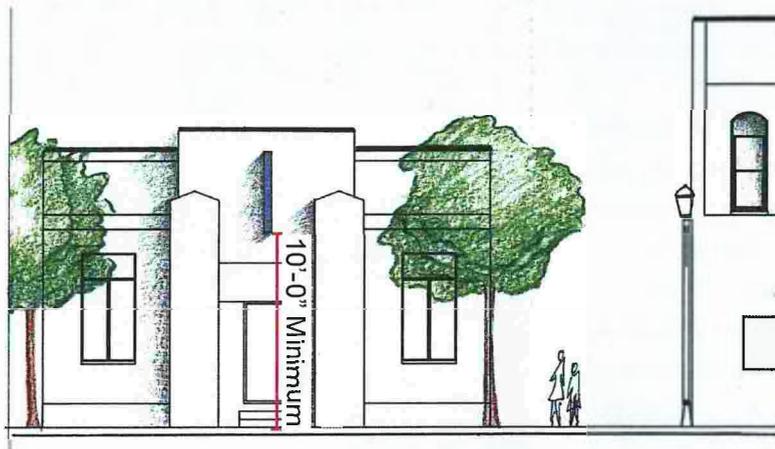


Figure 25A and B. Signage Detail, CRD, 2008.



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

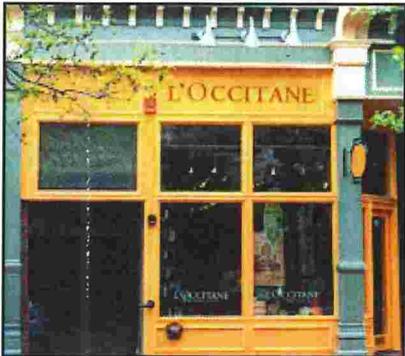


Figure 26. Signage Example, Wayzata Design Guidelines, 2004.

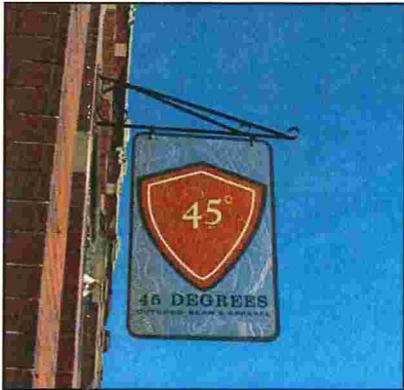


Figure 28. Signage Example, Stillwater Design Manual, 2006.

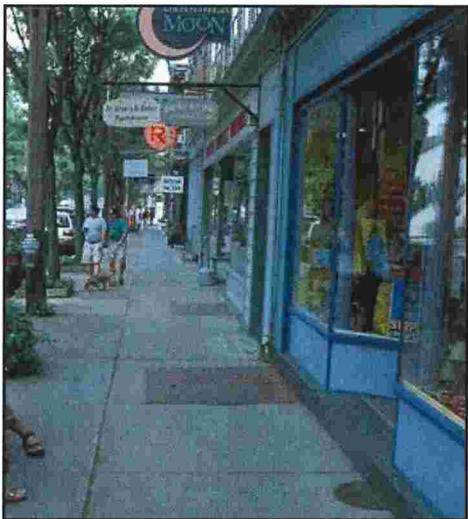


Figure 29. Signage Example, Rhinebeck, NY, Project for Public Spaces.

2. **COMMERCIAL CENTRAL BUSINESS DISTRICT – (B-3 AND PUD OVERLAYS)**. The following signs are permitted within the Central Business District. All sign permits shall be forwarded to the Design Committee for approval before any sign permit is issued.

- A. Address Signs: One (1) Sign not to exceed four (4) square feet in area for each building.
- B. Monument Signs: One (1) Monument Sign is allowed per lot. Such Sign shall not exceed thirty-two (32) square feet and shall not exceed ten (10) feet in width or six (6) feet in height.
- C. Wall Signs: One (1) Wall Sign shall be permitted per Building Face, not to exceed two (2) Wall Signs per building. For multi-tenant buildings, one Wall Sign per tenant is allowed provided the Building Face coverage limitation set forth below is met.
  - 1. A maximum of twenty (20) percent of the Building Face may be used for a Wall Sign.
  - 2. Wall Signs may be permitted to extend within the right-of-way up to a distance of fifteen (15) inches, but no less than eight (8) feet of clearance shall be provided between the sidewalk elevation and lowest point of the Sign.
- D. Sandwich Signs: Sandwich Signs shall be permitted subject to the following conditions. No permit is required for a Sandwich Sign.
  - 1. Only one (1) Sandwich Sign per business is allowed.
  - 2. Signs shall be displayed during business hours only.
  - 3. Maximum allowable Sign Area shall not exceed six (6) square feet. Two (2) sides of the Sign may contain graphics and/or text. The maximum depth or spread of the Sign shall not exceed two (2) feet.
  - 4. Quality of said Signs shall be of professional craftsmanship only.
  - 5. Signs shall be placed only on the business property or on sidewalk directly abutting the business property.
- E. Canopy and Awning Signs: One (1) Canopy or Awning Sign is permitted per lot subject to the following conditions:
  - 1. The Sign Area of any Canopy or Awning Sign shall reduce, square foot for square foot, the Sign Area of any permitted Wall Signs on the same building face.
  - 2. Such Signs shall have a minimum clearance of eight (8) feet

above a public sidewalk or right-of-way and may not project nearer than thirty (30) inches to the street curb.

3. The architectural style of the Canopy or Awning shall be consistent with the building and Downtown Design Standards.

F. Projecting Signs: Projecting Signs in the Central Business District 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.

1. Symbolic and historic three-dimensional signs such as barber shop poles and appropriately-sized projecting signs are encouraged.
2. Projecting Signs must be no greater than fifteen (15) square feet and have a maximum width of three (3) feet and shall not extend above the first floor of the building.
3. No less than eight (8) feet of clearance shall be provided between the sidewalk elevation and the lowest point of the Projecting Sign.
4. The Sign and frame shall not project out from the building face more than five (5) feet and there shall not be more than a one (1) foot clearance between the Sign and the building.
5. Building and signage lighting must be indirect, with the light source(s) hidden from direct pedestrian and motorist view.
6. Lighting and signage should be separate and distinct. Combined lighting and signage is not encouraged.
7. Only one (1) Projecting Sign is allowed per Building Face.

G. Internal Directional Signs: Up to four (4) Internal Directional Signs per lot are permitted. The Sign Area of each such Sign shall not exceed four (4) square feet or four (4) feet in height.