



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

**MONDAY, NOVEMBER 3, 2025
5:00 P.M.**

1. CALL TO ORDER.

1.1. Roll Call.

2. APPROVAL OF AGENDA.

3. APPROVAL OF MINUTES.

3.1. Regular Session Minutes of August 4, 2025.

4. BUSINESS.

4.1. Awning: 139 Main Street East.

4.2. Sign: 113 Main Street East.

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
AUGUST 4, 2025**

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Design Committee conducted a Regular Meeting on Monday, August 4, 2025 at City Hall, 218 North Meridian Street, Belle Plaine, MN. Chair Krant called the meeting to order at 5:00 PM with Commissioners Brian Romness, Hope Lawler and Cara Cox present.

Also present was Community Development Director Smith Strack and Council Liaison Hartmann.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of April 7, 2025.

MOTION by Commissioner Romness, second by Commissioner Cox, to approve the Regular Session Minutes of April 7, 2025. ALL VOTED AYE. MOTION CARRIED.

4. BUSINESS.

4.1. Proposed Awnings and Exterior Paint Palette: 121 Willow Street North.

Community Development Director Smith Strack reviewed the proposed awnings and exterior paint palette for 121 Willow Street North. Smith Strack explained the applicants Janene and Chris Meyer have proposed two new awnings and a new color palette. Smith Strack explained the brick on the building was not Belle Plaine brick as in the Downtown.

Commissioner Krant complemented the colors and opined they blend nicely with the Downtown.

Commissioner Cox agreed with Krant and noted the colors tie in the signage colors as well.

MOTION by Commissioner Cox, second by Commissioner Romness, to approve the proposed awnings and exterior paint palette at 121 Willow Street North. ALL VOTED AYE. MOTION CARRIED.

5. ADMINISTRATIVE REPORTS.

5.1. Commissioner Comments.

Commissioner Krant inquired on the Entrance signs not being illuminated on two different occasions at night. Community Development Director Smith Strack explained staff will look into it.

Commissioner Lawler inquired if the Berger building downtown has any interest in new awnings. Community Development Director Smith Strack explained the subject has been discussed with the owner.

5.2. Upcoming Meetings.

1. Next Regular Meeting: As Needed

Commissioners were reminded of the next upcoming meeting as needed.

6. ADJOURNMENT.

MOTION by Commissioner Romness, second by Commissioner Lawler, to adjourn the meeting at 5:08 PM. ALL VOTED AYE. MOTION CARRIED.

Belle Plaine Design Committee
Regular Session
August 4, 2025
UNAPPROVED

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Respectfully Submitted,

Renee Eyrich
Recording Secretary



MEMORANDUM

Design Committee


DATE:	November 3, 2025
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	New Awning – 139 Main St E (Riverview Coffee)
BACKGROUND:	<p>This is an after the fact review of an awning at 139 Main St E. The review is after the fact due to a miscommunication between installer and applicant. The awning is in place facing East Main Street.</p> <p>The EDA and Council have authorized a ROSE loan (façade grant) conditioned on after the fact approval of the DC.</p> <p>A picture of the awning as installed is attached.</p> <p>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. The installed awning appears to meet the objective of the design manual guidelines.</p>
ACTION:	Consideration of after the fact approval of awning is requested.
SIGNATURE:	





MEMORANDUM

Design Committee

DATE:	November 3, 2025
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	New Signage – 113 Main Street East
BACKGROUND:	<p>Mathew Kunnasery, Manager PJT Real Estate Services is the owner of the property addressed as 113 Main Street East. Kunnasery proposes installation of a lighted sign on the sign band of the existing structure. The sign is to be relocated from a current location.</p> <p>Attached please find a picture of the front façade of 113 Main St E along with a photo of the existing sign at its current location.</p> <p>The Design Committee is also to review the proposed wall sign. The sign is proposed to be lit. Few specific Design Manual standards apply to wall signs, other than those relating to lighting. The DC has approved alternate lighting in the past.</p> <ul style="list-style-type: none">• 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.
ACTION:	Review of the proposed sign is requested.
SIGNATURE:	





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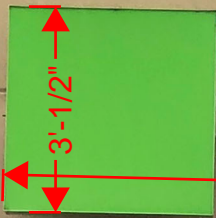
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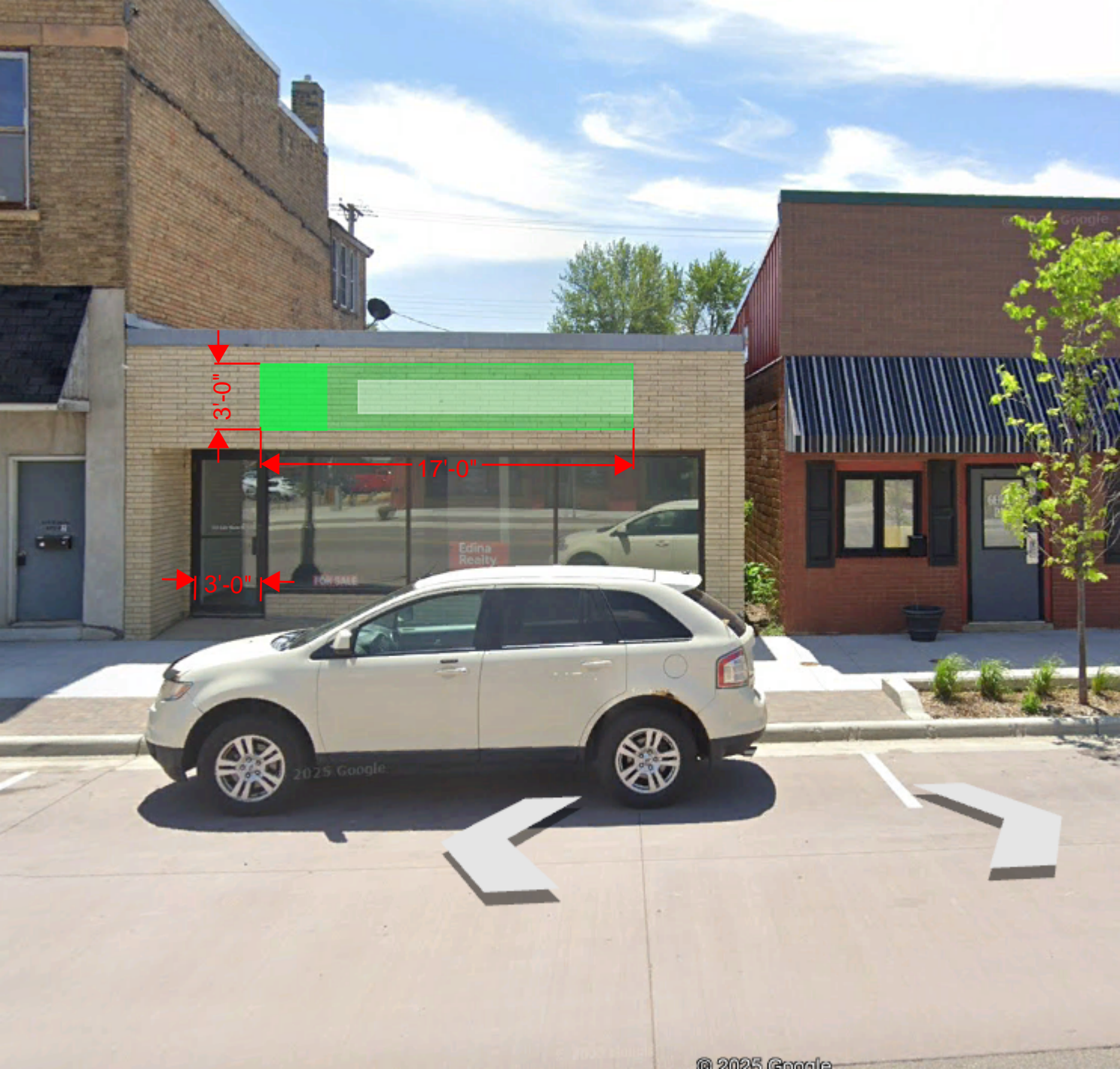
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