



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

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

**1. CALL TO ORDER.**

1.1. Roll Call.

**2. ELECTION OF OFFICERS**

**3. APPROVAL OF AGENDA.**

**4. APPROVAL OF MINUTES.**

4.1. Regular Session Minutes of January 6, 2025.

**5. BUSINESS.**

5.1. Proposed Awning 128 Meridian Street North.

5.2. Design Committee Duties.

**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  
JANUARY 6, 2025**

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

The Belle Plaine Design Committee conducted a Regular Meeting on Monday, January 6, 2025 at City Hall, 218 North Meridian Street, Belle Plaine, MN. Vice-Chair Lawler called the meeting to order at 5:00 PM with Commissioners Brian Romness, Hope Lawler and Rick Krant present. Commissioner's Weldon and Cox were not present.

Also present was Community Development Director Smith Strack. Councilmember Elect Hartmann was in attendance.

**2. APPROVAL OF AGENDA.**

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

**3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of December 2, 2024.**

MOTION by Commissioner Romness, second by Commissioner Krant, to approve the Regular Session Minutes of December 2, 2024. ALL VOTED AYE. MOTION CARRIED.

**4. BUSINESS.**

**4.1. Projecting Sign: 106 Main Street East**

Community Development Director Smith Strack reviewed the proposed signage for 106 Main Street East. Smith Strack noted the sign's proposed dimensions and sign code standards in the packet.

The Commission held discussion with the applicant. Pankonin suggested he may choose to go with the internally lighting on both sides noting cost will be the determining factor. Pankonin noted the old projecting sign was larger and he wanted to update the signage. Staff clarified the lighting and electrical outlets and past approvals.

MOTION by Commissioner Krant, second by Commissioner Romness to approve the Projecting Sign at 106 Main Street East. ALL VOTED AYE. MOTION CARRIED.

**5. ADMINISTRATIVE REPORTS.**

**5.1. Commissioner Comments.**

No comments were made.

**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 Krant, to adjourn the meeting at 5:14 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich  
Recording Secretary



# MEMORANDUM


# DC

<b>DATE:</b>	March 3, 2025
<b>FROM:</b>	Cynthia Smith Strack, Community Development Director
<b>AGENDA ITEM:</b>	2.1. Election of Officers
<b>BACKGROUND:</b>	<p>The Committee is to elect a chairperson, a vice-chairperson, and a secretary for a term of one year. The officer can't be the City Council Member. The chair will call for nominations and the officers shall be elected by voice from among those nominated.</p> <p>Officers in 2024 were as follows:</p> <p>Chair: Weldon Vice Chair: Lawler Secretary: Cox</p>
<b>SIGNATURE:</b>	



# MEMORANDUM

# DC

<b>DATE:</b>	March 3, 2025
<b>FROM:</b>	Cynthia Smith Strack, Community Development Director
<b>AGENDA ITEM:</b>	New Awning – 128 Meridian St N
<b>BACKGROUND:</b>	<p>Betsy Ollhoff, Belle Plaine Food Shelf, proposes re-covering of an existing at 128 Meridian St N and re-covering of an awning at the client entrance. Attached please find a representation of the street storefront awning proposed. The Applicant indicates the client entrance awning would be similar. Current photos of the building is also included in the packet.</p> <p>The color choice and style of replacement awning will similar to that existing.</p> <p>The awning type and placement appear to be sympathetic in scale to others in the vicinity. The base color would appear to be appropriate in the historic district.</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, and a sign panel for the business. Awnings in the Downtown are 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. Please find Design Manual standards attached.</p> <p>Review and approval of the proposed awning replacement and new awning is kindly requested.</p>
<b>ACTION:</b>	Review of the proposed awning is requested.
<b>SIGNATURE:</b>	



BELLE PLAINE AREA  
**FOOD SHELF**

FOOD SHELF

FOOD SHELF

*Belle Plaine Area Food Shelf*

Belle Plaine Area  
**FOOD  
SHELF**

**HOURS**  
Wednesday  
5:00 pm to 7:00 pm  
Saturday  
9:00 am to 11:00 am

*sbpfoodshelf@gmail.com*  
952-283-1713

128

Food Shelf  
Client Entrance



*Belle Plaine Area Food Shelf*

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**FOOD  
SHELF**

**HOURS**  
Wednesday  
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9:00 am to 11:00 am  
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952-283-1713

128

128  
SORRY WE'RE  
CLOSED

DSJ



Food Shelf

Client Entrance

DSI

PLEASE RECYCLE  
PLASTIC  
PAPER  
GLASS

**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.



## MEMORANDUM

# DC

<b>DATE:</b>	March 3, 2025
<b>FROM:</b>	Cynthia Smith Strack, Community Development Director
<b>AGENDA ITEM:</b>	5.2. Election of Officers
<b>BACKGROUND:</b>	<p>Attached please find information from the City Code related to the creation, operation, and duties of the Design Committee. For information, the <a href="#">Belle Plaine Design Manual</a> may be found online on the city website.</p> <p>DC duties include:</p> <ol style="list-style-type: none"><li>1. Prepare recommendations for design components of developments, as assigned.</li><li>2. Prepare recommendations for design components of public projects.</li><li>3. Administer design policies contained in the Belle Plaine Design Manual, as may be amended.</li><li>4. Provide recommendations to other Boards, Committees, Commissions, and the City Council as requested or as required under City Code.</li></ol> <p>In addition to the design manual a preferred color palette for the downtown district is also in effect. The palette is attached for information.</p>
<b>SIGNATURE:</b>	

SECTION 204.00 DESIGN COMMITTEE.

- 204.01 Commission Established and Continued.
- 204.02 Membership
- 204.03 Terms, Vacancies, Oath, Compensation.
- 204.04 Organization.
- 204.05 Power and Duties.

204.01 COMMISSION ESTABLISHED AND CONTINUED.

The Design Committee is hereby established and continued.

204.02 MEMBERSHIP.

The Design Committee shall consist of five (5) appointed residents of the City of Belle Plaine and one (1) City Council liaison. The Council may appoint up to two alternates to serve in the absence of an appointed member.

204.03 TERMS, VACANCIES, OATH, COMPENSATION

Regular members and alternate members of the Commission shall be appointed to a term of four years. The terms of office shall begin on February 1 and shall expire on January 31. All members shall be appointed and may be removed by the City Council. Vacancies arising in the unexpired term shall be filled by Council appointment for the duration of the term. Every appointed member shall take an oath relating to the faithful discharge of those duties. Members may receive compensation as set by Council resolution.

204.04 ORGANIZATION.

Subd. 1. Officers.

- A. Election, Term of Office. The Committee shall elect from among its appointed regular members, a chairperson, a vice-chairperson, and a secretary for a term of one year. At the first regular meeting in February, the chair will call for nominations and the officers shall be elected by voice or written ballot from among those nominated.
- B. Meetings, Records. Meetings shall be held on an as-needed basis. At least three (3) days written notice of such meetings shall be given to the Commissioners. All meetings shall be guided by Roberts Rules of Order, Revised.
- C. Special Meetings. The Chairperson or any two (2) members of the Board may call a special meeting of the Board by filing a written statement with the City Administrator. A special meeting shall be preceded by three-day posted notice (or, as an alternate, three-day published notice) as well as three-day mailed notice to any person requesting particular notice of special meetings. At least one day before the meeting, notice shall be mailed or delivered via telephone, facsimile, telegram, electronic mail, or personally to each member of the Board, or shall be left at his/her usual place of residence with some responsible person.

D. Compliance with Open Meeting Law. All meetings shall comply with the Minnesota State Open Meeting Law, M.S. § 471.705.

E. Quorum. A majority of the Committee shall constitute a quorum. No action may be taken without a quorum. Less than a quorum may, however, adjourn any meeting, which may be held on a subsequent date without further notice, provided a quorum be present at such deferred meeting.

#### 204.05 POWERS AND DUTIES.

The Design Committee is an advisory Committee appointed by the Mayor and City Council.

A. Specific duties of the Design Committee are:

1. Prepare recommendations for design components of developments, as assigned.
2. Prepare recommendations for design components of public projects.
3. Administer design policies contained in the Belle Plaine Design Manual, as may be amended.
4. Provide recommendations to other Boards, Committees, Commissions, and the City Council as requested or as required under City Code.

*(Ord. 08-07, Repeal and Replace Section 204, Design Committee, Adopted October 6, 2008.)*

*(Ord. 18-01, Design Committee Enabling Language Section 204.02, 204.04 and 204.05, Adopted February 20, 2018.)*



# 1800-Early 1900's

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EXTERIOR PAINT COLORS

# Italianate Design

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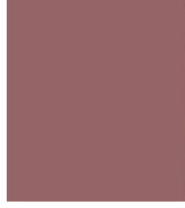
SW 0015

**Gallery Green**  
Interior / Exterior



SW 0006

**Toile Red**  
Interior / Exterior



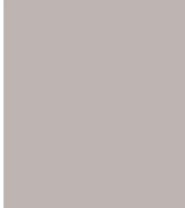
SW 0004

**Rose Brocade**  
Interior / Exterior



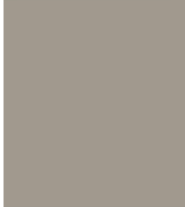
SW 0022

**Patchwork Plum**  
Interior / Exterior



SW 0021

**Queen Anne Lilac**  
Interior / Exterior



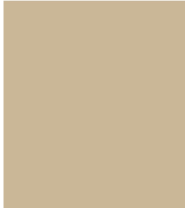
SW 0023

**Pewter Tankard**  
Interior / Exterior



SW 0013

**Majolica Green**  
Interior / Exterior



SW 0011

**Crewel Tan**  
Interior / Exterior



SW 0009

**Eastlake Gold**  
Interior / Exterior



SW 0018

**Teal Stencil**  
Interior / Exterior



SW 0010

**Wickerwork**  
Interior / Exterior



SW 0002

**Chelsea Mauve**  
Interior / Exterior

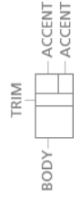


## Colors Shown



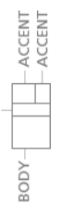
BODY	TRIM	ACCENT	ACCENT 2
SW 2804	SW 2805	SW 0023	SW 2838
<b>Renwick</b>	<b>Renwick</b>	<b>Pewter</b>	<b>Polished</b>
<b>Rose Beige</b>	<b>Beige</b>	<b>Tankard</b>	<b>Mahogany</b>

## Colors Shown



BODY	TRIM	ACCENT	ACCENT 2
SW 0014	SW 2822	SW 2814	SW 2856
<b>Sheraton</b>	<b>Downing</b>	<b>Rookwood</b>	<b>Fairfax</b>
<b>Sage</b>	<b>Sand</b>	<b>Antique</b>	<b>Brown</b>
		<b>Gold</b>	

## COLOR COMBINATIONS



### Colors Shown



BODY	TRIM	ACCENT	ACCENT 2
SW 0032	SW 0050	SW 2853	SW 0045
Needlepoint Navy	Classic Light Buff	New Colonial Yellow	Antiquarian Brown



### Colors Shown



BODY	TRIM	ACCENT	ACCENT 2
SW 6119	SW 2842	SW 7012	SW 0048
Antique White	Roycroft Suede	Creamy	Bunglehouse Blue

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## COLOR COMBINATIONS



## Colors Shown



## Colors Shown




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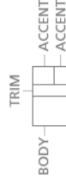
## COLOR COMBINATIONS

### Colors Shown



BODY	TRIM	ACCENT	ACCENT 2
SW 2821	SW 2851	SW 2846	SW 0050
<b>Downning Stone</b>	<b>Sage Green Light</b>	<b>Roycroft Bronze Green</b>	<b>Classic Light Buff</b>

### Colors Shown



BODY	TRIM	ACCENT	ACCENT 2
SW 2827	SW 2829	SW 6258	SW 2802
<b>Colonial Revival Stone</b>	<b>Classical White</b>	<b>Tricorn Black</b>	<b>Rookwood Red</b>

## COLOR COMBINATIONS