



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

**MONDAY, JANUARY 6, 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 December 2, 2024.

4. BUSINESS.

4.1. Projecting Sign: 106 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
DECEMBER 2, 2024**

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Design Committee conducted a Regular Meeting on Monday, December 2, 2024 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, Cara Cox, Hope Lawler and Rick Krant present. Commissioner Weldon was not present.

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

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 November 4, 2024.

MOTION by Commissioner Cox, second by Commissioner Romness, to approve the Regular Session Minutes of November 4, 2024. ALL VOTED AYE. MOTION CARRIED.

4. BUSINESS.

4.1. Replacement of Windows with Garage Doors: 114 Meridian St N

Community Development Director Smith Strack reviewed the proposal for replacement of windows with garage doors at 114 Meridian Street North. Smith Strack noted the new owner Brett Tupy is in the audience for questions.

Commissioner Cox inquired if there would be seating outdoors. Tupy confirmed noting his intent for an open air concept.

Commissioner Krings inquired if all three front doors would be colored and the name of the establishment. Tupy confirmed noting the front of the building would be revitalized and explained the establishment will be called Steel Horse Tavern. Krings inquired if the doors would be black. Tupy explained he is open to suggestions noting that the two bottom panels may be solid to match the doors. Krings inquired on an opening date. Tupy noted a goal of February for opening.

Commissioner Cox inquired if the three doors in the front would be flush. Tupy explained he is unable to do that without reducing the size of the doors.

MOTION by Commissioner Romness, second by Commissioner Krant to approve the replacement of windows with black garage doors at 114 Meridian Street North. ALL VOTED AYE. MOTION CARRIED.

5. ADMINISTRATIVE REPORTS.

5.1. Commissioner Comments.

Community Development Director Smith Strack thanked Council Liaison Krings for her service to the Community through the Design Committee.

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 Cox, second by Commissioner Romness, to adjourn the meeting at 5:14 PM.
ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary



MEMORANDUM

DC

DATE:	January 6, 2025
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	Projecting Sign – 106 Main St E
BACKGROUND:	<p>Brian Kornuth, Master Signs, has submitted the attached information regarding a proposed a circular projecting sign three feet in diameter (9.42 sf in area) at 106 Main Street East. Property owner is Ashton Pankonin (Pankonin Enterprises LLC). Sign material proposed is aluminum with vinyl graphics. The sign will not be lit and will be affixed above an existing awning. The sign will be attached with a bracket extending one foot from the building face.</p> <p>The property is zoned B-3 Central Business District. Design Manual standards and zoning standards apply, including review by the Design Committee. Please find design manual & zoning standards attached.</p> <p><u>Design Manual Guidelines</u> 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.</p> <p>Specific standards contained in the Design Manual follow:</p> <ul style="list-style-type: none">• Symbolic and historic three-dimensional signs such as barber shop poles and appropriately-sized projecting signs <u>are encouraged</u>.• 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. <p><u>Sign Code Standards – Central Business District (Section 1107.20)</u></p> <p>Projecting signs are regulated under City Code. An administrative sign permit is required and will verify required standards are met.</p>
ACTION:	Review of the proposed window to overhead door replacement is requested.
SIGNATURE:	



PANKONIN

FINANCIAL GROUP

CLIENT APPROVAL REQUESTED

APPROVED

CHANGES

SIGN OFF

DATE

CLIENT:

Pankonin

PROJECT NAME:

Projecting Signs

SALES REP:

Brian Kornuth

RENDERING #

1

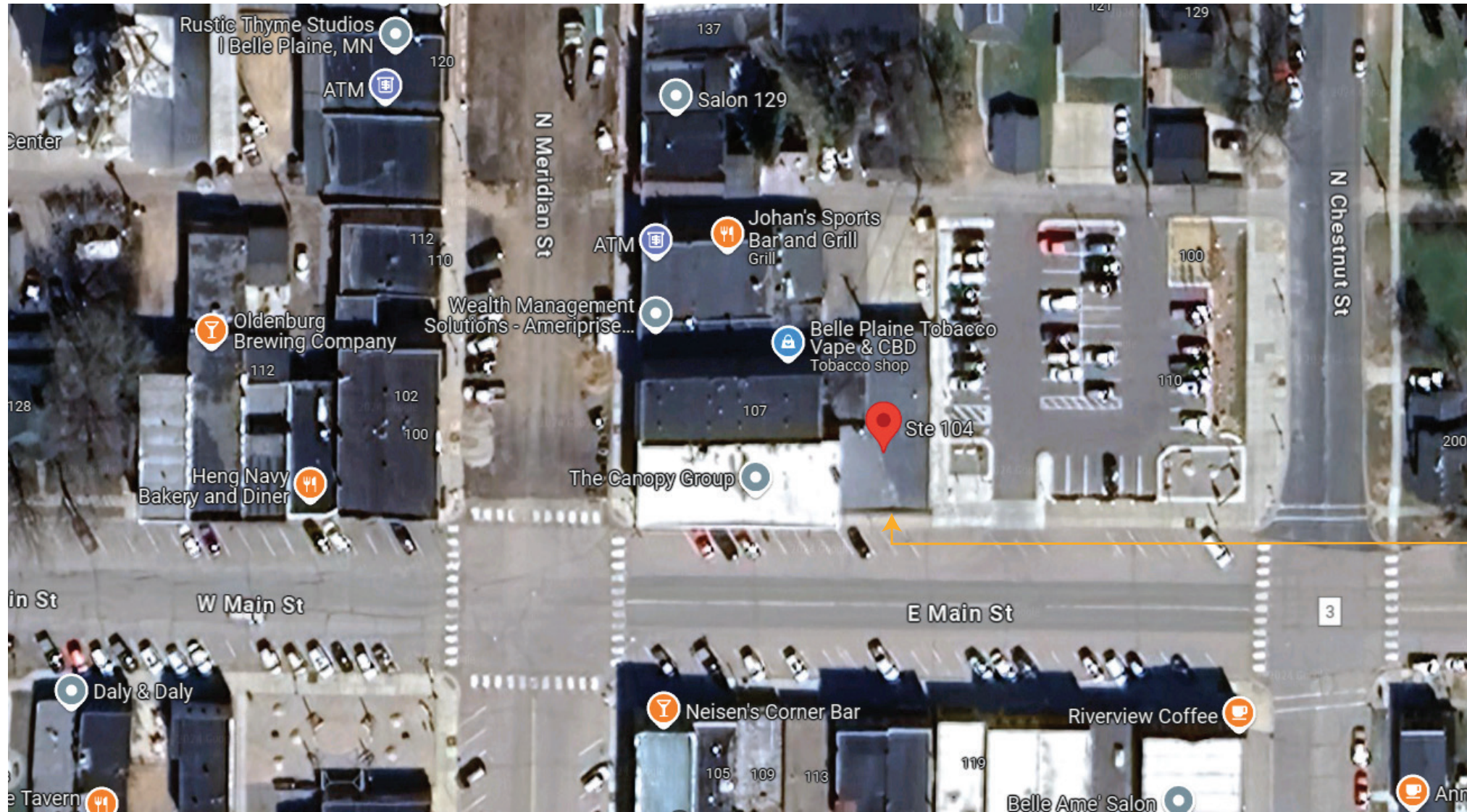
COLORS:

See art

FONTS:

Logo Provided

NOTES:



E1

SITE PLAN

106 E. Main St. Suite 104 Belle Plaine MN 56011

MASTERSIGNS

612.616.6024 | www.mastersigns.net

PRODUCTION QUESTIONS? PLEASE CONTACT YOUR SALES REPRESENTATIVE

This drawing was created to assist you in visualizing your project. When viewing on screen, images may appear low resolutions and the colors may not be accurate. You can request a hard proof if you want to check actual colors.

E1



EXISTING SIGNAGE - FRONT VIEW



PROPOSED SIGNAGE - FRONT VIEW



PROPOSED SIGNAGE - SIDE VIEW

CLIENT APPROVAL REQUESTED

APPROVED CHANGES

SIGN OFF _____

DATE _____

CLIENT:

Pankonin

PROJECT NAME:

Projecting Signs

SALES REP:

Brian Kornuth

RENDERING #

11

COLORS:

See art

FONTS:

Logo Provided

NOTES:

MASTERSIGNS

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PRODUCTION QUESTIONS? PLEASE CONTACT YOUR SALES REPRESENTATIVE

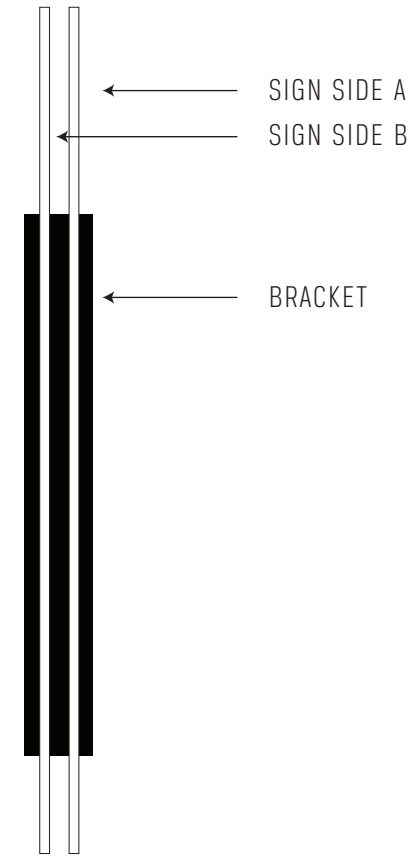
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E1

FRONT VIEW



SIDE VIEW



CLIENT APPROVAL REQUESTED

APPROVED

CHANGES

SIGN OFF

DATE

CLIENT:

Pankonin

PROJECT NAME:

Projecting Signs

SALES REP:

Brian Kornuth

RENDERING #

1

COLORS:

See art

FONTS:

Logo Provided

NOTES:

EXTERIOR PROJECTING SIGN - NON ILLUMINATED

FABRICATE/INSTALL
 3' CIRCULAR PROJECTING SIGN
 ROUTED ALUMINUM COMPOSITE PANEL
 W/ VINYL GRAPHICS APPLIED FIRST SURFACE
 ATTACHED TO WALL WITH BRACKET
 DOUBLE-SIDED

9 SQFT



CMYK: 96/52/60/41
 RBG: 0/72/74
 HEX: #00484A



CMYK: 17/38/100/1
 RBG: 213/158/41
 HEX: #D59E29

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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.

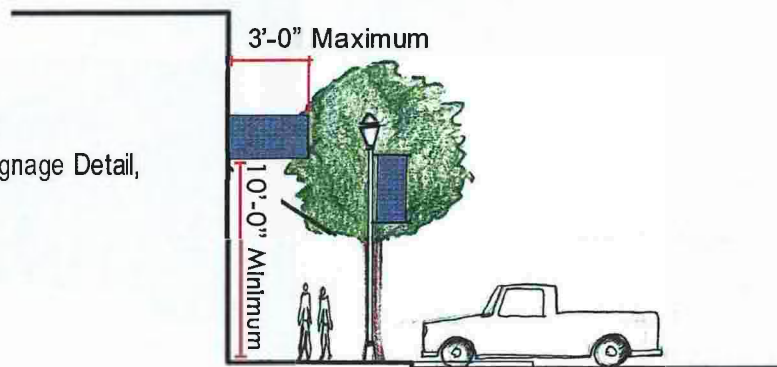
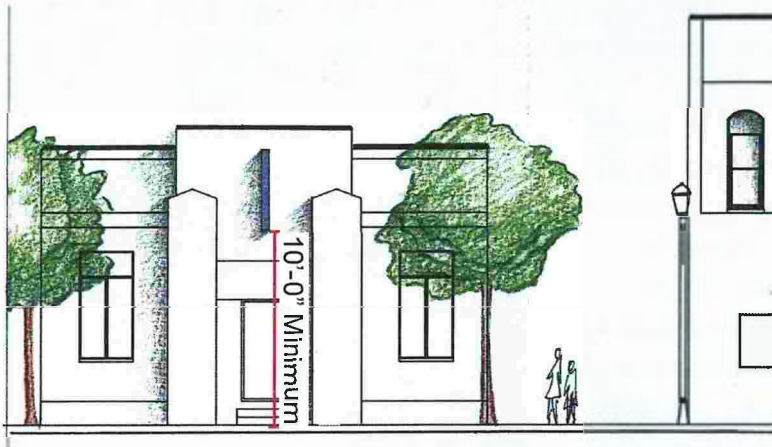


Figure 25A and B. Signage Detail, CRD, 2008.



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



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

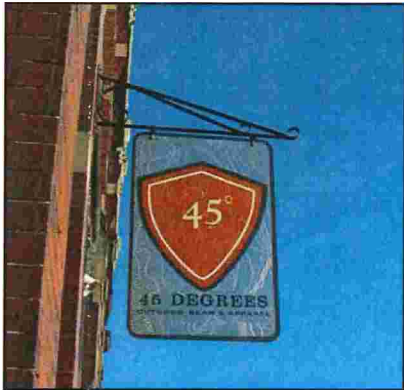


Figure 28. Signage Example, Stillwater Design Manual, 2006.

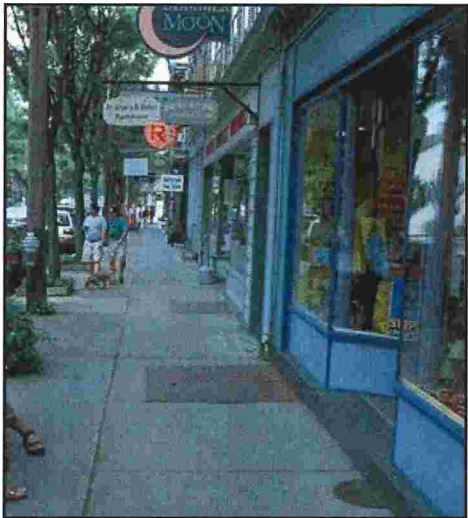


Figure 29. Signage Example, Rhinebeck, NY, Project for Public Spaces.

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.