



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

**MONDAY, DECEMBER 1, 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 November 3, 2025.

4. BUSINESS.

4.1. New Storefront Window: 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
NOVEMBER 3, 2025**

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Design Committee conducted a Regular Meeting on Monday, November 3, 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 August 4, 2025.

MOTION by Commissioner Cox, second by Commissioner Hartmann, to approve the Regular Session Minutes of August 4, 2025. ALL VOTED AYE. MOTION CARRIED.

4. BUSINESS.

4.1. Awning: 139 Main Street East.

Community Development Director Smith Strack reviewed the proposed after the fact awning. Smith Strack explained the awning does match the awning on Chestnut Street with color and type face.

The Commissioners held discussion.

MOTION by Commissioner Cox, second by Commissioner Lawler, to approve the Awning at 139 Main Street East. ALL VOTED AYE. MOTION CARRIED.

4.2. Sign: 113 Main Street East.

Community Development Director Smith Strack reviewed the proposed sign for 113 Main Street East. Smith Strack explained the signage will move from the current building to the former German Days building, noting a scaled version of the current sign at the new location was included in the packet. Smith Strack noted Phil Kunnasery was in the audience for questions.

The Commission held brief discussion.

MOTION by Commissioner Hartmann, second by Commissioner Romness, to approve the sign at 113 Main Street East. ALL VOTED AYE. MOTION CARRIED.

5. ADMINISTRATIVE REPORTS.

5.1. Commissioner Comments.

Commissioner Krant noted the Belle Plaine Library sign had arch lighting that was flashing on/off last week.

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 Lawler, second by Commissioner Romness to adjourn the meeting at 5:09 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary



MEMORANDUM

Design Committee

DATE:	December 1, 2025
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	New Window – 106 Main St E (Pankonin Bldg)
BACKGROUND:	<p>Ashton Pankonin, Pankonin Enterprises LLC proposes the expansion of an existing storefront window at 106 Main Street East. The window to be replaced is west of the entryway to the existing building. Window replacement is part of interior reconfiguration which will add a lobby/reception area in the building front.</p> <p>The new window is proposed to be similar in height to the existing storefront windows on either side. Pankonin notes window style, glazing, and trim to match existing. Images of the storefront are attached.</p> <p>The 2016 Design Manual contains notes and design guidelines for windows in the Downtown as follows:</p> <p><i>The buildings help to enhance the pedestrian environment by reducing the urban scale with elements such as human-scale windows and facade detail improvements, non-fixed awnings, and perpendicular signage oriented towards the sidewalk.</i></p> <p><i>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.</i></p> <ul style="list-style-type: none"><i>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.</i><i>On upper levels, windows should provide privacy while aesthetically and functionally serving the building.</i> <p>Section 1107.22 of the City Code (Preservation of Belle Plaine’s Character Downtown Design Standards) doesn’t specifically address expansion of storefront windows.</p>
ACTION:	Consideration window expansion at 106 Main Street East.
SIGNATURE:	





Old window 58" x 35"
New window 58" x 65"
will match existing windows