



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

**MONDAY, MARCH 2, 2026
5:00 P.M.**

1. CALL TO ORDER.

1.1. Roll Call.

OATH OF OFFICE

Genise Aretz

2. ELECTION OF OFFICERS

3. APPROVAL OF AGENDA.

4. APPROVAL OF MINUTES.

4.1. Regular Session Minutes of December 1, 2025.

5. BUSINESS.

5.1. 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.

UNAPPROVED

**BELLE PLAINE DESIGN COMMITTEE
REGULAR MEETING
DECEMBER 1, 2025**

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Design Committee conducted a Regular Meeting on Monday, December 1, 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. Council Liaison Hartmann was absent.

2. APPROVAL OF AGENDA.

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

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

MOTION by Commissioner Cox, second by Commissioner Lawler, to approve the Regular Session Minutes of November 3, 2025. ALL VOTED AYE. MOTION CARRIED.

4. BUSINESS.

4.1. New Storefront Window: 106 Main Street East.

Community Development Director Smith Strack reviewed the proposed storefront window for 106 Main Street East.

MOTION by Commissioner Cox, second by Commissioner Lawler, to approve the New Storefront Window 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 Cox, second by Commissioner Lawler, to adjourn the meeting at 5:04 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary



MEMORANDUM


DC

DATE:	March 2, 2026
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	Election of Officers
BACKGROUND:	<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 2025 were as follows:</p> <p>Chair: Krant Vice Chair: Romness Secretary: Lawler</p>
SIGNATURE:	



MEMORANDUM

DC

DATE:	March 2, 2026
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	Design Committee Roles/Responsibilities
BACKGROUND:	<p>Staff will present information on DC roles/responsibilities and laws/policies the DC is subject to.</p> <p>Attached please find information from the City Code related to the creation, operation, and duties of the Design Committee. For information, the Belle Plaine Design Manual may be found online on the city website.</p> <p>DC roles/responsibilities include:</p> <ol style="list-style-type: none">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. <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>
SIGNATURE:	

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

EXTERIOR PAINT COLORS

Italianate Design





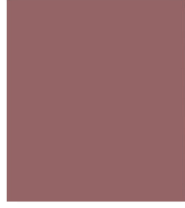
SW 0015

Gallery Green
Interior / Exterior



SW 0006

Toile Red
Interior / Exterior



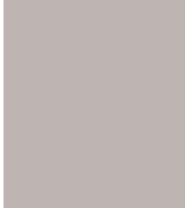
SW 0004

Rose Brocade
Interior / Exterior



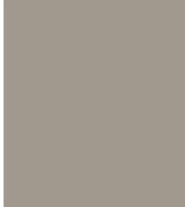
SW 0022

Patchwork Plum
Interior / Exterior



SW 0021

Queen Anne Lilac
Interior / Exterior



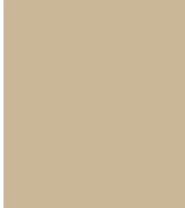
SW 0023

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

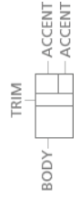


Colors Shown



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

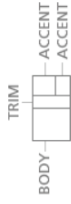
Colors Shown



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

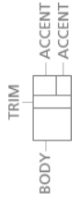
COLOR COMBINATIONS

Colors Shown



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

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

COLOR COMBINATIONS



Colors Shown



Colors Shown



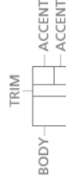
COLOR COMBINATIONS

Colors Shown



BODY	TRIM	ACCENT	ACCENT 2
SW 2821	SW 2851	SW 2846	SW 0050
Downing Stone	Sage Green Light	Roycroft Bronze Green	Classic Light Buff

Colors Shown



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

COLOR COMBINATIONS

