

THE REGULAR MEETING OF THE PLANNING COMMISSION BOARD HELD ON  
OCTOBER 20, 2008, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS

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(Comprehensive Plan Review began at 6:00 – 7:00 P.M.)

Comprehensive Plan Review:

The open house for the Comprehensive Plan Review was held from 6:00 – 7:00 P.M., at the City Hall Council Chambers. Two individuals from Baldwin Township were present to ask a few questions.

**APPROVAL OF MINUTES OF REGULAR MEETING ON OCTOBER 20, 2008**

EDMONDS MOVED, SECOND BY STEINBRECHER TO APPROVE THE MINUTES OF THE REGULAR MEETING ON AUGUST 18, 2008. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

Absent was Ken Haskamp.

**PUBLIC HEARING:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Sign Review for Williams Dingmann Funeral Home**

Williams Digmann Funeral Home located at 205 Rum River Drive South, has changed their name from Williams Hanson Kaun Funeral Home, and will be needing a new sign. The property is located in B-1 Central Business Zoning District. The applicant would like to take their current monument sign and reface it with the new name and make it into a pylon sign.

The Ordinance for Pylon Business Signs – Chapter VII, Section 6C, Page VII – 11

The maximum sign area is 75 square feet and the maximum sign height is 20 feet.

1. The sign is supported by one or two poles or other approved methods which shall be metal in the B-1 zone and metal or treated wood in the B-2, B-3, and MN-1 Zones, and are sufficient in size and strength to support the sign.
2. Ten feet of clearance shall exist between grade levels and the bottom of the sign.
3. The sign cannot be attached to any building or structure and must be a minimum of 15 feet from any surrounding buildings or structures.
4. The sign must be located on the property where the business advertised is located, except for highway billboard advertising.
5. The sign cannot extend over public sidewalks or streets.
6. There shall be no more than one pylon sign per lot, except as provided in Subdivision D of this section.

The applicant would like to move this pylon sign to where the flag pole is and then have the flag pole placed a few feet back from the current sign area. The flag pole has been at that building site since it was an armory. The funeral home would like to keep it. The pole is approximately 35 feet high and does not meet the current zoning codes which it would have to follow when being moved. If the funeral home were to reduce the height of the flag pole to the zoning ordinance of 20 feet, the flag is quite large, approximately 6' x 8', and would drape over the new pylon sign when the wind is down. On the top of the funeral home building is a spot light that shines on the flag pole and they would just direct that to the new area. The funeral home owns two lots and the parking lot between the bank and funeral home is the funeral homes property. The Ordinance states that the sign has to be a minimum of 15 feet from any surrounding buildings or structures and Scenic Signs believes the sign will be approximately 16 feet away from the building and the sign will not extend over the sidewalk area. The Planning Commission Board was given photos of the site. The sign cabinet will be a 4' x 8' cabinet with internal lightening. The height from the bottom of the cabinet to the ground will be ten feet with a total of 14 feet.

Blake said that the Zoning Ordinance could be changed to exempt flag poles in that district.

Hanson questioned that because of the size of the flag and the position of the pole from the proposed sign location will be okay when the flag is at half-mast.

Michael Condon, representative for the funeral home was present to answer questions. Condon said it would be fine at the flag poles current height.

STEINBRECHER MOVED, SECOND BY EDMONDS TO APPROVE THE NEW PYLON SIGN AND LOCATION. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

STEINBRECHER MOVED, SECOND BY HANSON TO DIRECT STAFF TO MAKE A CHANGE IN THE CITY ZONING ORDINANCE TO EXEMPT FLAG POLES IN BUSINESS AND INDUSTRIAL DISTRICTS FROM HEIGHT LIMITATIONS. THE PUBLIC HEARING WILL BE SET FOR THIS ORDINANCE CHANGE FOR THE NOVEMBER 17, 2008, PLANNING COMMISSION MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

#### **B. Sign Review for Immanuel Lutheran Church**

The applicant Immanuel Evangelical Lutheran Church located at 401 8<sup>th</sup> Avenue South, would like to put a monument sign at the entrance of their parking lot on 9<sup>th</sup> Avenue South. The location of the site is in R-2 Residential Zoning District.

Zoning Ordinance for monument signs:  
Chapter VII – Signs, Section 6E, Page VII – 14

1. Only one permanent residential entrance ground sign shall be allowed per each entrance of a residential subdivision or other residential development, including townhome, condominium, apartment, and manufactured home developments.
2. Only internal illumination shall be permitted for residential entrance ground signs. Neon and internal illuminations are prohibited. Internal illuminations are allowed only if approved by the Planning Commission as part of a Planned Unit Development for a multi-family development.

The maximum allowable sign areas and sign heights for business monument identification signs and residential entrance monuments are regulated as follows:

Districts R-1 and R-2, the Maximum Sign areas, Single Site is 40 square feet with a maximum sign height, single site of 6 feet.

The Planning Commission Board was given photos of the site. The Church has put up a temporary sign showing the placement. Gopher One had been contacted and has marked where utilities are located and the sign would be placed outside this area. The proposed size of the sign would be 4' x 8' in the sign face with a two foot brick boarder and six feet in height. The applicant is requesting external illumination from the ground.

STEINBRECHER MOVED, SECOND BY HANSON TO APPROVE THE PROPOSED MONUMENT SIGN FOR IMMANUEL LUTHERN CHURCH. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

### **C. Comprehensive Land Use Plan Test – Discussion**

Blake informed the Planning Commission Board that there was an open house for the Comprehensive Land Use Plan before tonight's meeting from 6:00 P.M. – 7:00 P.M. A public hearing will be set for November 17, 2008, with the Planning Commission. This will be a formal presentation with power point and such. After the public hearing there could be changes to the map and text and then the Comprehensive Plan will be presented to the City Council in December for review. The map and text will replace a lot of text that is in the current Comprehensive Plan so it will not be as thick of a document. This plan has some effects with the Jerry Smith property and other Baldwin property. The plan starts out with the vision and moves to goals of the City and growth management. This Land Use Plan has Industrial Development by the Airport instead of Residential. Blake would like to see uses around the hospital be added so things can expand in that area that would benefit the hospital. Neighborhood Commercial has been added to give limited uses to buildings that would benefit the neighborhood with a business use. For example, The First Love building on the west side of

the City this would work well for. The Gateway District is a mixed use in development standards of commercial and residential. This would take the Townships and City working together. This plan is comparable with the 2004 Comprehensive Land Use Plan. This plan is not set in stone and can be flexible. The Transportation Section regards locations for driveways and side street intersections as well as the volume of traffic on the roadway. The City nears becoming a State-Aid City and this plan could help provide a good recommendation for State-Aid roadways. Commercial and Industrial Development have improved in the last few years and we need to have a plan in place that would not scare away future Developer's, put something the City is happy with and they are also. Blake plans to meet with the Park Board and talk with them about the facilities in the parks and what needs to be updated. Maybe 2010, we could look at replacement and improvements for the parks.

Steinbrecher likes this Comprehensive Plan and how it has simplified, but this plan does not have time lines and would like to see those added. It gave the City Council a goal to proceed with for each new year.

Blake said this plan is something he would bring to the City Council each year and see what the priorities are and what needs to be improved or changed. This would be done each January. Time lines may help force the Staff to get a project done, but it usually does not work well.

Steinbrecher said that time lines are nice to work with to have goals met. If we do not have time lines then it becomes someone's idea and that idea is being forced to have something done. The plan should be reviewed for a two year period not a year so it is being looked at for near future instead of saying in one year. It would be like a business plan.

Blake agrees that would be a good idea.

Edmonds agreed and Blake said he would put that wordage in the plan.

Thompson commented that on page 11, Road Improvement Projects are listed. Do we want to make it an overall part of the Comprehensive Plan or put it in Future Land Use Plan Section.

Blake said that for 21<sup>st</sup> Avenue it is important and that would need to be done.

Thompson agrees with 21<sup>st</sup> Avenue. The extension of 33<sup>rd</sup> Street from 90<sup>th</sup> Avenue to Rum River Drive is not a good idea of where this extension is being shown. There are three homes in that area that would be affected and also to many connections already on that road.

Blake said the wording could be changed that this is an example and not where it will be put. It is just an example on the map and can be changed.

Thompson said new neighborhoods and subdivisions has to be reviewed with him, City Engineer Mike Nielson, and Blake. The Princeton Utilities should design the water on Page 11 at the bottom. On subdivisions, the Developer's will try to get by as cheap as possible and they do not look at the future possibilities and needs.

Blake said he will meet with Thompson and Nielson on this.

Thompson said Page 12 under New On-site Systems that new wells should be addressed in this area.

Blake said yes, than it would be a policy of the City. He will add it. No private wells. Blake asked that Thompson work with City Engineer for the correct language and give that to Blake to add in the plan.

Thompson said that in the Transportation Section, street lightening should be added. There is a formal policy with the Princeton Public Utilities and this is in the City Subdivision Ordinance.

Blake will have that added.

Edmonds commented on the General Road Improvement Projects on Page 11, regarding 7<sup>th</sup> Avenue North and County Road 4. The County is in line for a grant for safe roads to schools. Edmonds remembers they were looking at 12<sup>th</sup> Street North prior to this year and maybe we should see what road would need it most.

#### **COMMUNICATION AND REPORTS:**

##### **A. City Council Minutes for September, 2008**

The Planning Commission Board had no comments.

##### **B. Verbal Report**

Blake said the City has received inquires from two prospects regarding annexing into the City and would like to be connected to the city water and sewer. Blake is concerned with the timing of this with Baldwin Township talking about merging or incorporating. He will not stop them from wanting to annex and will tell the township of this. The Dairy Queen is redoing their sign and Staff gave them the go ahead without bringing this to the Planning Commission Board. They are replacing the frontage on their signs. BioMatrix is working with United States Distilled Products on the waste the Distillery ships out and BioMatrix believes they could design an algae plant on site that would eliminate this process. The City is looking at increasing their current plant by three times, we could look at developing this type of plant at a lower cost. What BioMatrix and U.S.D.P. are looking at would be a pilot project. Blake said the first step is for the

City to apply for two grants for this project.

Edmonds said that Wyanett Township has this concept and has worked very well. Haubenschild Farm has been using this process and it is working very well for them. Next year the Planning Board Convention is meeting in the Twin Cities and is going to tour this farm.

Thompson gave a quick update on what the Princeton Public Utilities is doing for their fall project. The alleys in the downtown area are having underground lines put in. This is moving along well. They are hoping to have the project done before freezing. This will be a much cleaner look.

Thompson asked Blake if there is an upcoming project on the north end of town that is asking about water hookup by Bethel Reformed Church.

Blake said there is interest in a senior housing project at Northfield Commons area in the middle of that plat. The other site this Developer was looking at is the farm land across the street by 18<sup>th</sup> Street North and 33<sup>rd</sup> Street.

Thompson said there is no watermains east of 16<sup>th</sup> Street and no mains cross the street of 18<sup>th</sup> and 33<sup>rd</sup> Street.

Blake said this would be an annexation issue with Princeton Township. Blake said it he just asked Mike Nielson City Engineer if there is a main in that area, but not to work on the project.

Thompson said the flow there is not enough to handle that type of project.

HANSON MOVED, SECOND BY STEINBRECHER TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:11 P.M.

ATTEST:

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Dave Thompson, Chairperson

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Mary Lou DeWitt, Comm. Dev. Assistant