

**THE REGULAR MEETING OF THE PRINCETON PLANNING COMMISSION BOARD HELD ON
JANUARY 22, 2008, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS**

The meeting was called to order at 7:00 P.M., by Dave Thompson. Members present were Ken Haskamp, Lee Steinbrecher, Jack Edmonds, and Ben Hanson. Township members present were Dan Minks, (Princeton Township) and Bryan Lawrence (Baldwin Township). Staff present were Jay Blake, Mary Lou DeWitt, and Mike Nielson, W.S.B. City Engineer.

OATH OF OFFICE:

Ben Hanson took the Oath of Office.

ELECTION OF OFFICERS:

HASKAMP MOVED, SECOND BY EDMONDS TO NOMINATE DAVE THOMPSON AS CHAIRPERSON FOR THE PLANNING COMMISSION BOARD. THERE BEING NO OBJECTIONS, THE NOMINATIONS WERE CLOSED. UPON THE CALL OF MOTION, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

STEINBRECHER MOVED, SECOND BY HANSON TO NOMINATE KEN HASKAMP AS VICE CHAIRPERSON FOR THE PLANNING COMMISSION BOARD. THERE BEING NO OBJECTIONS, THE NOMINATIONS WERE CLOSED. UPON THE CALL OF MOTION, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

STEINBRECHER MOVED, SECOND BY HASKAMP TO NOMINATE JACK EDMONDS AS SECRETARY FOR THE PLANNING COMMISSION BOARD. THERE BEING NO OBJECTIONS, THE NOMINATIONS WERE CLOSED. UPON THE CALL OF MOTION, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

APPROVAL OF MINUTES OF THE REGULAR MEETING ON DECEMBER 17, 2007

HASKAMP MOVED, SECOND BY HANSON TO APPROVE THE MINUTES OF DECEMBER 17, 2007. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None

OLD BUSINESS: None

NEW BUSINESS:

A. Final Plat for River Town Apartment Homes

Mike Nielson, City Engineer with W.S.B., recommends that the Final Plat to be approved contingent upon successful completion of the items listed in his memo. Items 2,4,7-10,12, and 14 and then items 1,3,5,6,11, and 13 will be taken care of by W.S.B. during the final design of the public improvements for this project. The Developer's Engineer is responsible for correcting the remaining items and resubmitting a signed set of plans with these revisions.

1. Storm Sewer Schedule on sheet 4 has CB 115 Inv. =984.95 and Rim Elev. =981.95 and should be revised.
2. Outfall pipe from CBMH 101 to the stormwater pond must be RCP.
3. CBMH 101 casting should be changed from R-3067-L to an R-1733-C.
4. Sheet 5 shows the depth of the proposed stormwater pond to be only 3.3 feet deep. In order to meet City and NURP requirements, the pond must have an average depth of 4 feet or greater. Bottom of Pond Grading needs to be at an elevation of 971.

5. Sheets 7 and 8 show the storm sewer profile for the main line, but do not show the leads for the CBs. These need to be shown on the plan. Plan view of Storm Sewer has been grayed out on sheet 7 and needs to be corrected.
6. Appears to be a conflict with the water main at approximate Sta. 3+50. 18 inches of separation is needed. Identify on the plan and how they will be addressed, such as insulation and offsetting the water main.
7. The curve numbers used for the hrdroCAD models are based on Type A soils. To account for compaction of soils and topsoil and turf placement, curve numbers must be based on Type B soils.
8. Revised HydroCAD model needs to be submitted.
9. The top of the outlet control structure should be set at an elevation at or below the emergency overflow elevation. This adjustment should be made and the hydroCAD model adjusted accordingly. An alternative would be to increase the outlet capacity of the pond outlet control structure (larger outlet pipe).
10. The inlet of 20 LF of 12" HDPE to the pond outlet control should be concrete due to the potential buoyancy problems of the proposed pipe.
11. Maintenance Road for the stormwater pond needs to be provided. One similar to the Fire land access road would be adequate and suitable.
12. A turf establishment plan needs to be incorporated on all disturbed areas and included with the SWPPP.
13. Erosion Control Blanket needs to be installed on the inslopes of the pond and overflow area.
14. Signed documents with figures for all easements must be provided prior to approval of the Final Plat. These include the drainage and utility easement for the intersection of 19th Avenue/Second Street South and the drainage and utility easement for the pond and associated piping out of the public ROW.

Blake informed the Planning Commission Board that River Town Apartment Concept Plan and Preliminary Plat have been approved by the Planning Commission and the City Council. If the Planning Commission approves the Final Plat tonight, it will also have to be approved by the City Council. A Developer's Agreement is in the process and will be worked on by Staff and the Developer. A Public Improvement Project will be in process with this for 19th Avenue and Second Street South.

Nielson said he has received the revised storm water plans from the Developer's Engineer. They are in order. There are still some final areas that need to be completed regarding the plans. The Radunz property will be included in the plans. Lot one is for the first unit. The Radunz property is for the third stage. Item 2 on Nielson's memo has to be corrected to a concrete pipe. Item 10 needs to be checked, 12, and 14 also need to be completed. The easements for utility work needs to be completed. The other items will be taken care of with the utility plans. The right-of-way improvements will be assessed to the Developer and completed.

Blake commented that if the Planning Commission approves this Final Plat, it can read in the Motion that the items Nielson noted have to be completed before bringing the Final Plat to the

City Council for approval.

Mike Olson, Brigg's Co., was present and stated that he would like to have the fees concerning this project be put in the Developer's Agreement so they know what the cost are. Olson would like the Developer's Agreement completed before taking the Final Plat to the Council. Storm water area, park fees etc. need to be completed. Olson asked that the final plans for the street improvements not to be worked on by the City Engineer until the Developer is ready. The assessments need to be a public project and Strong who owns connecting land would also have to pay in these fees.

Nielson said a public hearing would be needed unless Strong signs an agreement regarding his portion of the fees for improvement.

Blake said a Feasibility Report has to be ordered on this. The Council approves having a feasibility study done and then the engineering fees are included along with the project sewer water, bituminous, and utilities, will be in this report.

Nielson said they require a waiver of assessment for Brigg's cost which states they agree to pay their share of the project and Strong would have to do the same. All construction and engineering fees are in this. This would be the waiver of the public hearing procedure.

Blake said he had heard that Strong is in general agreement to the assessments and Olson said he will meet with Strong about the assessments.

Nielson said the Feasibility Report could take two weeks to prepare and a total of a month before going to the City Council.

Blake said the Final Plat has to be approved before the City Council can order a Feasibility Report. Blake said the Developer's Engineer should request an estimated cost so they know the approximate cost.

Olson said they have paid WSB Engineering fees that have come in on this project so far.

Nielson said in the Developers Agreement it should state the Developer pays the fees until the project extends where Strong would be billed for some of the fees.

Olson is okay with this. He said he needs to meet with Strong to get easement agreements. Olson said he does not want the letter of credit agreement to include the street project bonding.

Nielson said internal projects would be bonded and then assessed.

Steinbrecher asked Olson when they plan construction.

Olson said once frost is out of the ground, one phases starting in spring. It would be a three to five year project.

Blake asked Olson if they still plan to keep the apartments market rate as they first stated.

Olson said they are looking into it more and are moving ahead with market rate apartments.

Blake commented that with this project pending, it has made other Developers who were considering building an apartment building to wait and see how their project goes.

Olson said they completed their Feasibility Study with their people on this project for phase one.

Thompson asked about the electrical relocation the subject has not come up anymore.

Blake said that will be in the Developers Agreement and they will be charged and not the Princeton Utilities.

Olson said this is why they need the Developers Agreement completed so they know the cost.

Blake said the TIF Agreement has been approved and is moving forward. The Final Plat is completed then the City Council can move forward with a TIF Agreement and the utility cost put in there.

Nielson said it will be about 30 days before going to the City Council from the time the Feasibility Study is completed.

Blake said he will meet with Thompson, Olson, and Nielson to get the cost down.

HASKAMP MOVED, SECOND BY STEINBRECHER TO APPROVE THE FINAL PLAT FOR RIVER TOWN APARTMENT HOMES CONTINGENT UPON THE COMPLETION OF ITEMS 2,4,7-10,12, AND 14 ALONG WITH ITEMS 1,3,5,6,11,AND 13, BE COMPLETED BEFORE THE FINAL PLAT GOES TO THE CITY COUNCIL FOR THEIR APPROVAL. UPN THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

B. Comprehensive Plan 101

Blake informed the Planning Commission Board that as we move forward in planning the future of the community, it is increasingly apparent that our current land use map is not accurate and does not reflect the current needs of our community. As part of our work program for the next twelve months, Blake will work with the Planning Commission and other community members to update portions of the 2004 Princeton Comprehensive Plan. Blake suggest not embarking on a fancy, lengthy and complicated process to create a new direction for the community, rather, improving the plan by tackling sections of the plan with members of the community that are

directly impacted by the Plan. Each month there will be a section of the Comprehensive Plan reviewed by the Planning Commission. The City Council did include funds in the 2008 Capital Improvements Budget for technical assistance from a Planning Consultant and for time to allow W.S.B. Engineering to work with the future Transportation Plan.

Blake continued that there are several items that are typically found in a Comprehensive Plan that are already underway. The Business Retention and Expansion Program being sponsored by the EDA and the Chamber of Commerce should be completed this spring. It will include goals and policies for the economic development section of the plan.

The City also contracted with W.S.B. Engineering to complete a Water Resources Management Plan. This document will guide the development of an improved stormwater management system and the construction of future stormwater facilities within the community. It also has funding/finance mechanism that will be proposed and considered by the City Council. The City authorized the completion of the City Base map and the City GIS System. The City last updated the land use map in 2004. That process was in part initiated from the impending subdivision proposal on the City's west side. There have been a significant number of changes within the community that need to be addressed, including the incomplete development of the Edmonds/Miller property, Airport expansion proposals, confusion on the north side of the City along Rum River Drive, and the need to plan for appropriately located industrial property. The City has also restarted the waste water treatment facility expansion process. These factors along with the need to create a positive vision for the future of the City add up to the need for a new land use plan.

COMMUNICATION AND REPORTS:

A. City Council Minutes for December, 2007

The Planning Commission Board had no comments.

B. Verbal Report

Blake told the Planning Commission Board that there is a large housing development proposal in Baldwin Township that the City is concerned about. The plat proposal is not good for the community with concerns regarding high water table, etc. This site is within two miles of the City limits and the City will be using their right for Extra Territorial Zoning.

STEINBRECHER MOVED, SECOND BY HASKAMP TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:30 P.M.

ATTEST:

Dave Thompson, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant