

**THE REGULAR MEETING OF THE PLANNING COMMISSION BOARD HELD ON  
FEBRUARY 16, 2010, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS**

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The meeting was called to order at 7:02 P.M., by Dave Thompson. Members present were Lee Steinbrecher, Ken Haskamp, Jack Edmonds. Staff present were Jay Blake and Mary Lou DeWitt.

Absent was Ben Hanson.

**APPROVAL OF MINUTES OF THE REGULAR MEETING ON JANUARY 19, 2010**

HASKAMP MOVED, SECOND BY STEINBRECHER TO APPROVE THE MINUTES OF THE REGULAR MEETING ON JANUARY 19, 2010. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

Added to agenda in New Business: Item C – TIF Plan Resolution

**PUBLIC HEARING:**

**A. Variance at 316 10<sup>th</sup> Avenue North**

The legal description on this property is City of Princeton, Lot 19 & 20, Block 4, Dunhams Addition, Mille Lacs County, PID #24-201-0490. This site was purchased by the City with the funds from the Neighborhood Stabilization Program. This grant allows the City to acquire property to remodel, rehabilitate or demolish structures in order to stabilize neighborhoods in the City that are impacted by the high foreclosure rates. This site was identified as a bank owned property and the Princeton EDA Board determined that the remodel costs were in excess of the potential value of the structure. The Princeton Fire & Rescue Department is scheduled to do a controlled burn training exercise on this structure.

The EDA Board is in the process of donating the property to Habitat to allow them to construct a residence for a qualifying family in our community. This property has two lots that could fit a single family home on each. The City lot size requirements are 12,500 square feet. These lots would fall below the required lot size, one lot would be 9,801 and the other 10,805. Habitat can meet the required setbacks, but would need the variance for the lot sizes.

Wayne Eller, representative for East Central Habitat for Humanity was present and told the Planning Commission Board that two families have been selected for the homes.

Thompson asked if the other homes in that area are setback to the ordinance of 30 feet and Blake said some are and some are not.

Steinbrecher asked Eller on the design of the homes.

Wayne showed them photos of what they have built in the past. The Planning Commission Board was pleased that they look like they will fit in the neighborhood well.

STEINBRECHER MOVED, SECOND BY HASKAMP TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

STEINBRECHER MOVED, SECOND BY HASKAMP TO APPROVE ITEM #01-10 VARIANCE AT 316 10<sup>TH</sup> AVENUE NORTH, TO ALLOW THE TWO LOTS TO EACH BE BUILT ON WITH LESS THAN THE 12,500 SQUARE FEET REQUIRED LOT SIZE. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

Eller expressed his gratitude to the Planning Commission Board and City to be able to help these two families.

The Planning Commission Board reviewed the Findings of Fact:

1. Without the variance, is the owner deprived of a reasonable use of the property? Yes.
2. Is the alleged hardship due to circumstances unique to this property? Yes.
3. Were the circumstances causing the hardship created by someone or something other than the landowner or previous landowners? Yes.
4. Will the issuance of the variance maintain the essential character of the locality? Yes.
5. Does the alleged hardship involve more than economic considerations? Yes.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Site Plan Review for Sterling Pointe Assisted Living**

Blake informed the Planning Commission Board that the Preliminary Plat was approved at the December 21, 2009, Planning Commission meeting. Staff does not have any concerns with this Site Plan. The Storm Water calculations need to be resolved and this Site Plan could be approved with the consideration that those calculations are to be completed. The right-of-way has been platted to reconstruct the curve in the street where it will be designed to a 30 mile-an-hour curve. All the zoning requirements have been met. The Final Plat should be on the March 15, 2010, Planning Commission agenda. The Reynolds family has signed a purchase agreement with the Developer.

Roger Fink, Trident Development, was present and had samples of the materials that will be used for siding and roofing of the building. There will be very little exterior lighting. There will be the standard parking lot lighting and then the signage will probably be illuminated.

Thompson asked if they have looked at CFL or LED lighting. There are rebates available.

Fink said he will look into that. The building lighting will be under the driveway canopy and the emergency doors. The signage will have one prominent sign and they would like to have a monument sign and also a directional sign. Fink said they would design their sign around the City Ordinance.

Steinbrecher asked Fink if there has been a market study for this development. Someone had called Steinbrecher and asked the question to him since there is already an assistant living development in Princeton and they wonder if there is a need for another.

Fink said they have done a study and would be willing to show the results from it. Fink believes there is a need for this in Princeton.

Blake said that over the last year and a half there have been three different groups trying to put this type of project into Princeton. Blake said he also heard this comment from someone in town

and he can not decide this.

Mike Nielson, WSB City Engineer wrote a memo dated 2-16-10, that was handed out to the Planning Commission Board and Roger Fink.

Below are the comments regarding the Preliminary Plat Application:

**Sheet C1 – Preliminary Plat**

The Developer has completed the purchase of the properties needed to dedicate the entire Right-Of-Way for the realignment of Northland Drive. Outlot B lies west of the platted road Right-Of-Way. Upon further splitting or sale of Outlot B a 10 foot drainage and utility easement will be required along Northland Drive.

**Sheet C2 – Existing Conditions**

No comments.

**Sheet C3**

All comments have been addressed.

**Sheet C4 – Preliminary Grading and Erosion Control**

A revised Stormwater Management Report has been submitted dated 2-9-2010. This report identifies the changes impervious area conditions and pond revisions. Due to the late submittal date this report has not been reviewed at the time this memo was being prepared. A full review will be completed by the February 25, 2010, City Council meeting.

**Sheet C5 – Stormwater Pollution Prevention Plan**

No comments.

**Sheet C6 – Preliminary Utility Plan**

All concerns have been addressed.

**Sheet C7 – Details**

No comments.

**Sheet C8 – Details**

All details will be reviewed prior to construction to insure they meet the most current City of Princeton, Princeton PUC and ADA requirements for construction.

In addition to the conditions above the City will be moving forward with a Feasibility Report to complete the improvements for the Curve on Northland Drive and Old CR 18. These improvements are necessary to provide adequate safety and traffic capacity to this roadway. Financial participation by the Sterling Pointe Project will be required to complete this project.

**Recommendation**

It is the opinion of WSB & Associates, Inc. that the plans for this project meet the requirements of the City of Princeton and the Princeton Public Utilities Commission.

It would be Nielson's recommendation this project be approved contingent upon the following conditions:

1. The stormwater management report meets all requirements.
2. A Development Agreement is executed that includes a signed waiver of proposed assessment for the pending roadway, sanitary sewer, watermain and all drainage improvements.

STEINBRECHER MOVED, SECOND BY HASKAMP TO APPROVE THE SITE PLAN REVIEW FOR STERLING POINTE ASSISTANT LIVING DEVELOPMENT WITH THE CITY ENGINEER'S REVIEW AND APPROVAL OF THE STORMWATER MANAGEMENT REPORT. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

### **B. R-2 Residential and Neighborhood Commercial Ordinance Draft Updates**

Bonestroo has begun the review and updating of the City of Princeton Zoning and Subdivision Ordinance. They have begun the process with reviewing the R-2 Residential District and Neighborhood Commercial District. In order to accomplish goals of the Comprehensive Plan there needs to be flexibility to the zoning requirements to allow homeowners to renovate, expand, and maintain these important neighborhoods. The proposed draft of the R-2 Ordinance provides suggested solutions for lot area minimum requirements reflective of what is in the district with increased flexibility built into the ordinance for room additions without the need for a variance.

The proposed update resets the one family minimum lot area to 9,000 square feet with adjustments to setbacks that allow a front porch addition, smaller garage side yard setback and reduction to the rear yard for a room addition. To accommodate these lesser setbacks the maximum lot coverage is increased to 40%. Minor adjustments were made lot area requirements for twin home to 6,000 square feet and townhouse end lots at 6,000. The reduced lot area combined with setback reductions for room additions will provide greater flexibility for expansion without the need for a variance.

The Comprehensive Plan update added a new Neighborhood Commercial Land Use category to provide areas for limited commercial, office, and service uses adjacent to residential uses. The draft ordinance proposes permitted and conditional uses that are compatible and provide goods and services to surrounding residential districts. The uses are limited to this district and do not reference the existing B-1, B-2, or B-3 Districts. Some of the uses are limited in size to ensure building and intensity of uses is compatible to residential. Building materials and aesthetic requirements are included to ensure buildings are designed with a similar scale and design elements as neighboring residential structures.

Thompson commented on the rear yard setback where it says on the draft form that it may be reduced to twenty feet if the setback reduction is for an attached living area to the principal structure, not including the garage. Thompson is concerned that if there is a utility easement then it would need to be more of a setback. If there is no utility easement then twenty feet would be fine. Thompson suggest that it should be written with both scenarios.

Blake asked the Planning Commission Board if they are ok with the one story home with a basement being a minimum of 1,000 square feet or should it be smaller and the Planning Commission agreed that the 1,000 square footage would be fine.

Blake then went on to the Neighborhood Commercial District for review. Blake would like to take out Laundromats and dry cleaners as a permitted use. Potential sites would be the west side of town and north of the bridge on Rum River Drive.

Steinbrecher commented that the 8,000 square foot retail space may be large in a residential area.

Blake agreed with the consideration of a parking lot and signage. He will have a smaller size put in maybe 3,000 square feet for retail.

### **C. TIF Plan Resolution**

This item was added to the agenda and reviewed before Item B: R-2 Residential and Neighborhood Commercial Ordinance Draft Updates

This resolution is a resolution for the City of Princeton Planning Commission Board finding that a modification to the Development Program for Development District No. 3 and a Tax Increment Financing Plan for a Tax Increment District No. 3-7 conform to the general plans for the development and redevelopment of the City.

Blake asked the Planning Commission Board to approve this resolution to declare that this project of Sterling Pointe Assistant Living is consistent with the City's Comprehensive Plan and Zoning Ordinance. It will then be forward to the City Council for approval. This TIF Plan is a pay as you go plan for 20 years and has very little risk to the City of Princeton. The EDA Board is reviewing this plan. Approximately 25 jobs will be created with this project.

HASKAMP MOVED, SECOND BY STEINBRECHER TO ADOPT RESOLUTION #02-10 AS PRESENTED AND FORWARD TO THE CITY COUNCIL. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

### **COMMUNICATION AND REPORTS:**

#### **A. Verbal Report**

Blake informed the Planning Commission Board that the interested party that was looking at bringing a Sears Store to Princeton will not be. Coborns is considering tearing down their vacant building and selling the vacant land. This is the site where a potential Ben Franklin Store was considering and Family Pathways site. Family Pathways is looking at another site in town. United States Distilled Products is moving forward with their addition. The senior housing project of Prairie Senior Cottages is also moving forward. Glenn MetalCraft Inc. is hopefully moving forward with their building plans in the near future. Sylva Corp. is working with a company for the possibility of a biomass project. This project would be using the materials from

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Sylva that would be converted into an energy plant for heat. Sylva would like to make a heating district that would include the hospital, school, and Industrial Park. The capital for this would be fronted by this interested company and would be a private venture.

**B. City Council Minutes for January, 2010**

The Planning Commission Board had no comments.

STEINBRECHER MOVED, SECOND BY HASKAMP TO ADJOURN THE MEETING.  
UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE  
MEETING ADJOURNED AT 8:17 P.M.

ATTEST:

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Dave Thompson, Chairperson

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Mary Lou DeWitt, Comm. Dev. Assistant