

**MINUTES OF THE REGULAR MEETING OF THE PRINCETON PLANNING COMMISSION
BOARD HELD ON JUNE 16, 2008, 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS**

Comprehensive Plan 401 – Transportation Plan: In 2004 the Comprehensive Plan was updated and some of the items such as the Transportation Plan had not been completed because of funds. The Transportation Plan is an important part of the Comprehensive Plan so it goes along with the Land Use Plan. The growth patterns of the City has to follow suit with the Transportation Plan.

Kate Miner, WSB Engineer, explained the functional classification if the process by which streets and highways are grouped into classes, or systems, according to the character of traffic service that they are intended to provide. There are three highway functional classifications: arterial, collector, and local roads. All streets and highways are grouped into one of these classes, depending on the character of the traffic, local or long distance, and the degree of land access that they allow.

These classifications are described as:

Arterial: Provides the highest level of service at the greatest speed for the longest uninterrupted distance, with some degree of access control.

Collector: Provides a less highly developed level of service at a lower speed for shorter distances by collecting traffic from local roads and connecting them with arterials.

Local: Consists of all roads not defined as arterials or collectors; primarily provides access to land with little or no through movement.

Typically, travelers will use a combination of arterial, collector, and local roads for their trips. Each type of road has a specific purpose or function. Some provide land access to serve each end of the trip. Others provide travel mobility at varying levels, which is needed en route. There is a basic relationship between functionally classified highway systems in serving traffic mobility and land access. Arterials provide a high level of mobility and a greater degree of access control, while local facilities provide a high level of access to adjacent properties but a low level of mobility. Collector roadways provide a balance between mobility and land access.

Miner explained that the first step in the design process is to define the function that the facility is to serve. The level of service required to fulfill this function for the anticipated volume and composition of traffic provides a rational and cost effective basis for the selection of design speed and geometric criteria within the range of values available to the designer. The use of functional classification as a design type should appropriately integrate the highway planning and design process. Once the functional classification of a particular roadway has been established, so has the allowable range of design speed. With the allowable range of design speed defined, the principal limiting design parameters associated with horizontal and vertical alignment are also defined. A determination of functional classification establishes the basic roadway cross section in terms of lane width, shoulder width, type and width of median area, and other major design features.

The importance of the functional classification process as it relates to highway design lies in the fact that functional classification decisions are made well before an individual project is selected to move into the design phase. Miner brought along an aerial photo of the City that

she would like the Planning Commission Board to give their thoughts on what the future growth areas are and ideas for arterial and collector roads.

Blake commented that he made a graph of road use from 2002 to 2006 and the general traffic count has been increasing, but there is a decrease along First Street. Blake said he believes there could have been road construction in 2002 along First Street and since then the traffic hasn't increased. Residents may have found alternative roads. The traffic along Highways #169 and #95 is increasing. Blake asked Mike Nielson what other cities are requesting for right-of-ways widths.

Nielson said that the common practice for cities is an 80 foot right-of-way. What they are looking at not using so much of development land yet having a functioning right-of-way where trails and sidewalks can be put in.

Hanson asked if it sways a Developers decision on building in the city if a 100 foot right-of-way is required.

Blake said they do not want to give up the land that they could see being used in a development.

Miner added that the other concept to consider is to leave enough right-of-way for future expansion such as a two lane road expanding to four lane.

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

APPROVAL OF MINUTES OF THE REGULAR MEETING O MAY 19, 2008

STEINBRECHER MOVED, SECOND BY HASKAMP TO APPROVE THE MINUTES OF MAY 19, 2008. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None

OLD BUSINESS: None

NEW BUSINESS:

A. Sign Review for Sylva Corp.

Blake informed the Planning Commission Board that Larry Doose, Sylva Corp., is requesting a sign review for his business located in MN-1 Industrial Zoning District. Mr. Doose is proposing a

sign from the ground up 20' high and 15' in width. The actual signage would be 10' x 15'. The construction of the sign will be cedar pole foundation, framed with treated lumber and faced with treated plywood. The sign will be a printed vinyl banner stretched over the surface. The placement of the sign will be on the east side of the site, facing Hwy. #169.

Hanson asked if a trail system is going there and Blake said he has not heard from the Park Board regarding a trail and he does not believe there will be a trail along Hwy. #169 and this site.

Steinbrecher asked if it can be along the fence there and Blake said yes.

STEINBRECHER MOVED, SECOND BY HANSON TO APPROVE THE SIGN FOR SYLVA CORPORATION. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

B. Site Plan Review for Steinbrecher Painting, Inc.

Blake informed the Planning Commission Board that Lee & Cheryl Steinbrecher would like to build an addition to their current building located in Maplevue Development. The property is located in the junction of Hwy. #169 and Hwy. #95. The zoning for this area is B-3 Highway Business. The Site Plan shows the two proposed additions. The first addition is 40' x 35' sq. ft. on the northwest side of the building and the second is 28' x 54' sq. ft. on the south side of the building facing Seventh Street North.

There is a moratorium for Maplevue Dev. regarding no building permits can be issued for new development until the streets are updated. This area does not have City sewer/ water and drainage is also a concern. Covering more land with impervious material would reduce the drainage. Steinbrecher had this looked into and a second well could be added. Landscaping is another issue, but since this is a current building with an addition we have not required a full review of landscaping. Blake suggest that once the site is constructed an as-built plan could be done and this is where Staff would go to the site and see where additional landscaping would be without impacting on the well and septic.

Chris Wilke, Princeton Fire & Rescue Inspector, reviewed the plans and does not see any concerns with the additions, but would like to do a walkthrough and check out the whole facility.

Steinbrecher said his building presently exceeds the requested ordinance on landscaping. With this addition added the landscaping will then fall short.

Blake said what Staff had done with the new Dollar Bell Store was go to the site once the building was completed and review where the landscaping could be added.

Nielson's memo dated June 16, 2008, was reviewed regarding concerns he has with the addition:

1. The number of parking stalls needs to be clarified. The plan prepared by Rum River Land Surveyors does not agree with the number of stalls shown on the plan prepared by Keenan Architects Sheet A1.
2. The number of employees needs to be verified to confirm the number of parking stalls required.
3. The secondary septic system location should be shown on the site plan. It is unclear if the proposed area has enough undisturbed area to meet the requirements.
4. A complete copy of the septic system design should be submitted to the Building Inspector for review before the building permit is approved.
5. A NPDES permit is not required for this project; however provisions for erosion control shall be made to insure sediment does not leave the site.
6. A completed landscape plan may be needed. This will be determined by the City Planner and presented to the Planning Commission.

A storm water detention pond is not required for this project based on the limited additional impervious area not meeting the minimum requirements for a mandatory pond. The drainage pond or depression is provided at the owner's discretion and will increase the water quality discharge from this parcel. The owner at his discretion may eliminate this pond at any time prior to approval by the Planning Commission.

Haskmap questioned the moratorium that was put on this area. He had someone in his office today that had stated no building permits can be issued for this area.

Blake said it is new building and not additions that this moratorium falls under.

Nielson said the proposed parking stalls does need to be clarified. We need to know the number of employees. Nielson also wants the secondary septic on the drawing for the future reference. The original copy has to be with the City. The Landscape Plan has to be reviewed with the City. The pond is not needed. Steinbrecher's could have it for detention and ground water discharge, but it would not be needed.

Steinbrecher commented that a lot of fill will be removed from the site for this addition.

Nielson suggested that maybe the City would take it and store it by the airport. Steinbrecher would have to ask the City Council on this and give it as a donation.

EDMONDS MOVED, SECOND BY HANSON TO APPROVE THE SITE PLAN FOR THE ADDITION FOR STEINBRECHER PAINTING WITH THE CONDITIONS THAT AN ORIGINAL COPY OF THE SITE PLAN SHOWING THE ADDED PARKING STALLS AND SECONDARY SITE FOR SEPTIC BE KEPT AT CITY HALL AND IF STEINBRECHER'S ARE INTERESTED IN DONATING THE EXTRA FILL TO THE CITY, THEY WILL NEED TO SPEAK TO THE CITY COUNCIL AND MAKE ARRANGEMENTS. UPON THE

VOTE, THERE WERE 4 AYES, 0 NAYS, 1 ABSTAINED. (Lee Steinbrecher is the applicant, and abstained from the vote.) MOTION CARRIED.

COMMUNICATION AND REPORTS:

A. City Council Minutes for May, 2008

The Planning Commission Board had no comments.

B. Verbal Report

Blake informed the Planning Commission Board that a small group has been established to market the community in the City for development. Building permits have been down. The Local Government Aide from the State the City receives could possibly be lower than what the City normally receives because of possible State deficit. Departments are watching their budges so there will not be an interim for the EDA & Planning Commission Dept. this fall. On the BR&E Project the majority of the downtown business owners would like to see an anchor store come to Princeton.

STEINBRECHER MOVED, SECOND BY HASKAMP TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:25 P.M.

ATTEST:

Dave Thompson, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant