

**THE REGULAR MEETING OF THE PRINCETON PLANNING COMMISSION BOARD HELD ON
FEBRUARY 19, 2008, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS**

(Meeting date change because the regular scheduled meeting fell on President's Day)

Comprehensive Plan 201 – Discussion at 6:00 P.M.

Continued discussion on the Comprehensive Plan Review.

Blake presented a background report on Vision, Goals, and Policies. The Commission reviewed the 2004 Goals and Policies and made the following comments:

1. The Community Appearance Goal should include reference to improving the quality of the built environment.
2. Tax Base Goal should include language that highlights diversification of the tax base and assisting all levels of government in paying for necessary services.
3. Housing Goal should also address providing a more diverse housing stock and locating new development in high-amenity areas.
4. The Retail Goals should address the anticipated construction of an anchor store on the west side of the community, thus changing the retail character of the community. It should also address the connection to the surrounding residential community.
5. Industrial goals should be broader in scope and address the quality of the development.
6. Traffic Flow Goal should be broadened to include all forms of transportation (ie. Airport, Pedestrian Movement) and address connections and the MSAS system.

Staff noted that there are no goals for Downtown Preservation, Environmental Issues, Infra-structure and Growth / Expansion for the City.

At the March Planning Commission meeting, Staff will present revised goals for the Commission to consider. In addition, John Mackiewicz from WSB will go through the new GIS system for the community.

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. Staff present were Jay Blake and Mary Lou DeWitt.

APPROVAL OF MINUTES OF THE REGULAR MEETING ON JANUARY 22, 2008

HASKAMP MOVED, SECOND BY STEINBRECHER TO APPROVE THE MINUTES OF JANUARY 22, 2008.
UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING:

A. #08-01 Interim Use Permit at 1407 First Street – Tax Business in R-2 Zoning District

DeWitt informed the Planning Commission Board that Charles Snustead, applicant, would like to have a Tax Preparation Business in his home at 1407 First Street. The property is located in R-2 Residential Zoning District where an Interim Use Permit would be needed for a home occupation. Hours of business would be Monday thru Saturday, Noon to 7:00 P.M., December 1st to May 31st.

Under "Definitions" for Interim Use Permit, the Planning Commission should consider the following that could pertain to the property:

(A-5c) Hours of operation, parking restrictions, lighting restrictions, screening, landscaping, fencing, signing restrictions, noise restriction, and the like.

The applicant would also like to have a sign review for a 24"x 18" non-illuminated portable sign for the front yard. The Planning Commission Board was given a sample of the sign. They should consider the

following for signage:

“Home Occupation Signs” Definitions:

The Planning Commission may, in its discretion, issue a permit for the establishment and maintenance of home occupation signs in any zoned district of the City, provided that the permit is issued subject to the following conditions:

- A. Application for a sign to be constructed under this subdivision shall be submitted to the Planning Commission on a form to be provided by the Zoning Administrator.
- B. No home occupation sign shall exceed two square feet in exterior size, unless the Planning Commission approves the increase.
- C. No home occupation sign shall be illuminated.

Charles Snustead, applicant was present and said he believes he would have between 30 to 40 clients for the tax period and they will come one at a time. Snustead said the person who would make the sign suggested that size so it could be seen.

Thompson said the sign he is requesting exceeds the size requirements for home occupation signage. The ordinance states the sign shall not exceed two square feet in exterior size.

Blake said a Variance would be needed for the size of sign the applicant is requesting. Snustead would have to apply for a Variance and come back to the Planning Commission with the request.

STEINBRECHER MOVED, SECOND BY HANSON TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

STEINBRECHER MOVED, SECOND BY HANSON TO APPROVE ITEM #08-01 INTERIM USE PERMIT AT 1407 FIRST STREET FOR A HOME OCCUPATION TAX BUSINESS IN R-2 ZONING DISTRICT. HOURS OF BUSINESS WOULD BE MONDAY THRU SATURDAY, NOON TO 7:00 P.M., DECEMBER 1ST TO MAY 31ST. THE APPLICANT WOULD NEED TO APPLY FOR A VARIANCE FOR THE SIGN BEING REQUESTED. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

B. #08-02 Application for Preliminary & Final Plat along Rum River Drive North

Blake informed the Planning Commission Board is being asked to consider approval of a simple plat for Tony Damer. The proposal consist of three commercial lots and one park lot to be dedicated to the City of Princeton. The request includes the creation of three commercial tracts of land at approximately 801 North Rum River Drive. There are two structures on the property, the Princeton Vet Clinic and a garage structure on the south side of the subject property. The property is currently zoned B-2 General Business and the proposed lots all meet the minimum lot dimension requirements for that district. The 2004 Princeton Comprehensive Plan directs this property for commercial development. The proposal appears consistent with the stated goals and policies of the Plan. Staff raised several concerns with the surveyor, including access points onto North Rum River Drive (Mille Lacs County State Aid Highway #29) and the steep slopes along the back side of each of the lots. As a result the plat indicates that Lots 2 and 3 would share one access point onto Rum River Drive. There would be no additional access points created as a result of the proposed development, although the use of the access points would undoubtedly increase with the development of the lots. The access point is approximately 160 feet north of the intersection with Seventh Avenue North. Seventh Avenue is a low traffic volume road.

A bluff line exists along the back side of each of the three lots. The plat documents do show the required setbacks from the bluff. Lot 2, Block One has a relatively narrow building envelop. Not all uses allowed in the B-2 District would fit on that parcel. Care will need to be taken in the site plan process to ensure that the integrity of the bluff and steep slope areas are protected. Another option would be to reduce the number of lots to two and make each of the sites larger. However, there is approximately 18,600 square feet in buildable area above the bluff line.

Park Dedication: The applicant proposes to dedicate the lowlands associated with the West Branch of the Rum River to the City in lieu of a cash dedication. This could help with the connection of future trails from downtown to the north side of the community. The City also owns 30 acres north of this site. The Parks Advisory Board will review this proposal at their February 24, 2008 meeting.

Staff recommends approval of the Simple Plat as proposed by Tony Damer with the following conditions of approval:

- A. The Parks Advisory Board recommends approval of the land dedication for parks as indicated on the proposed plat.
- B. No additional access points are allowed on to North Rum River Drive.
- C. The Developer or future purchaser of the lots are solely responsible for the costs associated with the connection of sewer and water.
- D. Drainage and Utility Easements are placed over the bluff line.

Tony Damer, Applicant and his daughter Linette Ramsay, were present to address questions from the Planning Commission Board.

EDMONDS MOVED, SECOND BY STEINBRECHER TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

Haskamp asked how much buildable land is on Lot 2, Block 1.

Blake said 19,000 square feet is buildable land even with the access road.

Haskamp asked if traffic flow should be a problem.

Blake believes this plat should be okay for parking, buildable area, and traffic flow. When this site is being developed then it will be discussed at that time.

Steinbrecher said setbacks still would have to be met if this property sells and Blake said yes.

STEINBRECHER MOVED, SECOND BY EDMONDS TO APPROVE ITEM #08-02 APPLICATION FOR PRELIMINARY & FINAL PLAT ALONG RUM RIVER DRIVE NORTH WITH THE FOLLOWING CONDITIONS:

- 1. The Parks Advisory Board recommends approval of the land dedication for parks as indicated on the proposed plat.
- 2. No additional access points are allowed on to North Rum River Drive.
- 3. The Developer or future purchaser of the lots are solely responsible for the costs associated with the connection of sewer and water.
- 4. Drainage and Utility Easements are placed over the bluff line.

UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

C. #08-03 Application for Interim Use Permit at 603 Sixth Street North

DeWitt informed the Planning Commission Board the Kimberly Morris, applicant is renting a portion of the building at 603 Sixth Street North. This property is located in R-3 Residential Zoning District. Ms. Morris would like to operate a Garden Gift Shop Business at this location in a portion of this building. Ms. Morris also resides at this location. The building size is over 7,000 square feet. The owner of this property is Loren Weldon and his relative Shawn Hoehn manages this property and currently Hoehn is residing in a portion of this building. Both parties are okay with the business Ms. Morris would like to have at this site. Ms. Morris has been given permission to have this business operating for the holiday season from October 15, 2007, Planning Commission meeting till the New Year with the understanding she would be applying for the Interim Use Permit for the new year.

Hours of operation the applicant is requesting:

April 1st thru October 31st – Monday –Saturday 8:00 A.M. – 8:00 P.M.

November 1st thru March 31st – Monday –Friday 10:00 A.M. – 4:00 P.M. and Saturday 10:00 A.M. – 6:00 P.M. Closed Sundays throughout the year.

The Planning Commission Board should consider the following:

“Definitions” Interim Use Permit:

(A-5c) Hours of operation, parking restrictions, lighting restrictions, screening, landscaping, fencing, signing restrictions, noise restrictions, and the like.

If the Planning Commission approves the Interim Use Permit, they should discuss with the applicant about signage. The Home Occupation Signage Ordinance was in the packet for review.

Kimberly Morris, applicant was present to address questions from the Planning Commission Board.

Thompson asked when operating the business last fall was their any problems or negative comments from neighbors.

Morris said no. She did inform the Board that the business might not be open in the months of January, February, and March, depending on the economy. Morris would like to keep the hours listed on the application just in case business is better and she does keep the business open year round. She has flowers ordered and they will be arriving in April. Morris said she is looking into signage. There is an old sign from the Bait Shop that was left on the building she has repainted and the size is 4'x8'.

Blake said he has to check the Zoning Ordinance with refacing an old sign. It may be okay with an Interim Use Permit. He has to check into it. The use of the banners is also regulated. Blake told Morris the dumpster on the property has to be screened. Outside storage can be listed under the conditions of the Interim Use Permit. Blake told Morris to come in and talk to Staff about signage and the dumpster.

STEINBRECHER MOVED, SECOND BY HASKAMP TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

Edmonds questioned if the Zoning Ordinance states hours of business under Interim Use Permit.

Blake said it does state in the Zoning Ordinance hours of business 8:00 A.M. to 6:00 P.M. The applicant is requesting hours Monday thru Saturday, 8:00 A.M. to 8:00 P.M. In the Interim Use Permit we can deviated the hours in the permit.

EDMONDS MOVED, SECOND BY HANSON TO APPROVE ITEM #08-03 APPLICATION FOR INTERIM USE PERMIT AT 603 SIXTH STREET NORTH, TO OPERATE A GARDEN GIFT SHOP BUSINESS IN R-3 RESIDENTIAL

ZONING DISTRICT, WITH THE HOURS OF OPERATION OF APRIL 1ST THRU OCTOBER 31ST, MONDAY TO SATURDAY 8:00 A.M. -8:00 P.M., NOVEMBER 1ST THRU MARCH 31ST, MONDAY TO FRIDAY 10:00 A.M. – 4:00 P.M., SATURDAY 10:00 A.M. – 6:00 P.M. , CLOSED SUNDAYS. SIGNAGE AND DUMPSTER SCREENING NEEDS TO BE ADDRESSED WITH APPLICANT AND CITY STAFF. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

OLD BUSINESS: None

NEW BUSINESS: None

COMMUNICATION AND REPORTS:

A. City Council Minutes for January, 2008

Planning Commission Board had no comments.

B. Verbal Report:

Blake updated the Planning Commission Board that Staff is still working on the large housing development proposal in Baldwin Township. The site is two miles from the City limits, close to the Airport. Staff does not believe this development would be good for the City of Princeton or the Airport. The City may be using their right for Extra Territorial Zoning. With the process of the Comprehensive Plan review, it also includes the surrounding areas and this site would be included.

STEINBRECHER MOVED, SECOND BY HANSON TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:53 P.M.

ATTEST:

Dave Thompson, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant