

**THE REGULAR MEETING OF THE PRINCETON PLANNING COMMISSION BOARD
HELD ON MAY 21, 2007, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS**

The meeting was called to order at 7:00 P.M., by Ken Haskamp. Members present were Jack Edmonds, and Lee Steinbrecher. Township member present was Dan Minks, Princeton Township. Staff present were Jay Blake and Mary Lou DeWitt.

Absent was: Dave Thompson

APPROVAL OF MINUTES OF THE REGULAR MEETING ON APRIL 16, 2007

STEINBRECHER MOVED, SECOND BY EDMONDS TO APPROVE THE MINUTES OF APRIL 16, 2007. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

Dave Thompson arrived at 7:04 P.M.

PUBLIC HEARING:

A. Rezoning to MN-1 at 1600 South 10th Avenue and along old Railroad Right-of-Way

Princeton Public Utilities Commission is planning the construction of two new municipal wells and a water treatment facility on property currently owned by the City of Princeton. In order to meet the required setbacks, fifty feet for any public water supply from any property line, the PUC has entered into purchase agreements on behalf of the City of Princeton to acquire additional land area adjacent to the vacated railroad right-of-way from Distinctive Door Design and Jeff and Linda Hammer. Mr. Hammer has requested the annexation of a tract of land south of the Crystal Cabinets manufacturing plant. The tracts are less than sixty acres in size and can be annexed by petition of the land owner and by adoption of an ordinance by the City. This is being done at the current time. The railroad right-of-way is approximately 100 feet wide and runs from County Road #45 to approximately 317th Avenue. Its intended use is for the wells, water treatment facility, and potentially a public trail. The surrounding parcels of land is used for manufacturing is zoned MN-1 Industrial, and also Industrial for bordering Baldwin Township land.

Blake informed the Planning Commission Board that the Public Utilities Commission is requesting the rezoning of property from "Unzoned" to MN-1, Industrial. The property consists of the former Great Northern Railroad right-of-way and the adjacent parcels of land described in the annexation request of Princeton Public Utilities Commission and Jeff Hammer. A copy of the annexation request was provided for the Planning Commission.

Tom Kaldunski, S.E.H. City Engineer, was present and informed the Planning Commission Board about the project. Kaldunski said that this building will be similar in style, but larger than the current building at the Princeton Public Utilities plant. There will be a trail easement along the east side for Sherburne County and also a right-of-way will be granted to Sherburne County. There has also been provisions made for snowmobiles to cross. There will be a stubbed water line to Distinctive Doors and Crystal Manufacturing where they can hook up at a later time. The line will be a 12 inch line. This will also help with the looping of water mains if annexation were to happen south of town. Water quality should be better with the deeper well. They tested over 18 locations to see where water is available and this site is very good. Kaldunski spoke of the landscaping plans and there will be shrubs, etc. around the building that will meet the ordinance.

Thompson said there will be an outside access to rest rooms for the public at the treatment plant and a drinking fountain.

EDMONDS MOVED, SECOND BY STEINBRECHER TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. (Dave Thompson abstained from the vote, he is on the Public Utilities Commission Board)

STEINBRECHER MOVED, SECOND BY EDMONDS TO APPROVE THE REZONING TO MN-1 AT 1600 SOUTH 10TH AVENUE AND ALONG OLD RAILROAD RIGHT-OF-WAY. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. (Dave Thompson abstained from the vote, he is on the Public Utilities Commission Board)

B. #07-03 Preliminary Plat for Princeton Public Utilities New Treatment Plant & Well

The application is for a single buildable lot (Lot 1, Block 1) and a single outlot. A map showing the wetlands has been provided and a single wetland is located within the property and is protected by a drainage easement. A municipal water treatment facility is proposed for this plat. The structure would add to the water treatment capacity for the city. The structure meets all applicable setbacks and zoning requirements. A landscaping plan has also been provided. Grading and drainage are being addressed with no additional drainage being added to the County ditch system. An access easement to the adjoining Hammer parcel is proposed so that the number of permanent access points can be managed, as directed by the Sherburne County Highway Department.

Blake recommends the approval of the preliminary plat which meets all the zoning ordinances. Staff will continue to work with the City Engineer regarding the landscaping plans.

Edmonds asked how deep the wells will be.

Thompson said 173 feet.

Edmonds questioned if more wells were added further to the south if more easements would be needed and Thompson said yes.

STEINBRECHER MOVED, SECOND BY EDMONDS TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. (Dave Thompson abstained from the vote, he is on the Public Utilities Commission Board)

STEINBRECHER MOVED, SECOND BY EDMONDS TO APPROVE ITEM #07-03 PRELIMINARY PLAT FOR PRINCETON PUBLIC UTILITIES NEW TREATMENT PLANT & WELL. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. (Dave Thompson abstained from the vote, he is on the Public Utilities Commission Board)

C. Final Plat for Princeton Public Utilities New Treatment Plant & Well

Tom Kaldunski, City Engineer with S.E.H., said there have not been any changes to the plans.

STEINBRECHER MOVED, SECOND BY EDMONDS TO CLOSE THE PUBLIC HEARING UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. (Dave Thompson.

abstained from the vote, he is on the Public Utilities Commission Board)

STEINBRECHER MOVED, SECOND BY EDMONDS TO APPROVE THE FINAL PLAT FOR PRINCETON PUBLIC UTILITIES NEW TREATMENT PLANT & WELL. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. (Dave Thompson abstained from the vote, he is on the Public Utilities Commission Board)

Dave Thompson took the Chairperson position.

D. #07-05 Vacation at Lots 10 & 11, and Lot 1, Meadow View Seventh Addition

Mike Nielson, City Engineer with W.S.B., informed the Planning Commission Board that he has reviewed the application from Sherburne Land Company requesting a vacation of two easements in the Meadow View Estates Seventh Addition.

The first request is to vacate 2.5' of drainage and utility easement from Lot 10, Block 1. This easement is 12.61 wide with an additional 7.39' of easement abutting Lot 11, Block 1, for a total of 20 feet. This easement contains a 12 inch reinforced concrete pipe storm sewer centered on the lot line between Lots 10 & 11. The depth of this pipe varies from one foot to approximately three feet. The purpose of this easement is for maintaining the pipe and replacing it when necessary as well as providing an emergency overflow for storm water from Outlot A immediately to the east of the Meadow View Seventh Addition. If 2.5 feet of the easement is vacated from Lot 10, a ten foot easement will remain on Lot 10 and 7.39 feet of an easement will remain on Lot 11 for a total of 17.5 feet.

Nielson recommends vacating the easement with the following conditions:

1. The applicant is required to grade the area between Lots 10 & 11, to match the approved grading plan maintaining and EOF elevation of 975.5 while maintaining a 1:4 slope between the side of the townhome and the bottom of the Emergency Overflow Swale, which shall be located at the property line. This will require that the side yard be graded from the edge of the house to the bottom of the swale with no flat yard adjacent to the building.
2. If a flat side yard is desired, a retaining wall will be required that is one foot in height for a four foot level side yard and that the level side yard is limited to four feet in width.
3. The builder shall provide an as-built grading plan signed by a Registered Land Surveyor to verify the EOF elevation of 975.5 is provided and that the side slopes on the swale do not exceed a 1:4 slope.

On the 20 foot easement located on Lot One, Block one, the easement is provided for the purpose of extending sanitary sewer and water services from Third Street SW to Lot 2, Block One. This easement was provided to avoid the expense of providing sewer and water services from 11th Avenue South to the front of Lot Two.

This easement is not an issue from a City or PUC stand point because the services are the responsibility of the homeowner to maintain and replace. This easement is necessary for Lot 2,

Block 1, and therefore should be maintained as it exists now.

Nielson recommends vacating the easement with the following conditions:

1. The applicant relocates the sewer and water services to provide a ten foot separation between the concrete slab and the sewer service and provides a modified twenty foot easement. This easement shall be recorded with Mille Lacs County.
2. The applicant could construct the concrete slab over the utility easement with the understanding that the owner of Lot 1, Block 1, shall be responsible for all costs to remove and replace the concrete slab if it becomes necessary to replace either the sewer or water service or that for any reason the owner of Lot 2, Block 1, has to excavate for repairs. This agreement shall be recorded on the deed for Lot 1, Block 1, and shall be disclosed to the purchasers of both Lot 1, and Lot 2, of Block 1, prior to the sale of said lots.

Nielson said he would like verification that the storm sewer pipe is centered as the plat shows and not to the north. The second easement for Lot 2 should not be vacated unless sewer and water were to be stubbed on Lot 11. Services then would be needed to be moved south.

Steinbrecher asked if the sewer and water feed off of Lot One and Lot Two.

Thompson said only off of Lot Two.

Nielson said that the realtor would need to disclose this when this property is being sold.

Steinbrecher commented that in ten years if this property were resold it could be a problem with the buyer knowing of this.

Dennis Nelson, Sherburne Land Co., applicant, was present and said they have a buyer for this property and that party would like the slab put in and is aware of the possibility that if service work were needed it is at the owners expense to remove the slab and replace it. Nelson said when building this property they had to shorten the garage by two feet because of the easement.

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

HASKAMP MOVED, SECOND BY STEINBRECHER TO APPROVE ITEM #07-05
VACATION AT BLOCK 1, LOTS 10 & 11, AND BLOCK 1, LOT 1, MEADOW VIEW
SEVENTH ADDITION WITH THE CITY ENGINEERS FOLLOWING
RECOMMENDATIONS FOR LOTS 10 & 11:

1. THE APPLICANT IS REQUIRED TO GRADE THE AREA BETWEEN LOTS 10 & 11 TO MATCH THE APPROVED GRADING PLAN MAINTAINING AN EOF ELEVATION OF 975.5 WHILE MAINTAINING A 1:4 SLOPE BETWEEN THE SIDE OF THE TOWNHOME AND THE BOTTOM OF THE EMERGENCY OVERFLOW SWALE, WHICH SHALL BE LOCATED AT THE PROPERTY LINE. THIS WILL REQUIRE THAT THE SIDE YARD BE GRADED FROM THE EDGE OF THE HOUSE TO THE BOTTOM OF THE SWALE WITH NO FLAT YARD ADJACENT TO THE BUILDING.
2. IF A FLAT SIDE YARD IS DESIRED, A RETAINING WALL WILL BE REQUIRED THAT

IS 1-FOOT IN HEIGHT FOR A 4-FOOT LEVEL SIDE YARD AND THAT THE LEVEL SIDE YARD IS LIMITED TO 4-FEET IN WIDTH.

3. THE BUILDER SHALL PROVIDE AN AS-BUILT GRADING PLAN SIGNED BY A REGISTERED LAND SURVEYOR TO VERIFY THE EOF ELEVATION OF 975.5 IS PROVIDED AND THAT THE SIDE SLOPES ON THE SWALE DO NOT EXCEED A 1:4 SLOPE.

AND APPROVAL FOR LOT ONE WITH THE CITY ENGINEERS FOLLOWING RECOMMENDATIONS:

1. THE APPLICANT COULD CONSTRUCT THE CONCRETE SLAB OVER THE UTILITY EASEMENT WITH THE UNDERSTANDING THAT THE OWNER OF LOT 1, BLOCK 1, SHALL BE RESPONSIBLE FOR ALL COSTS TO REMOVE AND REPLACE THE CONCRET SLAB IF IT BECOMES NECESSARY TO REPLACE EITHER THE SEWER OR WATER SERVICE OR THAT FOR ANY REASON THE OWNER OF LOT 2, BLOCK 1, HAS TO EXCAVATE FOR REPAIRS. THIS AGREEMENT SHALL BE RECORDED ON THE DEED FOR LOT 1, BLOCK 1, AND SHALL BE DISCLOSED TO THE PURCHASERS OF BOTH LOT 1, AND LOT 2, OF BLOCK 1, PRIOR TO THE SALE OF SAID LOTS AND LOT 2 OWNER IS IN AGREEMENT TO BUILD OVER THE EASEMENT.

UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

OLD BUSINESS: None

NEW BUSINESS:

A. Site Plan Review at 414 South Rum River Drive (Sign Review Added)

This site is located in B-2 General Business Zoning. The existing residential home will be demolished along with the foundation. The applicant is proposing a new single level office building that will be used for State Farm Insurance Agency. The existing garage will be updated to match the exterior design of the new office building. In B2 Zoning, professional services is a permitted use.

Blake informed the Planning Commission Board that the applicant has provided a site plan showing four parallel parking spaces, a handicap space, and some parking on Fifth Street. The turn radius will have to be checked on the parallel sites. The applicant would also like to have a site plan review on signage. The signage being proposed is a 4'x8' monument sign that will be illuminated and placed on the east corner of the site facing Fifth Street South. The placement of the sign would not affect safety. The landscaping plans meet the zoning requirements and will be reviewed again with the building permit. The utility issues still need reviewing and those will be checked by Staff with the building permit.

Curt & Patrice Van Oort, applicants were present and said they have flush mounted signs on their current building that they may put up on this new building. They may update the look of the signs if needed to match better with the monument sign.

STEINBRECHER MOVED, SECOND BY HASKAMP TO APPROVE THE SITE PLAN AND SIGNAGE FOR THE SITE AT 414 SOUTH RUM RIVER DRIVE. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

B. Concept Plan for Multi-Family – Briggs Properties

Blake informed the Planning Commission Board that they are being asked to review a concept plan for a Multi-Family market rate apartment complex on property west of First Street. Mike Olson, representing the Briggs Companies submitted a concept plan for a two building multi-family complex of 84 units on approximately 4.3 acres of land acquired from Strong Built Townhomes.

This was the site were Green Meadows Development was proposing to build. The Green Meadows plat is voided because it is over a year since they brought it to the City for review. There is a tax increment financing plan that Blake is working on and will be brought to the City Council in June, 2007. Princeton Public Utilities is working on the numbers for moving the overhead power line.

Thompson , Princeton Utilities Manager, said he would like to meet with Olson and discuss the new concept plan and what the cost would be to move the lines. Thompson believes the cost would be less then what he first assumed.

Mike Olson spoke that he had worked on the Green Meadows plan that is now on hold. The Briggs Company contacted him and asked Olson to help with the multi-family project. The Briggs Company is working on the multi-family plat and no other project with Green Meadows. There have been many issues with this site regarding entrances from other sites and those items have been moving along to be resolved. The Tax Increment Financing District Program will help a lot to move this project forward. The Briggs Company has purchase agreements with a few parties. There is a stipulation in the agreements that the City of Princeton approve the prices and goes forward with the Tiff District. If the power line needs to be buried, Briggs will need to know of the cost and if they are other parties that will be using this line to help share in the cost.

Thompson said it is up to the Developer to pay for all the cost to bury a line.

Olson suggested shortening the length of the buried line to reduce the cost. If the cost includes providing other citizens power then he does not understand why they are paying the whole expense. Olson said Mr. Strong has a lot of property there that will be serviced off this in the future and he believes that he should have to pay for some of the expense of burying the line.

Thompson said the line is currently overhead where buildings would be put in and that is why they would not want it above property. It would need to be buried.

Olson said that he would like to acquire a portion of land in the Airport old hanger area that the City owns. They are not sure if they can connect the road all the way out. They would like to put in a private road and dedicate a public right-of-way. In a discussion with the City it was mentioned this is not an acceptable idea and it should be a public road.

Blake said the City owns one of the lots and in the very near future the other hangers will be for sale. It is the end lot that the City owns. The hurdle would be the Great Glacier land. The City does not know how feasible the south east road will be.

Thompson asked if there is a utility easement with Great Glacier and Blake believes not. Thompson continued that if there is not an agreement with Great Glacier then the City has to step in and get an easement agreement for sewer and water.

Olson understands that.

Nielson said a few years ago they did stub in sewer and water in the center and maybe service can be provided with it. The second phase could be served from 21st Avenue or else be stubbed.

Thompson said it is in the cities best interest to have a utility easement.

Olson said they do not need an underground garage. The Briggs Company have a 32 unit market rate apartment in Zimmerman and these would be similar. They would be an upscale market rate apartment buildings.

Blake commented that the Tax Increment Financing for the Tiff District will be in place to offset the development price. It would be a pay as you go system where the City would not be financing the money. Questions regarding the road and timing of the road along with the placement of the road will have to be discussed. These will be looked at with the preliminary plat and the Tiff District has to be in place.

Olson said they need to start building this by the fall of this year. It takes six months to put the building in. If the project is delayed then they will have to put it on hold. He would like to know if they are able to have conceptional approval of the P.U.D. with the Planning Commission.

Blake said the concept plan is to inform the Planning Commission the intent of the site and see what their comments are. There is much work that needs to be done before coming to the Preliminary Plat.

Olson commented that if he knows the Planning Commission is okay with having a multi-family District at this site then he would be very happy to continue the process of the Preliminary Plat and PUD.

HASKAMP MOVED, SECOND BY STEINBRECHER TO APPROVE THE CONCEPT PLAN FOR MULTI-FAMILY APARTMENT UNITS THAT THE BRIGGS COMPANY IS PROPOSING. UPON THE VOTE, THERE WERE 3 AYES, 1 NAY. (Edmonds voted nay).

Edmonds commented that he does not support multi-family in this area.

C. Sign Review for Dollar Bell

Blake said the proposed sign for Dollar Bell meets the standards for a monument sign. They are not doing a pylon sign. This monument reader board sign would be ten feet back from the property line and would appear to not interfere with visibility. Blake said that this is situated with

the parking lot and they do not have much room for signage. This area is the only area for the signage. The building signage also meets requirements.

Thompson asked if the monument sign would be in the easement.

Blake believes it is eight feet back from the parking lot and ten feet back from the easement.

Nielson said that he would like to see the plans in detail so the signage is placed where it is not obscuring visibility.

Thompson would like to make sure that it is not by the utility easement.

STEINBRECHER MOVED, SECOND BY EDMONDS TO APPROVE THE DOLLAR BELL SIGNAGE ONCE THE CITY ENGINEER REVIEWS THE SITE PLANS AND IS OKAY WITH THE PLACEMENT OF IT. UPON THE VOTE, THERE WERE 3 AYES, 1 NAY. MOTION CARRIED. (Thompson voted no).

Thompson commented that he was unsure if that is the best placement for the monument sign.

COMMUNICATION AND REPORTS:

A. City Council Minutes for April, 2007

The Planning Commission Board had no comments.

B. Edward Juntilla Resignation

Blake told the Planning Commission Board that he would like them to speak to people they know who may be interested in being on the Board.

Blake commented that there is a request for an orderly annexation in Baldwin Township and the City has met with a few township members today and they agreed on five areas of the proposal.

STEINBRECHER MOVED, SECOND BY HASKAMP TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:45 P.M.

ATTEST:

Dave Thompson, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant