

**CITY OF PRINCETON
Planning Commission
Agenda
April 18th, 2016
7:00 P.M., City Hall**

- 1. Call to Order/Oath of Office**
- 2. Approval of Minutes of Regular Meeting on March 21, 2016 - Tab A**
- 3. Agenda Additions/Deletions**
- 4. Public Hearing:**
 - A. Ordinance Amendment amending Chapter V (Zoning Districts) and Chapter II (Definitions) to allow pole type construction and materials - Tab B**
- 5. Old Business: None**
- 6. New Business: None**
- 7. Communication and Reports:**
 - A. Verbal Report**
 - B. City Council Minutes for March, 2016 - Tab C**
- 8. Adjournment**



THE REGULAR MEETING OF THE PLANNING COMMISSION BOARD HELD ON MARCH 21, 2016, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS

The meeting was called to order at 7:00 P.M., by Jack Edmonds. Members present were Jeff Reynolds, and Jules Zimmer. Staff present were Jolene Foss (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

APPROVAL OF MINUTES OF THE REGULAR MEETING ON FEBRUARY 22, 2016

ZIMMER MOVED, SECOND BY REYNOLDS, TO APPROVE THE MINUTES OF FEBRUARY 22, 2016. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS/DELETIONS:

Carol Ossell would like to give an update to the Planning Commission Board on the amphitheater.

REYNOLDS MOVED, SECOND BY ZIMMER, TO ADD TO THE AGENDA UNDER NEW BUSINESS, ITEM A, AMPHITHEATER UPDATE. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING:

A. #16-04 CUP for Princeton Speedway

Community Development Director Memo:

BACKGROUND

Princeton Speedway, Inc. is requesting an amendment to PC Resolution #02-13 for an extension of the 11:00 P.M. curfew to 12:00 A.M. on approximately 4 race nights of the racing schedule, and the addition of one weekend event on Saturday, July 23rd from 5-10 P.M. and Sunday, July 24th from 10 A.M. to 5 P.M. at Princeton Speedway in an A-2 Agricultural District at 1400 3rd Street North (Mille Lacs County Fairgrounds).

ANALYSIS

Princeton Speedway, Inc. is seeking an extension of the 11:00 P.M. curfew on approximately 4 of the scheduled race nights. The new weekend event on July 23rd and 24th is referred to as the Kenny Wallace Racing Experience Group. It is a new event for the Speedway.

CONDITIONAL USE PERMIT

Subsection 3.B of Chapter IV outlines the standards for review of a Conditional Use Permit:

1. The proposed use does not violate the health, safety, or general welfare of Princeton residents.

Comment: No characteristics of the proposed use appear that they may violate the health, safety or general welfare of the Princeton residents.

2. The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution and sedimentation.

Comment: The proposed use will have no significant effect in regards to erosion, runoff, water pollution and sedimentation.

3. Adequate parking and loading is provided in compliance with the Ordinance.

Comment: Adequate parking and loading design is in compliance with the ordinance.

4. Possible traffic generation and access problems have been addressed.

Comment: The proposed use appears to have no negative impact on traffic generation or accessibility.

5. The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.

Comment: The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.

6. The proposed use conforms to the City's Comprehensive Plan and is comparable with present and future land uses of the area.

Comment: The proposed use conforms to the City's Comprehensive Plan and is comparable with present and future land uses of the area.

STAFF RECOMMENDATION

Upon review of the conditional use permit request, staff recommends that this permit be granted with the following conditions:

- 1. Friday night races shall end by 11:00 P.M.**
- 2. No more than three races per season may be regularly scheduled for non-Fridays**
- 3. The Planning Commission shall review the race schedule after the 2015 season**

And the addition of:

- 4. Extension of the 11:00 P.M. curfew until 12:00 A.M. on 4 specific scheduled nights.**
- 5. The addition of the weekend event on July 23rd and 24th**
- 6. A mid-season review be conducted after July 3rd race week.**

*****End of Staff Memo*****

Letter received from Pat & Dale Dunham, 105 13th Avenue North, Princeton
Dated March 10, 2016

Dear Ms. Foss & City Council:

We are in receipt of your notice of public hearing on March 21st. I regret that I have a conflict with that schedule and respectfully choose this method of communication.



DRAFT

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Well, here we go again! We would like to voice our objections, again, for the very same reasons given last year. Namely; disruption of a peaceful neighborhood, unbearable noise levels, and disruptive traffic.

At the same time, we need to congratulate the association on improvements made last year. We think, for the most part, they lived up to their promises.

That being said, we strongly object to the request to extend their hours to midnight! As you recall, the neighborhood had objections to the curfew being set at 11:00 PM. If they need that hour, we'd suggest that it be added to the front of the evening's schedule rather than the end. We feel the association could do a better job of coming to this compromise.

As to the added Saturday dates, I would only object to those dates being in the late evening. Day dates are far less disruptive.

Last year, I had conversations with those members of the council I feel care about our concerns. In fact, you didn't voice much difference of opinion. The night of the hearing, the strength in the audience was obviously from the association. I would remind you that you are charged with balanced representation. On a weighted scale, it would seem to me that local, tax paying residents should be heard with more concern than was given.

For reference, I'm including a copy of the letter submitted last year.

I thank you for your time and consideration.

Respectfully, Pat & Dale Dunham

*****End of Memo*****

Memo from G.E. Hinchcliff, 1304 2nd Street North, Princeton
Dated March 12, 2016

To Whom it may concern,

I am writing this note in response to the letter of March 9, 2016. Informing of us March 21, 2016 meeting. Conditional Use Permit the extension of 11:00 P.M. curfew.

We live less than one block away. We would be totally against keeping us up any later. Most of the time we have to get up early the next day after the races. Not only the races, but the traffic is a lot of noise afterward. Also, people leave litter in our yard.

What ever! Mr. G.E. Hinchcliff

I would attend, but we will be in Texas on that date.

*****End of Memo*****

Memo from Rod Anderson, 208 14th Avenue North, Princeton
Dated March 14, 2016

Dear Ms. Foss:

In 2015 I testified against any expansion of the racing evening and season. My stand remains the same.

What disturbed me is when the council asked how the commission stood on the matter. The Planning Commission had voted before my testimony to modify the racing agenda. In other words I wasted an evening. Let's not put the cart before the horse.

Sincerely, Rod Anderson

*****End of Memo*****

Foss said some of the concerns is neighborhood disruptions, noise, disruptive traffic, and litter. We received three letters from neighbors that are not supportive of this Conditional Use Permit revision.

Edmonds asked the Planning Commission Board if they understand the request. He asked Zimmer what his thoughts are on this.

Zimmer said he will reserve his comments until after the public hearing.

Edmonds opened the public hearing.

Edmonds said the main concern is the noise and traffic after the event. In previous years they have had public hearings for changes in their Conditional Use Permit. He did not hear any complaints from last year's racing season.

ZIMMER MOVED, SECOND BY REYNOLDS, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

Zimmer has a concern that last year the proposal came before the Planning Commission Board and there were concerns from the neighborhood. A compromise was reached and the hours were allowed. The neighborhood accepted it and they put up with it. There was minimal complaints. He commends the manager of the race track. Now to extend the hours and the people feel they do not have a voice, and have to accept this. People do not want to be up till 1:00 A.M. and he wants to represent these people.



Foss said last year the request was until midnight and it **was** extended till 11:30 P.M. None of the events went past that.

Zimmer said now they are requesting extending the curfew till midnight on four race nights.

Edmonds asked the applicants if there is any compromise for the extension of hours. The weekends do not seem to be a concern. They are requesting four nights this year where the curfew is extended and the fear from the neighbors is that they will request more the following year. Can they start the races a half an hour earlier.

KT Torbert, (Princeton Speedway Promoter) said that at 11:00 P.M. on the nose they were done last year. They cut a couple races to make the deadline. If there is a crash they need to remove the cars from the track so that takes up time. The drivers travel here for the races so they do not like to cut the races short. They turn the lights off on the track as soon as possible when the races are done so to not disturb the neighbors.

Zimmer said they are asking for an extension of four nights till midnight.

KT Torbert said yes.

Zimmer said the intent is not to race till midnight.

KT Torbert said right, it is in case there is an accident and it runs later. They got an email today and the Sunday race on July 24th as an addition has been taken off. Kenny Wallace and his driving crew will be here, but they removed the Sunday time.

Zimmer said last year during the sprint races, there was no problem with the time not going till midnight.

KT Torbert agreed. There was one race where they should have taken a car off the track, but could not, because they needed to make the deadline of the curfew. She wants a little bit of breathing room in case it rains also and they have to shut the track down for a short time. This extended time is a precaution in case the race were to run later. It is a big draw and does cost money to put on.

Edmonds said the traffic leaving at once is a concern. In their program can they do it where the drivers that are done with the race can leave the fairgrounds so it is different times where the traffic is spread out.

KT Torbert said it is how they do the payout at the end of the night. She understands how difficult it is getting out of there. How the pits are lined up it is hard to get the rigs turned around to leave. Having a traffic controller is one way maybe.

Marty Grimm , (Mille Lacs County Fair Board), said he understands there were issues leaving the fairgrounds last year with the construction on the street. He believes they should be able to leave from Hwy. 95 this year.

KT Torbert suggested they could make announcements when leaving so they follow the signs. Maybe place signs on the fence.

Foss said the litter should also be addressed. Respect to neighborhood and clean up litter.

KT Torbert said they have 50/50 groups that come in and clean up litter.

Zimmer said instead of allowing the extension of the curfew, could there be an understanding if something were to happen, can the City be notified instead of increasing the curfew. We understand something could happen. If we have the reasoning the curfew was not met, we could explain it to the public. He does not want to extend the curfew.

Foss said to inform the Police Department that it might extend over the curfew.

Zimmer said there would be an understanding if this were to continue then repercussions would happen.

Reynolds said he understands what Zimmer is saying. Maybe that would be the answer because allowing the curfew till midnight for four nights would get long.

KT Torbert said the longer night events is where people come into town for them. If we say till 11:00 P.M. and it happens to run till midnight what is the difference on making the change. It could cause an upset when it is past 11:00 P.M., so she believes it is best giving till midnight so it is in writing. People are paying for the races and not wanting exceptions or stipulations.

Zimmer said it is not exceptions, but we have an understanding that it could have happened where they had to run later.

Clifford Saker (Princeton Speedway) said they would cancel the events if they cannot have it in writing where it is allowed to run later.

KT Torbert said it was at last year's September event they needed the longer time.

Zimmer likes that they care about the litter and the traffic issues. He appreciates it.

KT Torbert wishes she could talk to the individuals who have complaints and try to fix the issues.

Zimmer said the voices are not being heard by the individuals and that is who he feels for. Last



year the neighborhood showed up and they left the Council meeting feeling that their voices were not heard.

KT Torbert explained the 50/50 group is cheerleaders, football players, and other organizations that make money working for the Speedway at different events. She asked if writing a letter to the local newspaper would be beneficial to explain the Speedway Organization and what it does for the community.

Foss said that would not hurt and she could also explain the 50/50 group.

KT Torbert said they have an event that they are giving 100 backpacks to kids in the community and another event where they are giving 50 bicycles.

Zimmer said there is no argument on the value of the race track to the community.

KT Torbert asked why there is not a problem on fair nights.

Reynolds said he lives by the fair grounds and understands living there and dealing with the noise. He would move if he felt it were necessary because of the noise.

Zimmer said he understands that not everyone goes to bed at 1 A.M. and feels for the neighborhood.

Edmonds said a community letter would be good. We have to make a decision on this application.

Reynolds said 11:30 P.M. for the special events.

Edmonds said we could give them a number for the Police Department if they were to run over the time.

KT Torbert said they cannot do that during the race. They are busy and cannot take time away from the races for that.

Grimm said the Fair Board is working with them to make this a good event.

Zimmer is okay with the extra weekend event now that Sunday, July 24th cancelled.

KT Torbert said there is minimal noise on that event.

Zimmer said last year there were no complaints so he feels it is best to leave the current Conditional Use Permit as is.

ZIMMER MOVED, TO ALLOW AN AMENDMENT TO RESOLUTION #15-04 CONDITIONAL USE PERMIT FOR THE PRINCETON SPEEDWAY IN AN A-2 AGRICULTURAL DISTRICT AT 1400 3RD STREET NORTH (MILLE LACS COUNTY FAIRGROUNDS) TO CONTINUE WITH THE 11:00 P.M. CURFEW AND ALLOW AN ADDITIONAL SATURDAY EVENT ADDED TO THE SCHEDULE. THE MID-SEASON REVIEW SHOULD BE HELD AFTER THE JULY 3RD RACE WEEK.

THE MOTION DIED FOR A LACK OF A SECOND.

REYNOLDS MOVED, SECOND BY EDMONDS, TO APPROVE THE AMENDMENT TO PC RESOLUTION #15-04 CONDITIONAL USE PERMIT FOR THE PRINCETON SPEEDWAY IN AN A-2 AGRICULTURAL DISTRICT AT 1400 3RD STREET NORTH (MILLE LACS COUNTY FAIRGROUNDS) TO EXTEND THE CURFEW FROM 11:00 P.M. TO 11:30 P.M., (IF NEEDED), ON FOUR EVENT NIGHTS AND TO ALLOW AN ADDITIONAL SATURDAY EVENT ADDED TO THE SCHEDULE. A MID-SEASON REVIEW WILL BE CONDUCTED AFTER JULY 3RD, 2016 RACE WEEK.

Zimmer questioned if the 11:30 curfew is allowed to go till 11:30 P.M. or if needed it can go to 11:30 P.M.

Reynolds said if needed it can be extended till 11:30 P.M.

UPON THE VOTE, THERE WERE 2 AYES, 1 NAY. (AYES: REYNOLDS AND EDMONDS AND THE NAY: ZIMMER).

Zimmer said thank you to the applicants for doing what they do at the Speedway. He hopes they understand the decision he made.

The Planning Commission Board reviewed the Findings of Fact:

1. Does the proposed use violate the health, safety or general welfare of the Princeton residents? No.
2. Has the proposed use been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation (if applicable)? Yes.
3. Is adequate parking and loading provided in compliance with the Ordinance? Yes.
4. Have possible traffic generation and access problems been addressed? Yes.
5. Can the proposed use be accommodated with existing public services and not overburden the City's service capacity? Yes.
6. Does the proposed use conform to the City's Comprehensive Plan and is compatible with present and future land uses of the area? Yes.



B. Ordinance Amending Chapter V (Zoning Districts) and Chapter II (Definitions) for Micro Brewing as a Home Business to the Residential Zoning District

An Ordinance amending Zoning Ordinance #538, Dated 04-2012, to define brewer, brewpub, microbrewery, micro distillery and taproom and allowance of microbrewery as a home occupation in R-1 and R-2 Zoning Districts.

Edmonds opened the public hearing.

Dieter Kurzweg was present. Kurzweg is the person who questioned staff if micro brewing is allowed as a home business. Kurzweg addressed the Planning Commission Board and said that he is currently a resident of White Bear Lake and is planning to move to Princeton. He wants to establish a micro brewery in a detached garage. He hopes the City approves the proposed Ordinance. Micro brewery is under the Minnesota Statute and you cannot brew no more than 20,000 barrels a year. He is not going to brew that much beer. He wants to establish a beer for Mille Lacs County and Sherburne County. He is a certified brewer and maltster. He wants to create something that has a life expectancy out of this. The place has a shed and he would store the lawn mower and other items that are usually stored in a garage in there.

Edmonds commented that the Ordinance is not being drafted specifically for Kurzweg, but he will want to apply for it.

REYNOLDS MOVED, SECOND BY ZIMMER, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

Foss said if there was a gigantic influx then we have to keep in mind that they would have to go through the State Statute.

Keurig said the Alcohol & Tobacco Tax Trade Bureau is with the Federal Government and Minnesota Department of Alcohol & Gambling are both involved in the licensing process. They come and inspect the operation site. He is comfortable presenting the operation to the Federal and State Divisions. They are the heaviest regulated division from the State. They come and inspect and grant through the State.

The Planning Commission Board requested that Foss add the Federal Statute in this Ordinance Amendment so there are both the Federal and the State Statutes in it.

Keurig said he would get that information for her.

Reynolds said under the micro distillery there needs to be a correction where it states "total quantity not to exceed 40,000-proof gallons". There must be a proof number.

Foss said that is an error and she will look up what the MN State Statute reads on that and add it to the Ordinance Amendment.

REYNOLDS MOVED, SECOND BY ZIMMER, TO APPROVE AND FORWARD TO THE CITY COUNCIL ORDINANCE NO. 733 AMENDING ORDINANCE #538, DATED 04-2012, TO DEFINE BREWER, BREWPUB, MICROBREWERY, MICRODISTILLERY AND TAPROOM AND ALLOWANCE OF MICROBREWERY AS A HOME OCCUPATION IN R-1 AND R-2 ZONING DISTRICTS, WITH THE CORRECTION OF WHAT THE PROOF NUMBER IS FROM THE STATE, AND ALSO ADDING THE FEDERAL STATUTE TO THE DEFINITIONS. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

OLD BUSINESS:

A. Planning Commission Bylaws Revised

Community Dev. Director Memo:

A recent application from an individual applying to be on the Planning Commission was unable to be reviewed as the applicant does not live within the city limits.

The Planning Commission Bylaws current language is:

The Planning Commission shall consist of five regular members who shall be residents of the City, except that one of the members may be a person who owns a business located within the City of Princeton so long as that person lives within the 55371 zip code area. In addition, three ex-officio members who shall each be a member of the Township Board or Township Planning Commission and be from the Townships of Baldwin, Greenbush, and/or Princeton.

It has been proposed that we expand the definition to include an either/or option.

The Planning Commission shall consist of five regular members who shall be residents of the City, except that one of the members may be a person who owns a business located within the City of Princeton so long as that person lives within the 55371 zip code area and/or lives within the ISD #477 Princeton School District. In addition, three ex-officio members who shall each be a member of the Township Board or Township Planning Commission and be from the Townships of Baldwin, Greenbush, and/or Princeton.

I have included the maps of the area showing the 55371 zip code geography as well as the geographic borders for ISD #477.

Staff suggests the Planning Commission critically review the pros and cons of expanding the geographic boundaries for membership before voting to change the bylaws, as changes to bylaws should be well vetted.

*****End of Staff Memo*****

Foss told the Planning Commission Board to review the boundaries before voting on this.

Edmonds said there was an issue where someone wanted to be on the Planning Commission Board and lives outside the Princeton zip code area, but is in the Princeton School District. We have not had a full Planning Commission Board for a few years.

Zimmer said owning a business within the City limits and living in the 55371 zip code area is what he is comfortable with.

Edmonds said it is only one seat that will qualify for this. It won't change our Planning Commission Board.

Zimmer said we have two seats open.

Foss said one of the members can be with this new amendment where they are out of City limits, but have a business inside City limits. They would need to live in the Princeton School District.

Zimmer said how come they cannot fill the vacancy.

Paul Whitcomb was present and said the people who use to be on the Boards have moved on, but he is not sure why more do not want to be on the Board.

ZIMMER MOVED, SECOND BY REYNOLDS, TO ADD UNDER SECTION 9. MEMBER RESPONSIBILITIES THAT ONE MEMBER WHO OWNS A BUSINESS LOCATED WITHIN THE CITY OF PRINCETON SO LONG AS THAT PERSON LIVES WITHIN THE 55371 ZIP CODE AREA AND/OR LIVES WITHIN THE ISD #477 PRINCETON SCHOOL DISTRICT. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

B. Alternative Building Materials

An Ordinance amending the Zoning Ordinance adding the Definitions for alternative building materials and removing the prohibition of usage of pole type construction from City of Princeton Zoning Ordinance #538. In definitions the allowable materials would be fabric and frame structures, Insulated concrete form, and pole type construction.

Reynolds said the insulated concrete form is listed as an exterior building material and should not be exposed above grade. That needs to be corrected. That material would have to be covered.

Foss said she will have to look at exterior building materials. She will strike that from the exteriors area on this Ordinance Amendment.

Edmonds said in section two it should have that the City Building Inspector also has to approve it.

Foss said when she spoke with the City Building Inspector, he said he cannot sign off on a permit unless the materials have been tested by the State.

Reynolds said it has to meet code.

Foss said the material would need to be approved by the Planning Commission Board and would have to have similar longevity. The Planning Commission Board would have final approval.

Edmonds wants the City Attorney to review this draft before coming for a public hearing.

Foss will make changes to the Ordinance Amendment and have the City Attorney review it. Once that is done, she will call for a public hearing.

REYNOLDS MOVED, SECOND BY ZIMMER, TO HAVE STAFF MAKE THE CHANGES TO THE ORDINANCE AMENDING ALTERNATIVE BUILDING MATERIALS AND REMOVING THE PROHIBITION OF USAGE OF POLE TYPE CONSTRUCTION FROM THE CITY ORDINANCE IN B-3 GENERAL COMMERCIAL AND MN-1 AND MN-2 INDUSTRIAL DISTRICTS. THE CITY ATTORNEY SHOULD REVIEW THE ORDINANCE AMENDMENT PRIOR TO A PUBLIC HEARING AT THE APRIL 18TH, 2016 PLANNING COMMISSION MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

NEW BUSINESS:

Carol Ossell Update.

Carol Ossell asked to give an update on the amphitheater to the Planning Commission Board. Ossell said the Princeton Visionary has been working on the amphitheater. It is a long term process. She will be going to the Park Board meeting on Monday, March 28, 2016 to give them an update. She would like to update all the City groups since there are different members on a few of them.

Ossell showed a design of the amphitheater. The sitting area will be down by the back side of Steven's Restaurant. They closed the well that was in the park area and will be removing the hill where the amphitheater will be going. People commented that the snow sliding hill will be gone, but it actually will still be there and may be a better sliding hill after the process. It will add a significant amount of space to the theatre. She said she is going before each piece of city government agencies to show them what they have in mind for the project. As of February they have raised \$32,950. She said there are businesses that will give more than money, they want to help with the work that needs to be done. Some will work with the vendors because it is a community project. The seating was originally 800 limestone blocks. The watermain was



located in the area the sitting would be and that would have been too much weight and the limestone had to be removed from the plans. There is many people willing to agree to work on the project. They have all the architectural drawings ready. Ossell is following up with people to raise more dollars. They want to collect the funds by December 31, 2016.

Jim Kusler asked how the current fund raising derives to what is needed.

Ossell said that the project cost is \$581,000 and is down to \$293,000. They want to raise \$350,000. They look at raising 30% more than what is needed in case something were to come up. She will continue to work on the funding. She will use only local companies to build this. Richard Baker (Comm. Dev. Coordinator for Mille Lacs County) told her to contact Michele Anderson (Rural Director for Springboard for the Arts). Anderson gave Ossell some good advice on grants. They just missed a deadline for a grant. Michele Anderson will write a synopsis on what was spoken of between her and Ossell. Ossell said she has the ability to get some grants for them and she is wonderful to work with. Carla Vita will be working with the Visionary Committee also to find some funding. Brenda Hoffman is good at writing grants and she will work with Ossell. Richard Baker also suggested that you do not go after the general public until you reach your general goal.

Foss said the goal is to raise \$350,000 and they are have \$33,000 in cash now. Foss said she is working on a Master Plan for the Park Board and is working on a Regional designation. She will than apply for Legacy Funds.

Ossell said in 2006, it was Professor Robinson who was a professor in City Development and Economic Development that said we need to utilize Rum River where it is so open and part of the community. He is the one who thought of an amphitheater. It brings in tourist and economic development. The Visionary Committee voted as a committee to work on getting an amphitheater. It is said that they want to take over Tuesdays in the Park and that is not true. The Visionary Committee is just working on helping getting this built. She will help book music and help run it for a couple years after it is built. She knows how to advertise and get it moving.

COMMUNICATION AND REPORTS:

A. Verbal Report

Foss had no verbal report.

B. City Council Minutes for February, 2016

The Planning Commission Board had no comments.

ZIMMER MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:42 P.M.

ATTEST:

Jack Edmonds, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant

MEMORANDUM

Tab B



TO: Planning Commission
FROM: Jolene Foss, Community Development Director
SUBJECT: **Alternative Building Materials**
DATE: February 18th, 2016

Numerous request for the allowance of alternative building materials have been directed toward the Planning and Zoning office in the recent past.

The three materials that have been most prevalent have been:

- 1) **Pole types construction** also known as post frame, customized steel building, wood frame, pole buildings, etc.
It uses large poles or posts buried in the ground or on a foundation to provide the vertical structural support and girts to provide horizontal support. The method was developed and matured during the 1930s as agricultural practices changed, including the shift toward engine-powered farm equipment and the demand for cheaper, larger barns and storage areas. Unlike competing building methods, once the poles, girts, and rafters are put in place, much of the construction work on a pole-built structure can be handled by a single individual over the course of a month or season.
- 2) **Fabric and frame structures** also known as hoop buildings.
Fabric structures are forms of constructed fibers that provide end users a variety of aesthetic free-form building designs. Custom-made fabric structures are engineered and fabricated to meet worldwide structural, flame retardant, weather-resistant, and natural force requirements. Fabric structures are considered a sub-category of tensile structure.
- 3) **Insulated Concrete Form** or stay in place concrete forming systems.
Insulating concrete form or insulated concrete form (ICF) is a system of formwork for reinforced concrete usually made with a rigid thermal insulation that stays in place as a permanent interior and exterior substrate for walls, floors, and roofs. The forms are interlocking modular units that are dry-stacked (without mortar) and filled with concrete. The units lock together somewhat like Lego bricks and create a form for the structural walls or floors of a building. ICF construction has become commonplace for both low rise commercial and high performance residential construction as more stringent energy efficiency and natural disaster resistant building codes are adopted. ICFs may be used with frost protected shallow foundations (FPSF).

After discussion with the Building Inspector and the Public Works director, as well as the City Engineer, Staff would like to propose for the allowance of these materials, provided they are inspected by a structural engineer at the time of construction, in the MN-1 Industrial and in the B-3 General Commercial District.

Upon further review, the City Attorney and previous Planner/Zoning Administrator, Kelli Bourgeois, has shared her insight and experience on this matter. Please see comments below:

I'm thinking this has the potential to be a slippery slope to go down. It would seem to go backwards for the building standards in the Code. Princeton is ahead of many other small cities in not allowing pole structures in commercial and industrial zoned properties, and once they're allowed they'll be very difficult to remove (I literally spent years trying to prohibit them in Becker's commercial and industrial zoning districts). Also the statement regarding the "integrity of the surrounding structures" leaves a lot to the interpretation of the Planning Commission which could put them in a difficult position having to decide between competing views of landowners and it could open them up to a charge of making an arbitrary and capricious land use decision.

Hoop buildings and pole buildings are of fairly low value and tend to not have a very long lifespan in comparison to stick built or concrete tip-up structures, so they don't benefit the City much from a property tax perspective, and given their temporary nature they tend to look "ratty" after a short time which could affect the neighboring property values as well. Again, these aren't attorney opinions, more former planner/zoning administrator opinions/experience.

City Administration has voiced concern over this amendment, as well.

"Princeton should not lower its standards and should stick with a pole building prohibition. While they are, indeed, a less expensive structure, the downside is that the County assessor is going to peg the taxable value at a level conducive to the type of construction...regardless of whether it looks good."

The Planning Commission has the opportunity to request changes be made, additional research be done or to approve or deny the proposed Ordinance Amendment.

CITY OF PRINCETON, MINNESOTA

ORDINANCE #

AN ORDINANCE AMENDING THE ZONING ORDINANCE ADDING THE DEFINITIONS FOR ALTERNATIVE BUILDING MATERIALS AND REMOVING THE PROHIBITION OF USAGE OF POLE TYPE CONSTRUCTION FROM CITY OF PRINCETON ZONING ORDINANCE #538

SECTION 1. Chapter II (Definitions) of the Zoning Ordinance is amended as follows (underline indicates additions; ~~strikethrough~~ indicates deletions):

Fabric and frame structures

Also known as hoop buildings. Fabric structures are forms of constructed fibers that provide end users a variety of aesthetic free-form building designs. Custom-made fabric structures are engineered and fabricated to meet worldwide structural, flame retardant, weather-resistant, and natural force requirements.

Insulated Concrete Form

Also known as stay in place concrete forming systems. Insulating concrete form or insulated concrete form (ICF) is a system of formwork for reinforced concrete usually made with a rigid thermal insulation that stays in place as a permanent interior and exterior substrate for walls, floors, and roofs. The forms are interlocking modular units that are dry-stacked (without mortar) and filled with concrete. The units lock together somewhat like Lego bricks and create a form for the structural walls or floors of a building. ICF construction has become commonplace for both low rise commercial and high performance residential construction as more stringent energy efficiency and natural disaster resistant building codes are adopted. ICFs may be used with frost protected shallow foundations (FPSF).

Pole type construction

Also known as post frame, customized steel building, wood frame, pole buildings, etc. It uses large poles or posts buried in the ground or on a foundation to provide the vertical structural support and girts to provide horizontal support.

SECTION 2. Section 10 (B-3 General Commercial District) of Chapter V (Zoning Districts) of the Zoning Ordinance is amended as follows (underline indicates additions; ~~strikethrough~~ indicates deletions):

F. Exterior/Interior Building Materials

- i. Or other materials approved by the Planning Commission, such as fabric and frame structures, insulated concrete form structures and pole type structures if determined to have a similar or better longevity and durability as material listed above, and maintains the integrity of the surrounding structures.

M. ~~Pole-type construction shall not be permitted.~~

SECTION 3. Section 13 (MN-1 Industrial), of Chapter V (Zoning Districts) of the Zoning Ordinance is amended as follows (underline indicates additions; ~~strikethrough~~ indicates deletions):

G. Other Applicable Regulations

1. For aesthetic purpose, all buildings and structures shall be faced with the following:
 - g. Other approved materials provided they maintain the integrity of the surrounding structures;
8. ~~Pole-type construction shall not be permitted.~~

SECTION 4. Section 14 (MN-2 Industrial) of Chapter V (Zoning Districts) of the Zoning Ordinance is amended as follows:

G. Other Applicable Regulations

1. For aesthetic purpose, all buildings and structures shall be faced with the following:
 - g. Other approved materials provided they maintain the integrity of the surrounding structures;
8. ~~Pole-type construction shall not be permitted.~~

EFFECTIVE DATE. This ordinance shall take effect upon its summary publication in the City's official newspaper. Said publication shall read as follows:

Ordinance #691 amends The Zoning Ordinance, allowing the keeping of chickens as an interim use permit in the R-1, R-2, and R-3 Zoning Districts, subject to specific conditions. A copy of the full ordinance is available for review at City Hall.

ADOPTED by the City Council of the City of Princeton this 14th day of April, 2016.

Paul Whitcomb, Mayor

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
MARCH 10, 2016 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Victoria Hallin, and Jules Zimmer. Others present: Development Director Jolene Foss, Police Chief Todd Frederick, Liquor Store Manager Nancy Campbell, Fire Chief Jim Roxbury, Clerk Shawna Jenkins, Engineer and Jeff Row and Attorney Damien Toven and Kelli Bourgeois. Absent was Dick Dobson, Administrator Mark Karnowski and Public Works Director Bob Gerold.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of February 25, 2016

HALLIN MOVED TO APPROVE THE REGULAR MEETING MINUTES OF FEBRUARY 25, 2016. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. Permits and Licenses
- B. Personnel
 - 1. Liquor Store Step 1 Increases
 - a. Doug Hanson effective 1-12-16
 - b. Debbie Applegate effective 2-4-16
- C. Donations/Designations

HALLIN MOVED TO APPROVE THE CONSENT AGENDA. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. EDA Board Meeting of February 18, 2016
- B. Planning Commission meeting of February 22, 2016
- C. Fire Board Meeting of February 7, 2016

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Wine and Spirits Grant Request for the All Night Senior Part

Jackson reported that once again the All Night Senior Party is requesting a Wine and Spirits Grant. He stated that the City usually donates a 6 pack of pop per student from the Liquor fund.

ZIMMER MOVED TO APPROVE THE WINE AND SPIRITS GRANT REQUEST FOR THE ALL NIGHT SENIOR PARTY AND SUGGESTED DONATING 1 PACK OF POP PER STUDENT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- B. Wine and Spirits Grant Request for the Princeton Lion's

Jack Breitkreutz reported that the Princeton Lions are again asking for a grant for their Spring Raffle Fundraiser. They are requesting 5 - \$20 gift certificates.

HALLIN MOVED TO APPROVE THE WINE AND SPIRITS GRANT REQUEST FOR THE PRINCETON LIONS, AND WILL PROVIDE 5 \$20 GIFT CERTIFICATES FOR THEIR SPRING RAFFLE FUNDRAISER. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Request for Council Action for the PrincETEN Miler

Jackson reported that they are looking to hold a race again this fall. Frederick added that it is the same route that they had last year, which went very well. They did request assistance from the Reserve Officers last year, as there is one busy road that they cross. It is a great event for the community.

HALLIN MOVED TO APPROVE THE ROUTE AS REQUESTED FOR THE PRINCETEN MILER RACE THIS FALL. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Ordinance 730 – Gas Station Canopy Lighting – FINAL READING

Foss reported that this ordinance amendment will simply add Gas Station Canopy Lighting to the Sign ordinance. There have been no changes since the first reading.

HALLIN MOVED TO APPROVE ORDINANCE 730 ADDING GAS STATION CANOPY LIGHTING TO THE SIGN ORDINANCE. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 731 – Restaurant Definitions – FINAL READING

Foss reported that it was suggested that the restaurants have a more in-depth definition, so this amended ordinance will describe them in more detail. There have been no changes since the first reading.

HALLIN MOVED TO APPROVE ORDINANCE 731 WHICH PROVIDES MORE DETAIL IN REGARDS TO RESTAURANTS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 16-11 – Support of bonding for Parks and Trails

Foss reported that this Resolution is to show that the City of Princeton supports an appropriation of \$5 million in general obligation bonds in 2016 for the 85.019 local grant programs and urges adoption of this proposal by the House and Senate.

WALKER MOVED TO APPROVE RESOLUTION 16-11 SUPPORTING THE BONDING FOR PARKS AND TRAILS. HALLN SECONDED THE MOTION.

Hallin asked where the funds would be going if they were appropriated. Foss responded the request is for the funds to be used in the Greater MN area as the Metro Area has additional funding options.

THE MOTION CARRIED UNANIMOUSLY

D. Resolution 16-12 – Project Lifesaver

Frederick advised that this Resolution is to receive the grant and the equipment for the tracking program. This will assist in locating Alzheimer and disabled residents. Hallin asked if it was fully funded. Frederick replied that it was, they just need the signed resolution and the equipment will be sent. The Department will be going through training on the equipment the end of April.

HALLIN MOVED TO APPROVE RESOLUTION 16-12 FOR THE PROJECT LIFESAVER GRANT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NEW BUSINESS

MISCELLANEOUS

Hallin reported on the 2015 Community Impact Statement on the Family Pathways Teen Center. Princeton continues to have the largest amount of visits and Volunteers of the 14 centers.

Princeton averages 65-75 visits per night.

There were 22,380 total visits, with Princeton being 9,532 of those

57 tracked volunteers, Princeton had 35

Out of those 57 volunteers, there were a total of 3,010 hours, 2035 were in Princeton.

Princeton also had 434 new visits

The teen center focuses on substance abuse, domestic abuse, respect for adults, heavily on relationships, careers, etc. They teens also participate in many of the community events. The hope is that the teens will continue volunteering as adults.

During the "Crazy Olympics" they had teens from Milaca come down and participate, and she has been asked how to set a similar center for Milaca teens.

Some of the volunteer hours are not counted, as there are a lot of others spending time with the teens.

Hallin introduced Sherry Chester, who has become a part time employee after being an active volunteer. She wanted to share the numbers with the council to show how successful the center is in keeping teens busy and off the streets.

BILL LIST

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$78,003.39 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 73307 TO 73392 FOR A TOTAL OF \$187,704.86. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:17PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST

Paul Whitcomb, Mayor

draft

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
MARCH 24, 2016 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Dick Dobson, Victoria Hallin, and Jules Zimmer. Others present: Administrator Mark Karnowski, Public Works Director Bob Gerold, Development Director Jolene Foss, Police Chief Todd Frederick, Liquor Store Manager Nancy Campbell, Fire Chief Jim Roxbury, Clerk Shawna Jenkins, Engineers Mike Nielson and Jeff Row, and Attorney Damien Toven and Kelli Bourgeois.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of March 10, 2016

HALLIN MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 10, 2016. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses

1. Christ Our Light 3.2 Malt Liquor License for August 21
2. Christ Our Light Intox. Liquor License for August 20 Summer Bash
3. Christ Our Light Gambling permits for August 20 and 21st
4. Princeton Golf Course Liquor License 4-1-16 – 12-31-16

B. Personnel

1. Liquor Store – Theresa Zinniel resignation effective 3-14-16

C. Donations/Designations

1. Resolution 16-13 – Donation to Flower Project
2. Resolution 16-16 – Donations to the Fire Department

HALLIN MOVED TO APPROVE THE CONSENT AGENDA. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

PUBLIC HEARINGS

- A. Issuance of General Obligation Capital Improvement Bonds
- 1 Resolution 16-14 – Preliminary approval for Bond Issuance
 - 2 Resolution 16-15 – Providing for competitive sale of bonds

Jackson advised that George Eilertson from Northland Securities is here to explain the issuance of these General Obligation Capital Improvement bonds. Basically, this is a refinance of the EDA bonds for the Public Safety Building to a lower rate. Refinancing these bonds will save the City approximately \$129,000. Walker asked if those savings are after all costs and expenses of the refinance. Eilertson responded that was correct. He added that Us Bank will be handing this as a trust, so there will be additional savings of approximately \$1,000 per year.

Walker asked if there was a limit on General Obligation Bonds. Jackson said the city is well under the limit. Eilertson stated for Princeton, that limit would be about 8 million dollars. However, any projects that are partially assessed are not counted.

Karnowski asked Eilertson if the bond could be structured to read that the revenue to pay off

the bond comes from the Liquor fund. Eilertson replied that normally a General Bond will have some type of language as to what fund or course of revenue will be used to pay that bond.

Whitcomb opened the public hearing at 7:12pm

DOBSON MOVED TO CLOSE THE PUBLIC HEARING AT 7:12 WITH NO COMMENTS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED TO APPROVE RESOLUTION 16-14 GIVING PRELIMINARY APPROVAL TO THE ISSUANCE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS IN AN AMOUNT NOT TO EXCEED \$2,330,000 AND ADOPTING THE CITY OF PRINCETON, MINNESOTA, AND CAPITAL IMPROVEMENT PLAN FOR THE YEARS 2016 THROUGH 2020. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

DOBSON MOVED TO APPROVE RESOLUTION 16-15 PROVIDING FOR THE COMPETITIVE NEGOTIATED SALE OF \$2,285,000 GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2016A. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

A. Resolution 16-17 – TED Grant

Foss reported that Resolution 16-17 is for the TED Grant that was received by the City and County. It was requested that the projects be split, so the City will be the Legal sponsor of a portion of the project.

WALKER MOVED TO APPROVE RESOLUTION 16-17 AUTHORIZING THE MAYOR AND ADMINISTRATOR TO SIGN TED GRANT DOCUMENTS AS NEEDED. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NEW BUSINESS

A. National Day of Prayer

Karnowski reported that the Council recognizes the day of prayer every year in a proclamation.

HALLIN MOVED TO PROCLAIM MAY 5th, 2016 AS THE NATIONAL DAY OF PRAYER. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Planning Commission Bylaws

Foss advised that the Planning Commission reviewed their Bylaws and made a change that will also allow those with a business in the city, and residing within the Princeton School District to serve on the Planning Commission.

HALLIN MOVED TO APPROVE THE RECOMMENDED AMENDMENT TO THE PLANNING COMMISSION BYLAWS THAT WILL ALLOW CITY BUSINESS OWNERS THAT RESIDE IN THE PRINCETON SCHOOL DISTRICT TO SERVE ON THE PLANNING COMMISSION. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. City Council 2016 Priorities

Karnowski said he was remiss in not having this to the council in December for them to rate their priorities for the year. He stated that he removed some of the projects that were completed.

One project that has been discussed was developing a camp ground in Riebe Park. Once the bridge is constructed, it would link the 2 campgrounds together. Hallin questioned where in Riebe Park additional camp sites would be added. Karnowski responded that the city owns quite a bit more property that is south of the disc Golf Course. His quick calculations show that they would possibly add approximately 75 more camp sites. It would likely cost a lot of money, but it is something to look at, and could bring more people to Princeton.

Zimmer said #36 can be removed, as Solheim field has been re-roofed. Karnowski added that he can also scratch off #31, as City Hall staff will be sharing offices with the School District.

MISCELLANEOUS

Zimmer said at the last planning commission meeting, there was a request to extend the curfew at the racetrack for a few weekend nights. Ultimately, the Planning Commission approved the extension to 11:30pm for 4 nights and allowed for one more Saturday race.

Hallin asked why the Sunday Race was not approved. Foss responded that they took the Sunday request off. Zimmer said there were a few letters of concern from residents in regard to the later nights. Walker asked if they changed the sanctioning body this year and that is why they are requesting later hours. Zimmer replied that the reason they are asking to extend the hours is those nights they hold Sprint Car races. Those usually bring in a lot more drivers, audience and can have more crashes. They did not want to run late, but would like to ask for extended hours in case they were to run a little late.

Zimmer stated he wanted to keep the end time as 11pm, but ultimately the Planning Commission approved 11:30 for those nights. Foss added that the suggestion was to leave it at 11pm, and just provide a valid reason if they were to go over. However, the concern was that residents would not be happy with just as reason for going over.

Hallin commented that there are some nights that she doesn't hear them at all due to the way the wind is blowing.

Frederick added that they did receive complaints last year on one night, and possibly a second night. Foss said in the complaint letters that they received, it was mostly traffic and issues with trash that were a problem. She said she did pass those concerns on to those that run the track.

BILL LIST

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$108,620.12 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 73394 TO 73445 FOR A TOTAL OF \$132,372.35. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:17PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST

Shawna Jenkins
City Clerk

Paul Whitcomb, Mayor