

**THE MEETING OF THE PLANNING COMMISSION BOARD HELD ON JUNE 15, 2015, 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, Eldon Johnson, Chad Heitschmidt, and Jim Kusler (Princeton Twsp. Representative). Staff present were Jolene Foss (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

APPROVAL OF MINUTES OF REGULAR MEETING ON MAY 18, 2015

HEITSCHMIDT MOVED, SECOND BY REYNOLDS, TO APPROVE THE MINUTES OF MAY 18, 2015. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS/DELETIONS:

DeWitt added to the Agenda under New Business:

Item D: Mini Storage – Jared Hansen

Item E: Spire Bank – Possible Pylon Sign

JOHNSON MOVED, SECOND BY HEITSCHMIDT, TO APPROVE THE AGENDA ADDITIONS TO NEW BUSINESS: ITEM D: MINI STORAGE – JARED HANSEN AND ITEM E: SPIRE BANK – POSSIBLE PYLON SIGN. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None

OLD BUSINESS: None

NEW BUSINESS:

A. Ordinance Amendment for B-2 Conditional Use

Community Development Director Memo:

City Staff is requesting the consideration of an Ordinance Amendment to the B-2 Neighborhood Commercial District.

Zoning Ordinance #538 has no language contained therein that relates to or describes in any way the provision for the sale of or repair of motorcycles, snowmobiles or other recreational vehicles such as 4-wheelers, wave-runners etc.

Staff has looked at other cities and has found language related to this use and has requested that the City Attorney draft language that could be added to the B-2 Zoning Ordinance as a Conditional Use within that zone.

Provided is draft language for your consideration. If the Planning Commission is in favor of adding this provision to the Zoning Ordinance a public hearing would be in order. The amendment would then be brought to the City Council.

*****End of staff memo*****

Foss said Wayne Nelson, owner of Hy-Tech Automotive has purchased the property site at 211 Rum River Drive North. He would like to use this site for sale and repair of motorcycles, snowmobiles, 4-wheelers and wave-runners.

Heitschmidt asked if automobile and recreational sales are allowed now.

Foss said no. There is a definition amendment also with this that will clarify what it is. The property will have to be zoned B-2.

Reynolds said for ATV's there are three different classes in Minnesota. He recommends to drop the word "class" from the Ordinance in the definitions. Just have it read retail sales of ATVs.

Heitschmidt said automobile and recreational sales can have the same conditions with the reduction of the minimum lot area. Lessen the amount of acreage.

Foss said that would work were it would have the same conditions just remove the acreage.

Heitschmidt asked if there is a need for how many allowed.

Johnson said that is tricky.

Heitschmidt agreed. We have to make sure they are not crammed in there. No parking on landscape areas.

Foss said maybe two items of each recreational vehicle allowed on the site.

Johnson said to keep them off the sidewalks. It is nice to see and encourage this, but we have to manage what is going to happen in this location.

Edmonds agreed.

Foss will make some changes and bring it back to the Planning Commission next month.

B. Ordinance Amendment for Boundary Line Adjustments and Lot Combinations

Community Development Director Memo:

Upon careful review of the City's Subdivision and Zoning Ordinances, it does not appear as though our City has any provisions authorizing lot combinations and boundary line adjustments.

City Staff is requesting the consideration of an Ordinance Amendment to the Zoning Ordinance that will reflect the benefits of having provisions within our ordinance allowing boundary line adjustments and lot combinations.

Provided is draft language for your consideration. If the Planning Commission is in favor of adding this provision to the Zoning Ordinance a public hearing would be in order. The amendment would then be brought to the City Council.

The Planning Commission just received tonight the Ordinance Amendments to review and wanted more time to look them over. They will review the amendments and this will be back on the July 20, 2015 Planning Commission meeting.

C. Caribou Coffee/Einstein Bros Bagels

Community Development Assistant Memo:

Caribou Coffee and Einstein Bros Bagels has a tentative opening for September, 2015. Now that Einstein Bros Bagels will be going in place of Bruegger's Bagels, the signage will be updated with the new co-branded store.

The sign permits were obtained by Caribou Coffee/Bruegger's Bagels in November, 2014. Lynn Paulson, Princeton Building Inspector okayed the permit applications that were taken out in November can still be used. We will require that they send us updated site plans of the sign locations and also a photo of the signage and size of the signs.

There is one new sign that Einstein Bros Bagels would like to place on the building wall. A photo of the signage is attached for your review. Please note that the center of the signage that represents the bagel hole would spin. Our Sign Ordinance does not refer to movable signage and staff is wondering if the sign meets the Ordinance regulations for the type of sign if that would meet the guidelines. The applicant is very flexible with the sign size and placement of the sign. Staff is asking the Planning Commission's direction on this.

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

DeWitt said the movable sign is a possibility that the applicant is looking into. They did not want to continue to pursue it if the City of Princeton would not allow this type of signage.

Heitschmidt said projecting signs are not allowed to be illuminated. That does not mean it cannot have power, it just cannot have internal lighting. It also cannot be larger than what is required.

The Planning Commission Board agreed that this type of sign would be allowed. No illumination. It would need to meet the projecting signs requirements.

HEITSCHMIDT MOVED, SECOND BY JOHNSON, TO APPROVE THE PROPOSED MOVEABLE PROJECTING SIGN FOR CARIBOU COFFEE/EINSTEIN BROS BAGELS, AS LONG AS THE SIGNAGE MEETS THE PROJECTING SIGN ORDINANCE AND/OR THE COMBINATION OF WALL AND PROJECTING SIGNAGE. THEY WOULD NEED TO TAKE OUT A NEW SIGN PERMIT FOR THIS SIGN. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

DeWitt will relay the information to the applicant.

D. Mini Storage – Jared Hansen

DeWitt informed the Planning Commission Board that she had received an email from Jared Hansen requesting a couple changes he would like to make to the mini-storage units he will be building. One of the changes is to reduce the pavement from 28 feet to 17-20 feet around all the buildings. DeWitt said she talked to Loren Kohen, City of Princeton Fire Marshall & Building Official and he does not want the 28 foot pavement reduced around the buildings. They need that for the fire truck access.

DeWitt also contacted Mike Nielson, City Engineer and he wrote the following memo:
June 15 2015

The site plan for the above referenced storage facility was reviewed and approved with 28-foot wide-drive aisles around the buildings. The applicant has requested to reduce these drive aisles to 18'.

It is my recommendation to deny this request based on the required width for fire apparatus and general driving requirements. The minimum roadway width for two direction travel is 24-feet. Assuming that cars will be parked along the building to unload and load storage items I cannot recommend reducing the width below 28-feet.

*****End of City Engineer Memo*****

Jared Hansen was present and said that he would like to reduce the pavement around the buildings to 20 feet. He will have flat ground around his site so a fire truck would be able to turn around if need be. There is another side that would be used for parking also. He looked at other mini-storage facilities in Princeton and he believes they have less than 20 feet. Hansen said he thinks a street is 27 feet. The property sides would be 50 feet and on the plans 28 feet of that would be paved. He would like to reduce that. He would plow to the south of the site and if emergency vehicles were to come in, he would have the grass area level where they could drive on that. Between the buildings would be 30 feet.

Heitschmidt said in the Industrial Park it is less feet for a road for an emergency vehicle to reach the back of the building. He believes Erdmann's addition was 17 feet for the road for an emergency vehicle.

Edmonds said it would be different than in the Industrial Park. He asked Hansen where he came up with the 28 feet.

Hansen said he is not sure. He said the reason he is looking at reducing the asphalt area is how high the bids were for it.

Johnson said what about using gravel.

Hansen said he would do gravel.

Edmonds said he could see the gravel alongside the asphalt.

Foss said she supports the City Engineer and Building Official/Fire Marshall recommendation of leaving the plans as is.

DeWitt said the City Engineer and Building Official/Fire Marshall were adamant that the plans stay as reviewed. The City of Princeton Fire Chief supported their recommendations also.

Hansen said he would like to do 20 feet of asphalt and eight feet of gravel or recycled asphalt.

DeWitt said the reason for the 28 foot paved area is for the emergency vehicles to get around the site. She asked Hansen if he would keep the grass area plowed in the winter for the emergency vehicles to have enough area to get around the building site.

Hansen said he will if he needs too.

Kusler said he thinks less impervious surface would be better.

Johnson said Loren Kohen can talk to the Planning Commission if he is not happy with changes they may make.

Hansen said the apron will be two feet under the overhang.

JOHNSON MOVED, SECOND BY HEITSCHMIDT, TO APPROVE THE CHANGE OF REDUCING THE 28 FEET OF ASPHALT AROUND THE MINI-STORAGE BUILDINGS TO 20 FEET OF ASPHALT AND EDGING OF EIGHT FEET OF CRUSHED CONCRETE, CLASS FIVE GRAVEL, OR RECYCLED ASPHALT. THE EDGING PRODUCT NEEDS TO LOOK THE BEST SO THE PRODUCT USED HAS TO BE A GOOD. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

Mini-Storage Signage

DeWitt said Hansen also questioned the use of a portable billboard to use as signage. DeWitt emailed Hansen the Sign Ordinance and relayed that in the Sign Ordinance a portable sign is a temporary sign and that can only be used for 14 days.

The Planning Commission agreed that Hansen would have to review the Sign Ordinance and go with a sign that can be used in that Zoning District and within the regulations.

Hansen understood.

DeWitt told him to contact her on questions of signage. He will need a Building Permit for

signage and to not order the sign until what he would like to get is reviewed first. The Sign Companies are very helpful with putting together a site plan of where the sign would be placed, a diagram of what the sign would look like, and the size of the signage.

Hansen said because of the amount of doors on his buildings, a wall sign would be difficult.

DeWitt said a free standing sign is more of what he will be looking at so it can be seen. She told Hansen to feel free to contact her on sign questions or email her on what he is looking at so she can review it to make sure it follows the Sign Ordinance.

E. Spire Bank – Possible Pylon Sign

DeWitt said Leroy Signs submitted a Building Permit for a pylon sign at Spire Bank located at 501 Second Street South. She had contacted Leroy Signs and told them they would need to submit a site plan showing where the property pins are and the placement of the sign. They had reviewed the Sign Ordinance on our website. DeWitt said she had given them the property dimensions of the site to help them locate the property pins.

DeWitt said she has not heard back from Leroy Signs, but wanted to bring this to the Planning Commission for their thoughts on the signage. A copy of the proposed signage was given to the Planning Commission Board. In the B-1 Zoning District the maximum sign area for a pylon sign cannot be larger than 75 square feet and the maximum sign height is 20 feet and must meet ten feet of clearance between the grade levels and the bottom of the sign. The proposed sign does meet these qualifications.

Leroy Signs understands that the signage cannot extend over public sidewalks or streets. The one issue that the applicant may not be able to meet is the sign cannot be attached to any building or structure and must be a minimum of 15 feet from any surrounding buildings or structures.

Edmonds commented that they would have to prove hardship for a variance.

The Planning Commission discussed that they are okay with the illuminated pylon sign as long as it meets the Sign Ordinance for the B-1 District and that the signage does not extend over the public sidewalks or streets, the signage cannot be attached to any building or structure and must be a minimum of 15 feet from any surrounding buildings or structures. That would mean it would have to be 15 feet from the overhang. The property pins need to be located or a survey showing the property lines.

COMMUNICATION AND REPORTS:

A. Verbal Report

Edmonds asked if the Planning Commission Bylaws explains when a Board member steps down from a vote.

DeWitt informed Edmonds that she has a laminated meeting protocol on the Council desk in front of him that he can review. It explains conflict of interest.

JOHNSON MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:20 P.M.

ATTEST:

Jack Edmonds, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant