

**CITY OF PRINCETON  
Planning Commission  
Agenda  
June 20<sup>th</sup>, 2016  
7:00 P.M., City Hall**

- 1. Call to Order**
- 2. Approval of Minutes of Regular Meeting on May 16<sup>th</sup>, 2016 - Tab A**
- 3. Agenda Additions/Deletions**
- 4. Public Hearing:**
  - A. #16-05 Variance at 707 5<sup>th</sup> Street South - Tab B**
  - B. Ordinance Amendment adding Wild & Scenic Area for Newly Annexed Properties – Tab C**
  - C. Ordinance Amendment allowing Pole Type Construction in B-3, MN-1 and MN-2 Districts – Tab D**
  - D. Ordinance Amendment removing Micro Brewing as Home Occupation in R-3 District – Tab E**
- 5. Old Business: None**
- 6. New Business: None**
- 7. Communication and Reports:**
  - A. Verbal Report**
  - B. City Council Minutes for May, 2016 - Tab F**
- 8. Adjournment**

## MEETING PROTOCOL

1. The chair of any board or commission has the same rights as the other board or commission members in that he/she can both make and second motions.
2. The chair of any board or commission also has the right to vote on all motions that come before the body. Historically, if there's a roll call vote (as opposed to the standard voice vote) the chair sometimes opts to vote last.
3. Generally, a board or commission member should vote on all issues before the group unless they have a disqualifying personal interest in the issue. In cases where the member has a conflict of interest, the member should:
  - A. Advise the board of their intent to abstain and state the conflict before the vote is taken.
  - B. If the member has a true disqualifying personal interest they should take the liberty of seating him/herself in the audience for the duration of the discussion (from where the member can comment on the proposal) until the vote is recorded.
4. On a voice vote, if a member does not vote 'aye' or 'nay', then the member is considered to have voted with the prevailing side. In other words, on a 5 person board, if only 2 members vote 'aye' and the others don't say 'aye' or 'nay', then the vote should be recorded as passing unanimously.
5. If the chair, or one of the member, is not sure of the outcome after a voice vote is taken the chair or member can request a roll call vote whereby the chair asks each member to indicate their preference and the final tally is taken from the results of that polling.
6. It is incumbent on all board and commission members to exhibit professionalism and maintain the respectful decorum required of a assemblage representing the public. Members (as well as the public) should raise their hand and be recognized by the chair before commenting on the issue before the body. Members should also refrain from engaging in member to member debate. The public discussion of issues should not deteriorate into an argument between members. Comments of members and of the public should be directed to the Chair, not to individual board or commission members or other members of the public. The members should also treat their fellow board/commission members and staff with respect.



**DRAFT**

**THE REGULAR MEETING OF THE PLANNING COMMISSION BOARD HELD ON MAY 16, 2016, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS**

\*\*\*\*\*

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

**ELECTION OF OFFICERS:**

ZIMMER NOMINATED JEFF REYNOLDS FOR PLANNING COMMISSION CHAIR. ZIMMER MOVED, GOENNER SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR JEFF REYNOLDS FOR PLANNING COMMISSION CHAIR, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

GOENNER NOMINATED JULES ZIMMER FOR PLANNING COMMISSION VICE CHAIR. GOENNER MOVED, REYNOLDS SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR JULES ZIMMER FOR PLANNING COMMISSION VICE CHAIR, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

ZIMMER NOMINATED FAITH GOENNER FOR PLANNING COMMISSION SECRETARY. ZIMMER MOVED, REYNOLDS SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR FAITH GOENNER FOR PLANNING COMMISSION SECRETARY, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

**AGENDA ADDITIONS / DELETIONS:**

Foss said she invited Bill Loehr to the Planning Commission meeting tonight. Loehr would like to open a race track and Hall of Fame Racing Museum. Foss would like to have the Planning Commission’s feedback on this.

ZIMMER MOVED, SECOND BY GOENNER, TO APPROVE ADDING TO THE PLANNING COMMISSION AGENDA, UNDER NEW BUSINESS, TAB B, RACE TRACK AND HALL OF FAME RACING MUSEUM. UPON THE VOTE THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

**PUBLIC HEARING:** None

**OLD BUSINESS:**

**A. Ordinance Amendment amending Chapter V (Zoning Districts) and Chapter II (Definitions) to allow pole type construction and materials**

Community Development Director Memo:  
At the April Planning Commission meeting an ordinance amendment proposal to allow alternative building materials (Insulated Concrete Form and Pole Type Construction) in the B-3 General Business District, the MN-1 Industrial and MN-2 Industrial was discussed at a public hearing.

The Planning Commission heard from two local residents regarding their support for this amendment. The City Attorney, a previous City Planner, advised against the allowance and City Administrator had reservations for this allowance, as well.

The Planning Commission asked Staff to provide additional information as to how the city could regulate the look of the buildings if they were used.

**B-3, MN-1, and MN-2 already have a list of Applicable Regulations for aesthetic purposes.**  
See Chapter V, Section G for B-3 General Commercial District

#### **F. Exterior Building Materials**

Buildings within the General Business District shall be faced with the following:

- a. Face brick;
- b. Natural or synthetic stone;
- c. Stucco or EFIS;
- d. Prefinished metal panels;
- e. Glass and or curtain wall construction;
- f. Integrally colored split face (rock face) burnished or glazed concrete masonry units (excluding smooth, plain or painted).
- g. Precast concrete panels;
- h. Fiber-cement siding;
- i. Windows are required in the front of the building pending planning review and demonstration of need; e.g. security, etc;
- j. Or other materials approved by the Planning Commission if determined to have a similar or better longevity and durability as material listed above.

The standards for how buildings look when completed are already addressed in the Zoning Ordinance.

See Chapter V, Section N for B-3 General Commercial District

#### **N. General Design Criteria**

- a. Building facades shall be designed to avoid monolithic or monotonous appearance by employing designs which prevent the appearance of straight, unbroken lines in their horizontal and vertical surfaces.
- b. Portions of buildings facing or oriented toward public rights-of-way or residentially zoned or designated parcels shall features breaks/divisions in materials, separate entrances/entrance treatments, variation in roof lines and/or variation in building setbacks.

See Chapter V, Section G for MN-1 and MN-2

#### **G. Other Applicable Regulations**

1. For aesthetic purpose, all buildings and structures shall be faced with the following:
  - a. Face brick;
  - b. Pre-finished metal panels;
  - c. Pre-cast concrete panels;



DRAFT

- d. Glass and/or curtain wall construction;
- e. Concrete block may be used alone or in conjunction with other permitted materials or surfaced with stucco, wood, or properly applied masonry paints;
- f. Plastic panels when combined with modular exposed structural curtain wall systems;
- g. Other approved materials;
- h. Windows are required in the front of the building pending planning review and demonstration of need, e.g. security etc;

There are no General Design Criteria in place for MN-1 or MN-2 Industrial Districts.

All buildings would have to meet the criteria established by the International Code Council (ICC) in the International Building Code (IBC). The International Building Code® (IBC®) is a model code that provides minimum requirements to safeguard the public health, safety and general welfare of the occupants of new and existing buildings and structures.

The IBC is fully compatible with the ICC family of codes, including: *International Energy Conservation Code® (IECC®)*, *International Existing Building Code® (IEBC®)*, *International Fire Code® (IFC®)*, *International Fuel Gas Code® (IFGC®)*, *International Green Construction Code™ (IGCC™)* (to be available March 2012), *International Mechanical Code® (IMC®)*, *ICC Performance Code® (ICCPC®)*, *International Plumbing Code® (IPC®)*, *International Private Sewage Disposal Code® (IPSDC®)*, *International Property Maintenance Code® (IPMC®)*, *International Residential Code® (IRC®)*, *International Swimming Pool and Spa Code™ (ISPSCTM)* (to be available March 2012), *International Wildland-Urban Interface Code® (IWUIC®)* and *International Zoning Code® (IZC®)*.

The IBC addresses structural strength, means of egress, sanitation, adequate lighting and ventilation, accessibility, energy conservation and life safety in regards to new and existing buildings, facilities and systems. The codes are promulgated on a 3-year cycle to allow for new construction methods and technologies to be incorporated into the codes. Alternative materials, designs and methods not specifically addressed in the code can be approved by the code official where the proposed materials, designs or methods comply with the intent of the provisions of the code (see Section 104.11).

The City Building Inspector has verified that all projects must meet the minimum requirement set forth in the IBC, including those that refer to snow, wind and rain loads.

The Planning Department will require a site plan review with the Planning Department and/or the Zoning Administrator for projects that are requesting pole type structure or insulated concrete forms of construction.

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

Foss said the Planning Commission wanted more information on the pole type buildings. She decided to remove the hoop and frame type as an allowed pole building because they are not meeting code. The City Building Inspector is not in favor of them. The remaining two types is what she would like to have in the Ordinance.

Foss said we already have a material list and such, so she does not think that has to be added to the material list allowed for pole buildings. They would have to have a site plan review. The site plan review would depend on the size of the project. You do pour footings with the post. They are set five feet down in the footings. If the building is done right, they can look just as well as a steel structure.

Zimmer said after the last meeting he talked to builders and business people and they were favorable of allowing pole structures. One told him he would have been able to save thousands of dollars if he built a pole structure. One person said the poles go five feet into the ground on footings so he does not see any issue with it.

Goenner asked if the pole structures are proposed for commercial and industrial.

Foss said yes.

Zimmer said Aero Business Park might sell some lots if they can construct the buildings more economically.

Goenner is concerned about the City Attorney who wrote against allowing pole structures in the City.

Foss said the City Attorney is not in favor of it. Most communities have worked hard to get this out of their community. The longevity of their materials is a concern. There is a balance of what a person is allowed on their property and what is their financial limitations. She thinks it is a good choice to be allowed to have pole buildings. We do not want to bring down the value of a neighborhood. Maintain the integrity.

John Roxbury asked if the Fire Chief was asked on it.

Foss said no.

Roxbury said stick built or pole barns are different to fight fires on. He was on the Princeton Planning Commission Board a long time back and they fought to not have pole barns allowed within the City.

Goenner said the safety and aesthetics is her concern.

Roxbury commented on how you would control making it look good. It would be horrendous to write it all down in the Ordinance to make it look like a real building. The pole buildings would be allowed in the downtown and commercial districts.

Zimmer said not the downtown.

Foss said no, they would be allowed in B-3, MN-1, and MN-2 Districts. She wants us to be



**DRAFT**

considerate with some of the advances in the materials now.

Reynolds said steel buildings sometime do not look that great also.

Zimmer said the public safety issue we need to find out on.

Reynolds said if it is a finished building it would have a liner in it.

Foss said the Planning Commission can hold on to this or move forward.

Goenner is not interested in rushing this. Public safety is a concern.

Goenner wants more information on the public impacts including the fire safety.

Foss said as long as they are following code it should not be how high the brick is or how many windows there are. We do not request that from other buildings.

Goenner told Foss to ask the City of Milaca on what their requirements are.

Foss said there is a fire wall needed in dividing up space. This is a code also.

REYNOLDS MOVED, SECOND BY ZIMMER, TO HAVE STAFF CHECK INTO THE FIRE RISK OF POLE BUILDING FOR SAFETY ISSUES. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

**NEW BUSINESS:**

**A. Anderson (Variance thru Council) and Administration Simple Boundary Line Adjustments  
Community Development Assistant Memo:**

**Vacate 16.5 feet of the easterly 6<sup>th</sup> Avenue South**

Richard Anderson owns the property located at 507 South 6<sup>th</sup> Street and is selling the property. Anderson has had the site surveyed and there is zero side yard setback on the street side and garage of his property. Anderson has submitted a vacation application to vacate 16.5 feet of the easterly side of the street. This will make the property in compliance with the 10 foot side yard setback and give an additional 6.5 foot side yard to the property for landscaping or such. The City Council will be holding the public hearing since this is public property. It will be the City Council's decision to approve or deny the vacation application.

**Administrative Simple Lot Line Combination**

October, 2015 the City Council approved the Administrative Simple Lot Line Combination where the process can be handled in house. Staff wanted to inform the Planning Commission that Richard Anderson will be applying for this application.

Enclosed is a revised plat of the proposed combination. The two revised lots meet the B-2 Neighborhood Business District Zoning Ordinance for lot size. This will help simplify the five lots involved with the combination.

Staff will be able to handle the lot combination in house and with no public hearing needed. The lot combination is not tied with the street vacations approval or denial.

There is no action needed from the Planning Commission on the two items.

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

The Planning Commission approved staff to go ahead with the Simple Lot Combination.

### **B. Race Track and Hall of Fame Racing Museum**

This item was moved to the top of the agenda since Bill Loehr was the only person present for the meeting.

#### **Community Development Director Memo:**

Bill Loehr has come to the City and wanted information on the 40 acre parcel located near the airport. It is owned by Mr. Cook and is located directly north of the 40 acre parcel owned by the City.

He would like to construct a dirt race track and a museum.

The property is currently zoned Ag-1. Automobile racing is not an allowed use in Ag-1. He would need to rezone the property Ag-2 and then it would be allowed with a conditional use permit.

There may be restrictions from the airport zoning on that parcel.

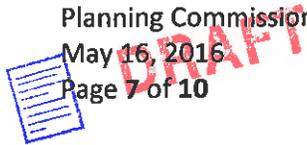
Mr. Loehr wanted to see if the Planning Commission would be open to this concept and ultimately, recommend to the City Council this rezoning.

The purchase of the property would be contingent on the ability to use it for this purpose.

It was important to note that he wanted to be located in Sherburne County. He also stated that he would be attracting the Wisconsin Racers versus the IMCA racers that the Princeton Speedway features.

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

Bill Loehr introduced himself to the Planning Commission Board. He is proposing to develop a museum and race track. He has a website started for the museum. He wants a race track with the racing museum and Mille Lacs County turned him down. The last eight years he has worked



with Princeton Speedway. He put a bid in for running the Princeton Speedway a few years back and it was turned down. He does the writing for the Speedway and gives it to the paper. Loehr said he and Ron Olene have talked about having a racing museum and if they were to have it at the Fairgrounds property, the Fairgrounds would own it, and they did not want that.

He was reading the paper and seen the City property that was just zoned adult use. He looked at the site, but it would need a lot of cleaning up. The property next to it is Dave Cook's property and he called Cook to see if he would be interested in selling it. Cook would sell him the land. It is zoned A-1 Agricultural District and needs to be rezoned to A-2 Agricultural District. Loehr would like a racing museum with a race track for show and then another race track for racing. He would do tours in the museum and then show people a set-up of a racing track. They would have a Hall of Fame there. He wants a 100,000 square foot building and have a real track. You buy your tickets for the museum and you walk right into the race track and see old vehicles and such. It would be run by sponsorship and their names would be on the boards. He would also have memberships and donations. Whatever it takes to get it started. This would be for profit. He is asking to change the zoning on this property site. Sunday nights would be the racing dates. He believes it would be a big draw. He would do it with Wisconsin and have four classes of cars that start at 4:00 P.M. until 8:00 P.M.

Foss said she wants honest feedback from the Planning Commission Board. Loehr had said he would like to be in Sherburne County. Mille Lacs County does have a race track. Can this community support another race track. The funding is also a concern because the funds have to be raised. Loehr would have to finance for this adventure.

Loehr said that he is not trying to put the Friday night business out of business. They have been here 60 years and wants them to continue. He believes this would work in Sherburne County and Sherburne County does not have a track.

Goenner commented on the noise. She already knows there is feedback on the noise from Princeton Speedway. Is it out far enough so not in residential area.

Loehr said Princeton has races since 1956 and has brought in business. The site he is looking at is surrounded by trees and that would help with noise. It would not be any noisier than airplanes coming in.

Goenner questioned the impact to the surrounding properties.

Foss said to the south is owned by the City. It could have an impact on that because of the airport. The property to the west is for sale and the other two sites to the west are residential.

Loehr said Jeff Dotseth who is on the Airport Board said this site should not be a problem for the runway.

Goenner said there are a lot of racers in the area and would this give them an opportunity to

not have to travel if there were a second race track here.

Loehr said there is very few Sunday night races now. There is one in Proctor, MN. Wisconsin would have to approve this also.

Reynolds asked if the tracks will be 1/5 mile tracks.

Loehr said there would be a 1/5 mile track for the museum and a 3/8 mile track for auto racing and that will be setup just like Ogilvie.

Reynolds said Ogilvie has higher sides and that helps with noise.

Loehr agreed.

Zimmer mentioned the dust factor from the races.

Loehr said they do a good job in this track and you need to keep it watered down. This site should not have a problem since there is not much around it.

Zimmer said The Princeton Speedway does not race on Sundays. That is an added day for the weekends and disruption to the peace and quiet. He is on the City Council and numerous residents have attended the meetings because of noise complaints for the Speedway. This would be another day added to the racing.

Loehr said this is a State Hall of Fame museum. It will bring people into the community.

Zimmer said it is the race track that is the concern. He does not see the residents of this city wanting a race track and even the City Council wanting that.

Reynolds commented that this site is about  $\frac{3}{4}$  of a mile or a half mile from residential homes.

Zimmer said the people that live by the golf course can hear the races in town if the wind is blowing right.

Goenner questioned if having the race track that has races is required for the vision of the museum.

Loehr said yes, he wants them together. It would bring people to the museum.

Foss clarified 1/5 mile would be inside with no racing, just cars sitting on the track. On the outside track there would be racing.

Loehr said yes. Princeton has the racing on Friday nights, Ogilvie is on Saturday, and Granite City did have Sunday's.



Goenner said a museum would not require rezoning. She likes the museum idea, but not the race track. It is the noise that would be created from the race track.

John Roxbury said if you look at the city map a good majority of this site falls under the crosswind runway. That would not allow having any development on that area. He hopes the City does not go away with the crosswind runway because the City would never get it back.

Zimmer said the museum and educational part of his idea is good. It is the race track that is a concern.

Loehr said how do you draw people to the museum if you do not have a race track.

Zimmer said popularity.

Loehr said Princeton would have many come visit the site.

Goenner said Hwy. 169 there are people coming to their cabins and it could be a tourist site to see. She is thinking of the museum along I 90. She thinks people would stop to see this racing museum.

Foss said the museum would have a destination, but the race track would be a hurdle. There is the cross wind runway that may not work in the final plan. Even if they extended the runway, it would take more area to build on for limitations. Maybe he should see if there is financial backing and look at that first and we can look at more land area.

Reynolds said he would like this location instead of the current race track location. It has three main roads to access it. It is a huge investment for this. It would have to go through the rezoning and conditional use permit applications.

Loehr thinks it would be a perfect spot for it. There are trees surrounding it. The Fairgrounds has no trees and the trees help block noise and dust. He would not purchase the property until he can get the land rezoned to Ag-2.

Reynolds suggested to Loehr to do more research .

Loehr thanked the Planning Commission Board for their time. He could see a museum in the Olene property site. He would love to bid on the race track again with Wisconsin and then have a museum somewhere else.

#### **COMMUNICATION AND REPORTS:**

##### **A. Verbal Report**

##### **1) Jack Edmonds Resignation**

Foss said that Jack Edmonds gave his letter of resignation on April 28, 2016 to be effective immediately.

**2) City Council Minutes for April, 2016**

The Planning Commission Board had no comments.

ZIMMER MOVED, SECOND BY GOENNER, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:15 P.M.

ATTEST:

---

Jeff Reynolds, Chair

---

Mary Lou DeWitt, Comm. Dev. Assistant

---

## MEMORANDUM

---

Tab B



TO: Planning Commission  
FROM: Jolene Foss, Community Development Director  
SUBJECT: **Variance for Front Yard Setback**  
DATE: June 20<sup>th</sup>, 2016

---

### BACKGROUND

Dan and Jennifer Erickson request a variance to the 25 foot front yard setback requirement for a proposed home to be built 3.5 feet from the front property line in the R-2, Residential Zoning District. There is a 82.5 foot right of way in the front roadway.

Circumstances for granting a variance include a three factor test for practical difficulties:

1. Will the proposal put property to use in a reasonable manner? *The construction of a new home is reasonable. The current structure will be demolished.*
2. Is the plight due to circumstances unique to the property not created by land owner? *The lots were platted before the setback requirement went into effect. Other residences on either side of property this street are constructed within the minimum required setback.*
3. If granted will this variance alter the locality's essential character? *No, the majority of homes in the neighborhood do not meet the required minimum setback.*

### ANALYSIS

The property is located at 707 5<sup>th</sup> Street South, legally described as Lot 2, Block 1, Chula Vista (PID #24-162-0020) and North 25 feet of Lot 3, Block 1, Chula Vista (PID #24-162-0030), City of Princeton, Mille Lacs County, Section 33, Township 36, Range 26.

The location is zoned R-2. The intent of the R-2 Residential District is to preserve the older historic areas of the city, which was platted into small modest sized lots with a less restrictive zoning district permitting a higher density but retaining the historic residential character of the district. The average density for this district is 4 to 8 units per acre.

### VARIANCE

Construction of a home to be built within the required front yard setback area requires a Variance. Required front yard setback is 25 feet, request is for a 3.5 foot setback.

### GENERAL VARIANCE REVIEW STANDARDS

Subsection 3.B of Chapter IV outlines the standards for review of a Variance:

1. *The variance is in harmony with the general purposes and intent of the zoning ordinance.*
2. *The variance is consistent with the Comprehensive Plan*
3. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.*
4. *There are circumstances unique to this property not created by the land-owner.*
5. *The issuance of the variance will maintain the essential character of the locality.*
6. *The alleged practical difficulty involves more than economic consideration.*

Staff recommends the approval of this variance.

## B. Standards

1- Yes, 5<sup>th</sup> Street is very wide and the property line is 20 ft from the edge of the road allowing for any road and/or city maintenance.

2- Yes we would be building a home and improving the property.

3- Yes, our plan is to build a new home on this property and this will be our primary residence. If the variance does not go through the current structure will remain.

4- Yes, this is a corner lot so there are setbacks on two sides. With the current setbacks and building a house of today, it would put the back of the house close to the back property line and would leave virtually no backyard.

5- Yes, there are other homes and/or structures on 5<sup>th</sup> street that are the same distance from the road as the requested variance.

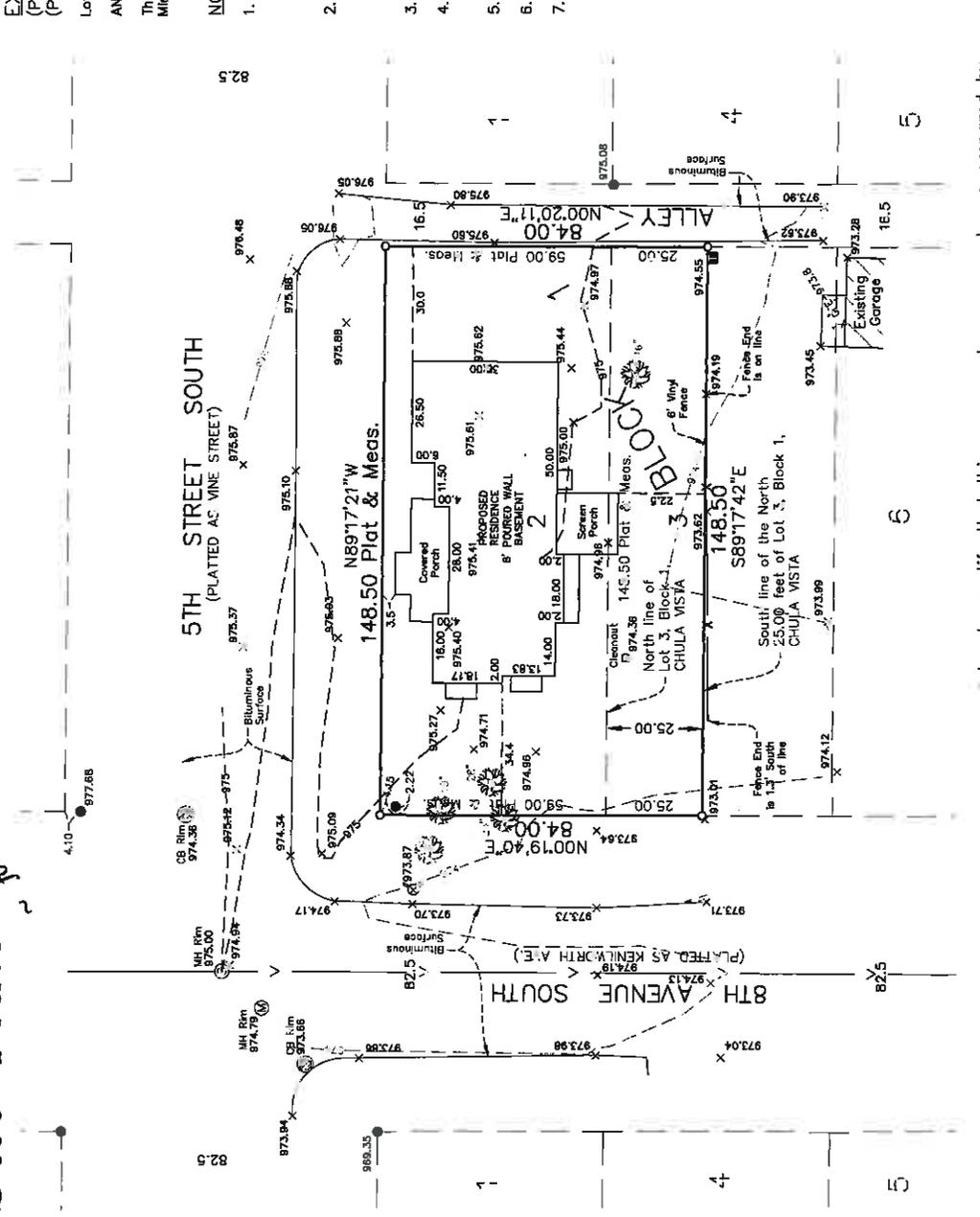
6- Yes, see #4.

Also, we are looking forward to building and moving into the city of Princeton. Our hope is that by improving this property, we will in a small way improve the city overall.

Thank You for your consideration.

-Jennifer and Dan Erickson

# Site Plan for Price Custom Homes



**EXISTING PROPERTY DESCRIPTION:**  
 (PER MILLE LACS COUNTY TAX RECORDS)  
 (PID NO. 24-162-0020 & PID NO. 24-162-0030)

Lot 2, Block 1, CHULA VISTA, Mille Lacs County, Minnesota.

AND

The North 25.00 feet of Lot 3, Block 1, CHULA VISTA, Mille Lacs County, Minnesota.

**NOTES:**

- In providing this boundary survey no attempt has been made to obtain or show data concerning existence, size, depth, condition, capacity or location of any utility existing on the site, whether private, municipal or public owned.
- The professional surveyor has made no investigation or independent search for easements or record, encumbrance, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
- This lot is in Section 33 Township 36 Range 26.
- Bearings are based on Mille Lacs County Coordinate System NAD83 (1996 Adjustment).
- Property is zoned R-2 Residential.
- Area of property is 12,478 Sq.Ft. or 0.29 Acres.
- This site plan is based on a certificate of survey prepared by Rum River Land Surveyors & Engineers dated August 24, 2015.



1 INCH = 30 FEET

**LEGEND**

- = Iron monument found
- = Iron monument set and marked with license No. 18420

**RUM RIVER**  
 LAND SURVEYORS & ENGINEERS  
 P.O. Box 1044  
 Pineville, MN 55771  
 Telephone: (763) 386-4676  
 Fax: (763) 312-6176

Job No.:

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Land Surveyor under the laws of the State of Minnesota.

**P R E L I M I N A R Y**

05/27/16

Date

Charles R. Christopherson, MN License No. 18420

MAY 27 2016



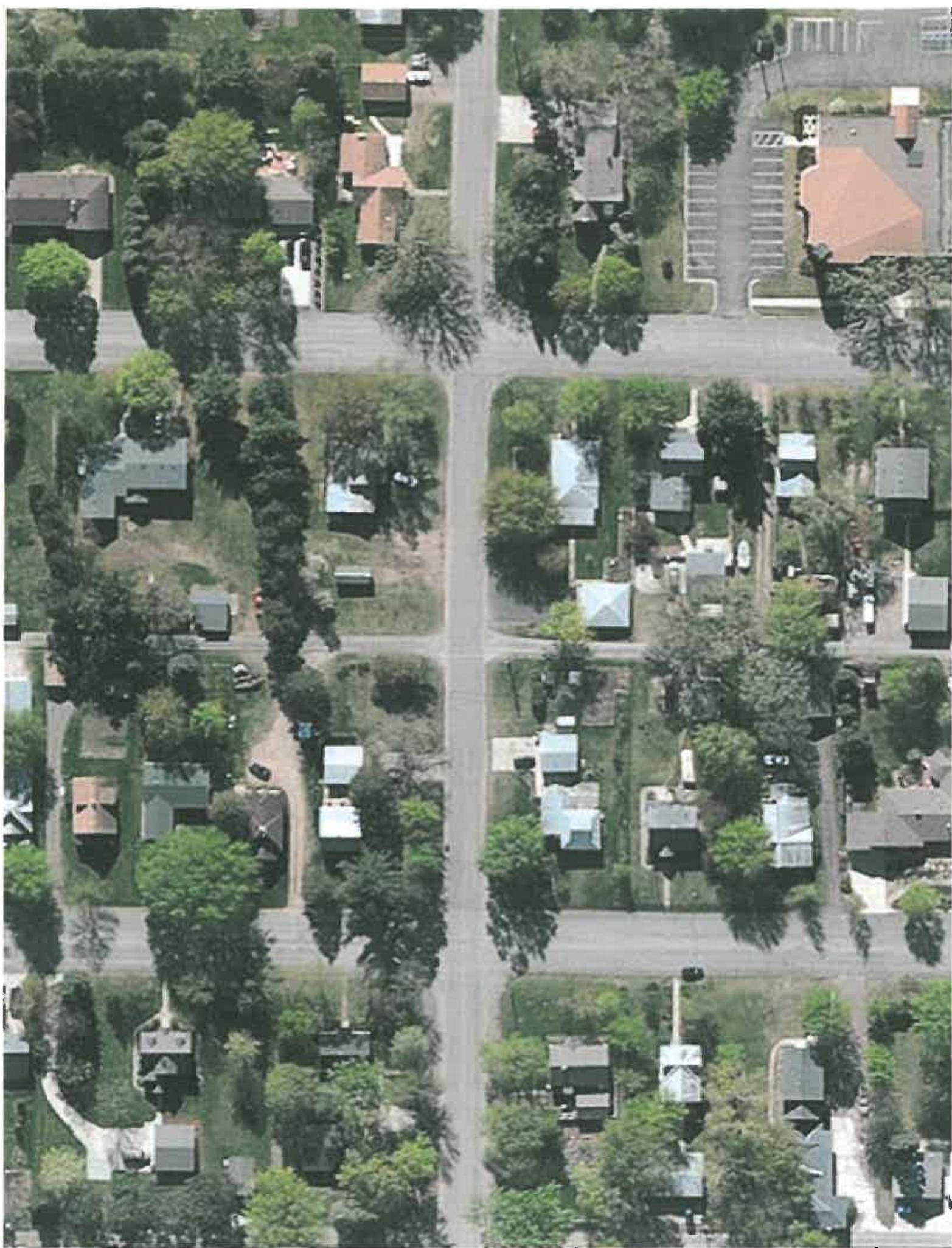












---

## MEMORANDUM

---

Tab C



TO: Planning Commission  
FROM: Jolene Foss, Community Development Director  
SUBJECT: **Ordinance amendment required due to annexation**  
DATE: June 20<sup>th</sup>, 2016

---

The MN Department of Natural Resources (MNDNR) received correspondence from the MN Office of Administrative Hearings- Municipal Boundary Adjustments Unit, approving annexation of land to the City of Princeton. The land being referred to is designated for ballfields by the School District.

The annexed land includes areas in the Rum River Scenic District. Although we already have land in the Scenic District of the Rum River, the regulations applicable to the existing land in our existing ordinance cannot be extended to the newly annexed land. They were established as a type of 'urban' district.

Minnesota Rules 6105.1440 Subpart 4G allow portions of the Rum River district in Princeton at the time of Wild and Scenic River Designation (WSR) to be considered urban areas, with different regulations applicable to them; however, these urban regulations cannot be extended to regulate the recent annexation.

The City of Princeton must amend our ordinance to incorporate regulations consistent with state standards for this newly annexed land.

To accommodate the requirements for the annexed land, staff is requesting that we establish two separate land use districts, one for the Scenic District land originally in the city and a new district for this and any future annexations of Scenic District land. By doing so we can add sections addressing lot standards and use restrictions required for this and future annexations without have to rewrite the ordinance as a whole.

The amended ordinance will clearly differentiate between the original urban area and the "newly annexed" land.

This zoning ordinance will require public notice and public hearing.

The MN DNR has reviewed and approved the ordinance amendment.

ORDINANCE NUMBER 736

AN ORDINANCE AMENDING THE CITY ZONING ORDINANCE BY ADDING TO CHAPTER IX, SUBSECTION 11, WILD AND SCENIC RUM RIVER PROTECTION AREA FOR NEWLY ANNEXED PROPERTIES DISTRICT ESTABLISHING THE PERMITTED AND CONDITIONAL USES, PERFORMANCE STANDARDS AND RELATED REQUIREMENTS.

\*\*\*\*\*

Section 1. Findings

WHEREAS, The City of Princeton desires to update certain sections of the current zoning ordinance; and

WHEREAS, the Princeton Planning Commission held a public hearing regarding the following amendments to the Zoning Ordinance on June 20<sup>th</sup>, 2016 where public comments were received; and

WHEREAS, the Princeton Planning Commission, upon reviewing the information and testimony relating to the proposed amendments, found that the changes are consistent with the 2009 City of Princeton Land Use Map and Comprehensive Plan update; and

WHEREAS, the Princeton Planning Commission, approved a motion recommending that the City Council approve amendments as proposed.

NOW, THEREFORE, THE CITY OF PRINCETON HEREBY ORDAINS that the City of Princeton Zoning Ordinance be amended as follows:

Chapter IX

Wild and Scenic Rum River Protection Area

**11. Wild and Scenic Rum River Protection Area for Newly Annexed Properties**

**A. Intent**

The intent of Wild and Scenic Rum River Protection Area for Newly Annexed Properties is to establish the permitted and conditional uses, as well as the lot standards and requirements for land that is newly annexed into the city.

**B. Nonconforming Uses**

All uses in existence prior to the effective date of enactment or amendment of the ordinance which do not conform to the use restrictions of the newly established land use district are nonconforming uses. Under the authority permitted by law, local authorities may adopt provisions to regulate and control, reduce the number or extent of, or gradually eliminate nonconforming uses. Local authorities shall provide for the gradual elimination of sanitary facilities inconsistent with part 6120.1300, subpart 3, items B, C, and E over a period of time not to exceed five years from the date of enactment of the local ordinance.

**C. Substandard Uses**

All uses in existence prior to the effective date of enactment or amendment of the ordinance which are permitted uses within the newly established land use district, but do not meet the minimum lot area, setbacks, or other dimensional requirements of the ordinance are substandard uses. All substandard uses, except for substandard signs, shall be allowed to continue subject to the following conditions and exceptions:

- a. Any structural alteration or addition to a substandard use which will increase the substandard dimensions shall not be allowed.
- b. Each local authority shall provide for the gradual amortization of substandard signs over a period of time not to exceed five years from the enactment or amendment of the ordinance.

**D. Permitted and Conditional Uses**

In the following table of uses P means permitted use, C means conditional use, and N means nonpermitted use.

Certain of the following uses are subject to the zoning dimension provisions and sanitary provisions in parts 6105.0110 and 6105.0120. All of the following uses are subject to the vegetative cutting provisions and the grading and filling provisions in parts 6105.0150 and 6105.0160.

		<u>Land Use Districts</u>	
		<u>Wild River</u>	<u>Scenic River</u>
<u>A.</u>	<u>Governmental campgrounds, subject to management plan specifications.</u>	<u>N</u>	<u>P</u>
<u>B.</u>	<u>Private campgrounds, subject to management plan specifications.</u>	<u>N</u>	<u>C</u>
<u>C.</u>	<u>Public accesses, road access type with boat launching facilities subject to management plan specifications.</u>	<u>N</u>	<u>P</u>
<u>D.</u>	<u>Public accesses, trail access type, subject to management plan specifications.</u>	<u>P</u>	<u>P</u>
<u>E.</u>	<u>Temporary docks.</u>	<u>C</u>	<u>C</u>
<u>F.</u>	<u>Other governmental open space recreational uses, subject to management plan specifications.</u>	<u>P</u>	<u>P</u>
<u>G.</u>	<u>Other private open space recreational uses, subject to management plan specifications.</u>	<u>C</u>	<u>C</u>
<u>H.</u>	<u>Agricultural uses.</u>	<u>P</u>	<u>P</u>
<u>I.</u>	<u>Single family residential uses.</u>	<u>P</u>	<u>P</u>
<u>J.</u>	<u>Forestry uses.</u>	<u>P</u>	<u>P</u>
<u>K.</u>	<u>Essential services.</u>	<u>P</u>	<u>P</u>
<u>L.</u>	<u>Sewage disposal systems.</u>	<u>P</u>	<u>P</u>
<u>M.</u>	<u>Private roads and minor public streets.</u>	<u>P</u>	<u>P</u>
<u>N.</u>	<u>Signs approved by federal, state, or local government which are necessary for public health and safety and signs indicating areas that are available, or not available, for public use.</u>	<u>P</u>	<u>P</u>
<u>O.</u>	<u>Signs not visible from the river that are not specified in N.</u>	<u>P</u>	<u>P</u>

P.	<u>Governmental resource management for improving fish and wildlife habitat; wildlife management areas; nature areas; accessory roads.</u>	P	P
Q.	<u>Underground mining that does not involve surface excavation in the land use district.</u>	C	C
R.	<u>Utility transmission power lines and pipelines, subject to the provisions of parts 6105.0170 and 6105.0180.</u>	C	C
S.	<u>Public roads, subject to the provisions in parts 6105.0190 and 6105.0200.</u>	C	C

**E. Lot Standards**

The following are the minimum standards which must be adopted for the annexation area:

<u>Standard</u>	<u>Requirement</u>	<u>Rule Reference</u>
<u>Min Lot Size</u>	<u>Four acres</u>	<u>6105.0110 Subp. 2.B.</u>
<u>Min Lot Width</u>	<u>250 feet</u>	<u>6105.0110 Subp. 2.B.</u>
<u>Min Structure Setbacks:</u>		<u>6105.0110 Subp. 3</u>
<u>    OHWL</u>	<u>150 feet</u>	
<u>    Bluff line</u>	<u>30 feet</u>	
<u>    Designated tributaries</u>	<u>100 feet</u>	
<u>Min septic tank and soil absorption system setbacks:</u>		<u>6105.0210</u>
<u>    OHWL</u>	<u>100 feet</u>	
<u>    Designated tributaries</u>	<u>75 feet</u>	
<u>Max dwelling units per lot</u>	<u>One</u>	<u>6105.0110 Subp. 3.A.</u>
<u>Max building height</u>	<u>35 feet</u>	<u>6105.0110 Subp. 3 D.</u>

**F. Additional requirements**

- No structure placement on slopes exceeding 13% unless the structures can be screened (6105.0110 Subp. 3.C.)
- Planned Unit Development (PUD) must not have more than one centralized boat launching facility for each cluster (6105.0140 Subp. 3.B.)

**SECTION 2: EFFECTIVE DATE**

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

Ordinance #    is enacted to establish rules and regulations for the use of and behavior in City of Princeton Wild and Scenic Rum River Protection Area for Newly Annexed Properties.

A copy of the full ordinance is available for review at City Hall.

Adopted by the City Council of the City of Princeton this 14<sup>th</sup> day of July, 2016.

---

Paul Whitcomb, Mayor

ATTEST:

---

Mark Karnowski, City Administrator



TO: Planning Commission  
 FROM: Jolene Foss, Community Development Director  
 SUBJECT: **Alternative Building Materials**  
 DATE: June 20<sup>th</sup>, 2016

Staff contacted several communities that are in the region or are of similar size and this is what was found:

Zimmerman: Pole frame construction is allowed in industrial and commercial, some standards on sheet steel exterior

Elk River: Pole type structures are allowed in Industrial

Milaca: Pole type structures are allowed in commercial and industrial

Cambridge: Nothing that states pole type structures are not allowed. Architectural metal siding as an accent only, no more than 35% on exterior

Circle Pines: Nothing in ordinance regarding pole type structures

Baxter: Nothing specific in place regarding post frame construction. Architectural standards put in place. Non Architectural sheet metal in MN-1 up to 20% on front façade and up to 100% on other facades. MN-2 -40% on front.

St Cloud: The Land Development Code only addresses exterior materials in the industrial districts. Any internal structure allowed by the Building Code is permitted.

*B. Design Standards The following design standards apply: 1. All exterior wall finishes on any building must be any single one (1) or combination of the following: a. Face brick b. Natural stone or cultured stone c. Specially designed pre-cast concrete units, if the surfaces have been integrally treated with an applied decorative material or texture d. Membrane e. Factory fabricated and finished metal-framed panel construction, if the panel materials are any of those named in Paragraphs 1 through 3 above, glass, pre-finished metal (excluding unpainted galvanized iron), or plastic f. Other material as may be approved by the Zoning Board of Appeals 2. All subsequent additions and outbuildings constructed after the original building(s) must be harmonious in architectural design and general appearance. 3. Any other exterior wall finishes or any changes in architectural design must be approved by the Zoning Board of Appeals.*

In the City owned business parks, the covenant does not allow pole type structures.

Maple Grove: Prohibits pole type construction by reference to exterior standards, no types of sheet metal for exterior in Commercial or Industrial

Otsego: No response

Little Falls: The City of Little Falls' ordinance doesn't really treat pole buildings differently than other buildings in commercial and industrial developments – at least not from a zoning perspective. All buildings are subject to the building code and if you had specific questions about how that is handled the City's contracted building inspector is David Barsody at 612-219-2252.

Also, the Fire Chief was asked to respond to the proposed amendment and his response is included.

---

## MEMORANDUM

---



TO: Princeton Planning Commission  
FROM: Jim Roxbury, Fire Chief, PFRD  
SUBJECT: **Alternative Building Materials**  
DATE: June 14, 2016

---

I was asked, from a fire department perspective, to give my opinion regarding the proposed ordinance amendment which would allow the use of:

- A. Insulated Concrete Foam
- And/or
- B. Pole type building construction

In areas of the city zoned General Commercial District (B-3), Industrial (MN-1) and Industrial 2 (MN-2).

I checked the appropriate resources and find that those material can be used such that they meet currant fire code.

I appreciate your checking with the fire department of an opinion on this issue.

---

**MEMORANDUM**

---

**Tab E**

TO: Planning Commission  
FROM: Jolene Foss, Community Development Director  
SUBJECT: **Micro Brew as Home Occupation prohibited in R-3 Multi Family Residential**  
DATE: June 20<sup>th</sup>, 2016

---

The Micro Brewing as a Home Occupation Ordinance Amendment that was recently approved did not define that that usage would not be allowed in the R-3 Multiple Family Residential Zoning District.

It is the Planning Commission Staff's opinion allowance of this type of activity as a home occupation would not be conducive to responsible land use due to the residential density in these areas.

Staff requests a recommendation to the City Council to prohibit micro brewing as a home occupation in the R-3 Zoning District.

The Planning Commission recommendation will be forwarded to the City Council for public hearing and final ruling.

ORDINANCE # 737

CITY OF PRINCETON, MINNESOTA

AN ORDINANCE AMENDMENT TO CHAPTER V (ZONING DISTRICTS) TO THE CITY ZONING ORDINANCE FOR R-3 MULTIPLE FAMILY RESIDENTIAL DISTRICT, UNDER CONDITIONAL USES/INTERIM USES, AMENDING THE HOME OCCUPATION, ADDING TO THE WORDAGE THAT MICROBREWING IS NOT AN ALLOWED USE

\*\*\*\*\*

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

**6. R-3 Multi-Family Residential**

**A. Statement of Intent**

The intent of the R-3 Multi-Family District is to create a district for the construction and occupancy of multi-family type dwellings. The average density for this district is 7 to 16 units per acre.

**B. Permitted Uses**

In the R-3 Multi-Family District, no building or land shall be used and no building shall be erected, converted, or structurally altered, unless otherwise provided herein, except for one or more of the following, as well as similar uses:

- \* Any use permitted in R-2 District;
- \* Single family dwelling unit;
- \* Two family dwelling unit;
- \* Condominiums;
- \* Multi-family structures;
- \* Townhouses;
- \* Group homes or foster homes serving mentally retarded or physically handicapped persons and licensed day care facilities not exceeding 16 persons;
- \* Buildings temporarily located for purposes of construction on the site for a period of time not in excess of such construction;
- \* Decorative landscape features including, but not limited to, pools, arbors, hedges, walls, shrubs, and trees;
- \* Private garage and carport or parking space;
- \* Private swimming pool, tennis court, or other site necessary to conduct a home sporting event;

- \* Accessory buildings not exceeding 1000 square feet related to the above principal use;
- \* Parks & open spaces.

**C. Conditional Uses/Interim Uses**

The following uses are permitted subject to the issuance of a Conditional Use Permit:

- \* A state licensed residential facility serving from 7 through 16 persons or a licensed day care facility serving from 13 through 16 persons shall be considered a permitted multifamily residential use of property for purposes of zoning.
- \* Accessory buildings which exceed 1000 square feet per dwelling unit;
- \* Churches and places of public worship;
- \* Golf courses;
- \* Home occupations (Micro brewing is not an allowed use);
- \* Nursing homes;
- \* Public buildings and facilities;
- \* Recreation facilities;
- \* Schools and educational buildings;
- \* Multi-family residential structures exceeding 30 feet in height as measured to the eaves. In no case shall a multi-family residential structure exceed three stories in height (Rev. 07-12-07; Ord. 604).

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

*Ordinance Amendment to Chapter V (Zoning Districts) to the City Zoning Ordinance for R-3 Multiple Family Residential District, under Conditional Uses/Interim Uses, amending the home occupation, adding to the wordage that micro brewing is not an allowed use.*

**ADOPTED** by the City Council of the City of Princeton this 23<sup>rd</sup> day of June 2016.

---

Paul Whitcomb, Mayor

ATTEST:

---

Shawna Jenkins, City Clerk

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL  
AND SHERBURNE COUNTY BOARD OF APPEAL AND EQUALIZATION  
HELD ON APRIL 7, 2016 4:30 P.M.**

\*\*\*\*\*

Mayor Paul Whitcomb called the meeting to order. Council member present was Thom Walker. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Public Works Director Bob Gerold, Police Chief Todd Frederick, Fire Chief Jim Roxbury, Community Development Director Jolene Foss, Clerk Shawna Jenkins, and Engineers Jeff Row and Mike Nielson. Absent was Dick Dobson, Jules Zimmer, Victoria Hallin and Steve Jackson.

**Mille Lacs County Board of Appeal and Equalization**

Heim reported that they visited 105 13<sup>th</sup> Ave South yesterday to review the property. They brought the grade from 6.5 down to 5.5, and did a 5% adjustment on the foundation. There were a few areas on the older home that had holes in the foundation. The total reduction in value they are suggesting is \$8,100.

John Zupan at 304 9<sup>th</sup> Ave South requested them to review his property as well. They reduced the grade from 6 to 5.5. Also, a portion of house was garage and not living quarters as their records indicated. They also adjusted the year built from 1982 to 1978. The property also does not have any central heating. They have adjusted the value from \$84,600 to 78100, which is a reduction of \$23,900 total they are suggesting.

Luther Door at 308 south 6<sup>th</sup> Ave was unable to attend because of work but he has requested an option to keep it open for County meeting. He plans to meet with the assessor's office to discuss his property.

Heim reported that Princeton had 70 sales from October 2014 to September 2015. It has been a good market throughout a lot of the county. On the 21 month study they see a 6.75% growth.

Hallin asked for more details on 304 9<sup>th</sup> Ave South. Heim explained that the there was an 8' x 15' foot section that was originally thought as living space, but it was garage area. They made that adjustment.

**DOBSON MOVED TO APPROVE MILLE LACS COUNTY ASSESSORS RECOMMENDATIONS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

**Princeton Police 2015 Year End Report**

Frederick asked if the council had any questions regarding the 2015 year-end report that has been provided to them. The Council did not have any questions and were pleased with the information contained in the report.

**Squad Car Replacement**

Frederick asked for council authorization to dispose of a 2010 Ford Crown Victoria Police Interceptor (unmarked) with approximately 106,000 miles on it. The vehicle that is being disposed of is within the normal replacement plan with the police department.

He added that he is attempting to negotiate the sale of the squad car to the Mille Lacs County Animal Control Officer. If, he cannot not reach a satisfactory sale price, he would like to take it to Auction. In past history we have been averaging approximately \$2,000.00 at auctions. The sale of this squad car to the animal control officer would fulfill their needs in re-

guards to their rotation schedule and acquiring a cage to separate animal from driver. He is still trying to be cognitive of getting the most out of the police department's used equipment.

HALLIN MOVED TO APPROVE THE DISPOSITION OF THE 2010 FORD CROWN VICTORIA.  
DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **Sire Replacement update**

Roxbury reported that last fall the Federal Thunderbolt warning siren located at the PUC light plant was struck by lightning.

That model of the Federal Thunderbolt siren was last produced in 1990 and parts are no longer available to repair it.

A claim was put in to the League of MN Insurance Trust for the siren. The League has approved the claim for \$16,954.99 less the cities deductible of \$9,565.49.

The quotes that we have are as follows:

1. Federal siren for \$16,612 for a siren without battery back-up. (net: \$7,046.51)
2. Federal siren for \$17,832 for a siren with battery back-up. (net: \$8,266.51)  
(Federal sirens have a 6 to 8 week delivery time)
3. Whelen siren for \$16,321 for a siren with battery back-up (net: \$6,755.51)  
(Whelen sirens have a 5 to 6 week delivery time)

He said believe that the battery back-up is a critical component of a warning system in that, should a storm take out the power and another storm comes in, the siren would still work.

There are both Federal and Whelen sirens in Princeton and in his opinion that both brands are a good quality siren and have a good support system.

The last siren was replaced with a Whelen.

He is requesting that the city replace the damaged siren with the Whelen siren from Front Line Plus.

Walker asked for clarification on the insurance claim and deductible. Jackson explained that the City has a deductible of \$10,000. The maximum deductible for the city is \$20,000 which has been hit for the year, so the deductible for each instance will be \$1000 from here on.

WALKER MOVED TO APPROVE THE PURCHASE OF A WHELEN SIREN FOR \$16,321.  
HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **Park Board – amphitheater**

Karnowski mentioned the April Park Board meeting minutes that were distributed for review. The relevant opinions noted in those minutes were that:

1. There are concerns that the city would be on the hook for the maintenance costs. With no source of income to off-set those costs.
2. While there's value to the project, for its size, what could the city do instead?
3. Suggestions that rental fees and damage deposits could be adjusted if they weren't covering the city's maintenance costs could reduce the number of rentals, resulting in no net gain in revenue off-sets.
4. The idea that the amphitheater would be a money maker has maybe been oversold by the PAVC.
5. The PAVC's 'business plan indicates that if an alternative venue was necessary because of weather or flooding issues, locating an alternative venue would be the responsibility of the party using the facility. That concept might also work against getting the necessary rentals to off-set ongoing maintenance costs.
6. At your January meeting, the Council was advised that the new cost for the amphitheater is now \$290,000. Also provided was the following list of donors:

Initiative Foundation	\$ 10,000
Otto Bremer Grant	\$ 45,000
Gala 2011	\$ 11,000
Greenbush Twsp	\$ 2,000
Knife River	\$ 2,050
Individuals	\$ <u>3,000</u>
	\$ 73,050

Some of those dollars have already been spent and we're advised that some other contribution have also come in.

7. In the end the Park Board (on a 4-2 vote) adopted a motion that was fairly vague but appears to suggest that the amphitheater is not a priority project for the park board and that they'll put it on the back burner until such time that the PAVC advises that they have the \$290,000 committed for the project.

There is a concern amongst some Park Board members that they have been spending an inordinate amount of time discussing the proposed amphitheater when there are more pressing needs in the park system and, specifically, in Riverside Park. For instance, there's a real need to upgrade the bathroom facilities.

The Park Board is hoping the Council will concur its motion and clearly state that, while the amphitheater would be a nice addition to Riverside Park, that it is not a priority when compared to other park needs and that the city encourages the PAVC to continue their quest for funding but that the \$90,000 set aside for the amphitheater in 2012 is no longer available.

For perspective, the Council first discussed the proposed amphitheater was at the July 6 Study Session in 2006.

It may also be noteworthy that the Council Priorities for 2016: ranked the amphitheater as #34 of 36 projects. In 2007 it ranked #11 of 23 projects.

Hallin agreed with the Park Board and said she would rather see that money go towards bathrooms at Riverside Park. Whitcomb said he agrees as well

Walker asked if the bathrooms were rebuilt, could that go towards the matching requirement for a grant. Foss responded that it depended on the grant that was applied for.

Karnowski stated that Mark Oleen is now the president of Bremer and he seems anxious to assist with a grant to do something in the city, so that is an option for future projects

Walker stated that he just wants to make sure that the \$90,000 earmarked for Riverside Park is used there. He added then when Carol Ossell was at the EDA meeting, she seemed to understand the idea of using those funds for the bathrooms as they would need to be done if the amphitheater was ever built.

Karnowski commented that 10 years after the idea was originally discussed, he does not sense the general public is as enthused about an amphitheater as he thought they may be. The ongoing expense and staff for it would be an issue and an additional cost which many are concerned about.

Another concern Dobson has heard, is that an amphitheater would pull music in the park from the Depot. The PAVC decided right away that they did not want to do that.

Frederick stated that Chris Pruitt from the Park board had a lot of good comments based on his experiences in planning weddings. He had stated that it would take a lot of time in planning, booking and managing an amphitheater, especially for the first year.

#### **Airport Entitlement Grant Loan Recommendation**

Karnowski reported that at the May 2<sup>nd</sup> Airport Advisory Board Meeting, there was then an extended discussion regarding a practice employed by other Minnesota airports where the city "loan's" unused entitlement funds to other airports for a limited period of time. The airport engineer advised that there are advantages to airports that do that as then an airport can acquire more than the maximum \$600,000.

The engineer noted that, in 2020 (or later) the city plans on doing a full re-hab of the main runway at an estimated cost of \$1.62 million. While additional funding through the FAA is possible, the city may want to begin doing the 'loan' program for part of our annual entitlement funds and building our account so we can reduce the amount of extra funding we will need for that project. So the engineer advised that there is no cost to do the program as SEH does all the paper work pro bono as a service to the airports they work with.

Based on the ensuing discussion, the Airport Board voted unanimously to recommend that the City Council approve a "loan" of up to \$50,000 in FAA entitlement funds to either the Tower Airport or the Fergus Falls Airport for a period not to exceed 1 year.

Therefore the question on whether to participate in the loan program lies with the City Council.

He asked how the Council wished to proceed.

Whitcomb asked for clarification on whether the FAA deems money loaned out as being used. Karnowski responded that when the loan is paid back, it is considered "new" funds.

Whitcomb asked if it was normal to charge interest. Karnowski stated yes, but usually a minimal amount. He explained that the FAA funds our airport receives comes from a fee that they collect from each airline ticket that is sold.

DOBSON MOVED TO APPROVE THE AIRPORT AND CITY TO TAKE PART IN THE PROGRAM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Karnowski also mentioned a State of MN Program that will provide a no interest loan to the city money to build T hangers. The airport board was talking about it Monday. If the city borrowed X number of dollars, the lease rates could possibly pay that loan back. The Airport Board may be discussing it further. It will need to be determined what it would cost, how long with the loan be for, etc. Walker questioned if more T hangers were needed, as he believed some of the current ones are currently vacant. Karnowski replied that the T Hangers were full 6 months ago, but he is trying to sell them as condo's, and raised the rent which caused a few to pull out.

DOBSON MOVED TO ADJOURN THE MEETING AT 5:18PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

---

Shawna Jenkins  
City Clerk  
ATTEST:

---

Paul Whitcomb, Mayor



**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
MAY 12, 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, Engineer Andy Brotzler, and Attorney Damien Toven and Kelli Bourgeois.

**AGENDA ADDITIONS/DELETIONS**

**CONSIDERATION OF MINUTES**

- A. Regular Meeting Minutes of April 28, 2016
- B. Study Session and Board of Appeal Minutes of May 5, 2016

DOBSON MOVED TO APPROVE THE REGULAR MEETING MINUTES OF APRIL 28, 2016 AND STUDY SESSION AND BOARD OF APPEAL MINUTES OF MAY 5, 2016. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**CONSENT AGENDA**

- A. **Permits and Licenses**
- B. **Personnel**
  - 1. Splash Park Hiring of Kara Schramel at \$7.50 per hour
  - 2. Splash Park Hiring of Ashley Schramel at \$8.50 per hour
- C. **Donations/Designations**

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

**OPEN FORUM**

**PUBLIC HEARINGS**

**REPORTS OF OFFICERS, BOARDS, AND COMMITTEES**

- A. Planning Commission Minutes of April 18, 2016
- B. EDA Minutes of April 28, 2016
- C. Midco Channel Update

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

- A. Council Request for "Claire Bear 5K Run/Walk"

Karnowski advised that this is a request for a 5k run and walk. This is their second event, and they are proposing the same route as last year. Chief Frederick has reviewed and approved this route as well.

HALLIN MOVED TO APPROVE THE ROUTE CHOSEN FOR THE CLAIRE BEAR 5K RUN/WALK. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**ORDINANCES AND RESOLUTIONS**

A. Ordinance 734 – Trespass Ordinance – First reading

Karnowski reported that this is the ordinance that the council discussed at their last meeting that will allow problem individuals to be trespassed from the Parks.

WALKER MOVED INTRODUCE ORDINANCE 734. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 735 – Fee Schedule adding Microbrewery – First reading

Foss advised that at the last meeting the home brewing as a home occupational license was approved. This amendment will implement a fee and allow a background check for those applying.

HALLIN MOVED TO INTRODUCE ORDINANCE 734 ADDING A FEE FOR A MICROBREWERY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**UNFINISHED BUSINESS**

A. Sherburne County Election Cost Sharing Agreement

Karnowski advised that the City was informed that the Sherburne County Board approved the replacement of Election Equipment County wide.

The cost of the equipment for each precinct is approximately \$7,283.40 Sherburne County's share would be 52.4% of the total cost, with the City being responsible for 47.6%, which equals approximately \$7,283.40

The City of Princeton has 50 registered voters that reside in Sherburne County and Minnesota State Statute 204B 45 authorizes "mail balloting" for a city or township located outside of the Seven County Metropolitan area having fewer than 400 registered voters, or a precinct that has fewer than 100 registered voters

The City will notify all registered voters in the City of Princeton, which reside in Sherburne County effective for the 2016 election cycle and publish a notice in the newspaper

In January, the Council adopted Resolution 16-05 that will approve mail balloting for the 50 registered Princeton voters that reside in Sherburne County.

The City will still be responsible for a portion of the cost of the central count machines to process out ballots, but after the 4 years there will not be any ongoing maintenance costs like there was with the previous equipment.

DOBSON MOVED TO APPROVE THE COST SHARING AGREEMENT FOR ELECTION EQUIPMENT WITH SHERBURNE COUNTY. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. TAP Grant Bridge rejection Letter

Foss advised that City Staff had applied for a Transportation Alternatives Program (TAP) Grant for a pedestrian bridge to connect Riverside and Riebe Parks.

On May 2<sup>nd</sup>, the City received notice that our application was not among the list of applications selected for funding.

Applications were first reviewed by the designated regional planning organization (Central MN Area Transportation Partnership (ATP-3) and was determined that it did have regional significance and was one of only two projects in the region that were moved along to a second round of consideration.

The ATP-# Transportation Alternatives Program Committee then evaluated the project and out of a score of 100 points possible, the Pedestrian Bridge Project scored a 64.

Right of Way-	14 out of 15=	93%
Feasibility-	10 out of 15=	67%
Identified in Plan-	13 out of 20=	65%
Bike/Pedestrian Facilities-	9 out of 15=	60%
Purpose-	8 out of 15=	53%
Connectivity-	10 out of 20=	50%

Although the addition of a pedestrian bridge would significantly increase the usage of both parks, the connectivity of our parks at a regional level is not there, yet.

### C. Mill and Overlay Cooperative Agreement

Karnowski reported that a few weeks ago the Council approved the consent agreement with the County for the mill and overlay improvement to CSAH 29 (Rum River Drive) south of 3<sup>rd</sup> Street N and CSAH 31 (1<sup>st</sup> Street) between 7<sup>th</sup> Ave and Rum River Drive.

The County is now requesting consideration of the cooperative agreement outlining each entity's responsibilities for the project.

Again, the project will be scheduled around local events, which is included in the contract documents. The target construction dates are between the middle of July to the end of August.

Work on Rum River Drive will be phased by dividing the roadway longitudinally, allowing for local traffic to be maintained. Work on First Street will require street closure.

There has been discussion between the Mille Lacs County Engineer, the Princeton Public Utilities Commission and the Princeton Public Works Department to address any concerns they might have.

The County's hope is to receive bids within 6 weeks.

HALLIN MOVED TO APPROVE THE COOPERATIVE AGREEMENT FOR THE MILL AND OVERLAY PROJECT WITH MILLE LACS COUNTY. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### NEW BUSINESS

A. Proposed Partial Street Vacation

Karnowski advised that the city has received an application to vacate the easterly 16½ feet of 6<sup>th</sup> Avenue South (platted as Washington Avenue) in order to bring the residence at 507 South 6<sup>th</sup> Street into compliance with the city's setback regulations.

The request is being made because the structure at 507 So. 6<sup>th</sup> Street was constructed such that the west wall of the garage actually encroaches on the platted 6<sup>th</sup> Avenue South. By vacating the easterly 16½ feet of said street, the structure would then meet the minimum 10' side yard setback. South 6<sup>th</sup> Street was platted at 82.5 feet so, if the vacation is approved. The remaining right-of-way would still be 66 feet and provide plenty of access to the lot at the southwest end of the street.

The process for consideration of this request is that the Council needs to set a public hearing on the request. That request has to be published at least two (2) weeks prior to the public hearing and also needs to be mailed out to the 'affected property owners' at least 10 days prior to that hearing. In this case, the city attorney suggests that the 'affected property owners' be those who abut any portion of the platted street right-of-way.

At the hearing, the Council will hear from any member of the public wishing to support, oppose, or just comment on the proposal as well as reviewing the facts of the matter as presented by the applicant and city staff.

At the end of the hearing, the Council should discuss the matter and agree on whether the application should be approved or denied. A resolution outlining the rationale for the Council decision would then be adopted.

If approved, the City Clerk would then prepare and submit a notice of that decision completion to the Mille Lacs County Auditor.

City staff could then do an administrative lot split which would then be recorded at the County. A copy of the relevant materials is attached. They include:

1. Richard Anderson's application for street vacation
2. A petition for said vacation
3. The Acknowledgement of Responsibility for the requested action
4. The Affirmation of Sufficient Interest for the requested action
5. A document outlining the purpose of the requested street vacation
6. A copy of a survey showing the affected house and its relationship to the adjacent street
7. An aerial photo of the subject area.

Staff suggests that the public hearing be set for 7 PM on Thursday, June 9 which would allow for the necessary notices to be published and mailed. If Council concurs, a motion to that effect would be in order.

Walker stated that he has no issue vacating that portion, but would like to keep a utility easement there. Karnowski replied that staff can determine if any utilities are there and if there are current easements.

WALKER MOVED TO MOVE FORWARD WITH THE PROCESS AND APPROVE A PUBLIC HEARING TO BE SET FOR 7PM ON JUNE 9. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. WWTP Storage building Proposal

Karnowski reported that WWTP Manager Klinghagen has listed a storage building in the Sanitary Sewer Capital Improvement Fund for 2016, for a cost of \$75,000.

The garage that is being proposed is 36' x 44' and on a floating slab.

The following 2 bids we received

**36' x 44' Garage**

RW Builders:	\$49,900.00
M. Groebner's Construction	\$58,749.00

**Electrical & Heat**

EIM Electrical	\$15,850.00
RW Builders	\$12,960.00

Staff suggests approval of the low bids by RW Builders for a 36' x 44' storage garage priced at \$49,900 and Electrical and heat priced at \$12,960.

Staff also requests approval to purchase shelving with the some of the \$12,140 left that is in the CIP

Dobson said looking at the photos included in the memorandum, a storage garage is definitely needed.

DOBSON MOVED TO APPROVE THE BID FOR THE WWTP STORAGE GARAGE, HEAT AND ELECTRICAL TO R & W BUILDERS FOR \$62,860 AND APPROVAL TO USE SOME OF THE REMAINING FUNDS IN THE CIP FOR NECESSARY SHELVING. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Steven's Liquor License transfer and Civic Center Request

Foss advised that Steve Kranzler, Steven's Restaurant, has come to the City and the Chamber with the news that they will be unable to lease the location they have been at for the last 8 years and requesting help.

She said they discussed the situation and although they are looking for other locations in the city, they had over 40 events in the upcoming year that they will not be able to cater for or host and had to cancel.

He is requesting that the Civic Center Building could be the place that they could transfer the liquor license to, so that he could still cater events.

Staff is proposing an allowance for a reduced fee for Kranzler as he is in a difficult situation.

The community leadership has expressed a willingness to help out the Kranzler's and support a relocation effort. Allowing them to move the event, or at least be able to provide space for them to prepare the catered food, would be a way that we can show how much we value our businesses here.

The current charge to rent the Civic Center building is a \$200 deposit and \$250 for a weekend day, or \$100 for a weekday.

Staff proposes to allow a discounted rate from May 15<sup>th</sup> until December 31<sup>st</sup> of 2016 of \$175 on weekends and \$75 on weekdays.

The benefits of allowing this agreement include:

- Increased exposure of the facility and its amenities.
- Local support of local business.
- Residents who have booked events, local or not, will witness the strength of the community and what we have to offer.

Hallin is glad that he is reaching out and trying to stay in the community. Zimmer asked if he was looking for another option. Foss replied that he was looking at other permanent options in the community.

HALLIN MOVED TO APPROVE STEVEN'S LIQUOR LICENSE TO BE TRANSFERRED TO THE CIVIC CENTER AND APPROVING THE REDUCED RATE OF \$175 ON WEEKEND DAYS AND \$75 ON WEEK DAYS THROUGH DECEMBER 31, 2016. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

## MISCELLANEOUS

### 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 \$79,097.24 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 73629 TO 73705 FOR A TOTAL OF \$194,629.55. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### ADJOURNMENT

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 7:20PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

\_\_\_\_\_  
Shawna Jenkins  
City Clerk

\_\_\_\_\_  
Paul Whitcomb, Mayor

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
MAY 26, 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 and Victoria Hallin. Others present: Administrator Mark Karnowski, Public Works Director Bob Gerold, Police Chief Todd Frederick, Liquor Store Manager Nancy Campbell, Fire Chief Jim Roxbury, Clerk Shawna Jenkins, Engineer Andy Brotzler, and Attorney Damien Toven and Kelli Bourgeois. Absent was Jules Zimmer and Development Director Jolene Foss

**AGENDA ADDITIONS/DELETIONS**

**CONSIDERATION OF MINUTES**

- A. Regular Meeting Minutes of May 12, 2016

HALLIN MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MAY 12, 2016. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

**A. Permits and Licenses**

**B. Personnel**

1. Tim Jensen Step Increase from \$26.69 to ~~\$27.80~~ effective 4-23-16
2. Dan Pierce Step Increase from \$22.99 to ~~\$24.99~~ effective 4-28-16
3. Jim Sinkel Step Increase from \$24.00 to ~~\$24.99~~ effective 4-28-16
4. Nicholas Nelson Step Increase from \$20.00 to ~~\$20.98~~ effective 6-1-16

**C. Donations/Designations**

1. Resolution 16-26 – Donation of Used Police Equipment
2. Resolution 16-27 – Fireworks Donation by Princeton Jaycees
3. Resolution 16-28 – Fire Department Donation

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

**OPEN FORUM**

**PRESENTATIONS**

- A. Central MN Housing Partnership Multi-Family Housing Project  
a. Letter of Support and Resolution 16-25

Jason Krebsbach stated that Central Minnesota Housing Partnership (CMHP) is the owner of West Birch Townhomes and are proposing to purchase the old Arcadian Homes Site. The proposed project is to construct a 16 unit apartment building, while also incorporating the existing 24 townhome units. CMHP will be submitting a Low Income Housing Tax Credit application to Minnesota Housing. The full proposal is contingent on receiving funding through the RFP Process. Funding Awards are typically announced in October. The full 40 unit completed project will be renamed West Birch Estates.

The new construction will consist of a 3 story elevator building with 16 total units. Unit sizes will range from one to four bedrooms. The building will include covered parking on the main level. The main level will also include a community room, public restroom, office, storage, workshop, trash compactor and elevator mechanical room. The second and third levels will house the rental units, with a mix of sizes available on each level. All applicable NSP and Minnesota Housing requirements for construction, design and green standards will be met.

The townhome rehabilitation project will consist of exterior and interior improvements. Proposed exterior improvements include: siding, windows, doors, garage doors, concrete, paving, landscaping and lighting. Proposed interior improvements include: cabinets, vanities, lighting, flooring, painting, appliances, bathroom fixtures and HVAC. The goal of the rehabilitation will be to update the property to be sustainable for the next 20 plus years.

Hallin asked the Townhomes also are included in the Long Term Homelessness program. Krebsbach responded that said that the program was not in affect with the Central MN Housing when the townhomes will be built.

Hallin said she has lived in the Townhomes for 14 years. The maintenance and cleanliness is amazing. She had extra eyes on her family, and they have strict rules and regulations. The way they take care of the units and residents is excellent. She said it's wonderful that they are applying for this.

Walker asked if they were getting a sense that there are more tax credits available this year. Deanna Hemmesch replied that it is hard to tell. Tax credits are all based on the population. The competitive 9% that they are going for, there are some possible changes with legislation. She said they are requesting housing infrastructure bonding bills

WALKER MOVED TO RESOLUTION 16-25 SUPPORTING A TAX CREDIT APPLICATION FOR A MULTI-FAMILY HOUSING DEVELOPMENT IN THE CITY. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

## **PUBLIC HEARINGS**

### **REPORTS OF OFFICERS, BOARDS, AND COMMITTEES**

- A. Planning Commission Minutes of May 16, 2016
- B. Airport Minutes of May 5, 2016
- C. Fire Board Minutes of May 3, 2016

## **PETITIONS, REQUESTS, AND COMMUNICATIONS**

### **ORDINANCES AND RESOLUTIONS**

- A. Ordinance 734 – Trespass Ordinance – FINAL reading

Karnowski reported that this is the ordinance that the council has discussed and was introduced at the last meeting that will allow problem individuals to be trespassed from the Parks.

HALLIN MOVED APPROVE ORDINANCE 734. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- B. Ordinance 735 – Fee Schedule adding Microbrewery – FINAL reading

Karnowski advised home brewing was recently approved as a home occupational license. This amendment will implement a fee and allow a background check for those applying.

WALKER MOVED TO APPROVE ORDINANCE 735 ADDING A FEE FOR A MICROBREWERY. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **UNFINISHED BUSINESS**

#### **A. School District Leases**

Karnowski advised there are 2 different leases. One is for the space behind city hall that they have been remodeling and have begun to move in. That lease is based on the amount of money the district is spending on remodeling.

The second lease is for the old Police Station and Garage. For several reasons it is being structured as a lease, with the thought the school district will be buying it plans to purchase in the next few years.

HALLIN MOVED TO APPROVE LEASE #1 FOR CITY HALL AND THE SCHOOL DISTRICT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED TO APPROVE LEASE #2 FOR THE OLD POLICE STATION AND THE SCHOOL DISTRICT. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### **B. 7<sup>TH</sup> Ave Sewer and Water – Change Order #3**

Karnowski reported this is a change order for \$20,378.00 as it has been determined that a right turn lane is needed. That is being done under the existing contract.

HALLIN MOVED TO APPROVE CHANGE ORDER #3 FOR THE \$20,378.00 FOR THE 7<sup>TH</sup> AVE SEWER AND WATER PROJECT COVER THE COST OF A RIGHT TURN LANE BEING ADDED. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **NEW BUSINESS**

#### **A. 2016 sealcoating**

Karnowski advised that the city has put out for bids for the 2016 sealcoating. We are on a 4 year rotating schedule. The low bid is allied and they have worked well with the city in the past.

MOVED TO MOVE ACCEPT AND AWARD THE BID TO ALLIED FOR . SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### **B. Playground Equipment Donation, Resolution 16-29 and Fund Transfer**

Karnowski reported

Hallin asked if it did cost \$20,000 to install the equipment. Gerold stated that they are larger pieces, so it will take some cranes and lowboys to move the equipment. He is estimating \$12,000, but it could be more depending on how deep and large the footings are.

Thom asked if there is any reason why using CIP funds for this will be an issues. Jackson said because it is

MOVED TO APPROVE RESOLUTION 16-29 ACCEPTING THE DONATION OF THE PLAYGROUND EQUIPMENT AND TRANSFER OF \$ FUNDS TO COVER THE COST OF MOVING IT. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### MISCELLANEOUS

#### 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 \$116,591.25 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 73709 TO 73778 FOR A TOTAL OF \$170,101.52. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### CLOSED SESSION

The City Council has received an offer from the Princeton School District to purchase the old Fire Station for \$100,000. The City Council will go into closed session to discuss whether to accept that offer or make a counter offer

Motion to close at 7:30, Dick Second

Re-opened the meeting at 7:42, dick Seconded

MOTIONED The consensus of the council is to make a counter offer of \$175,000 with the 2.5% stipend for 20 years and to appoint Vicki and Paul

#### ADJOURNMENT

There being no further business:

MOVED TO ADJOURN THE MEETING AT 7:20PM. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

---

Shawna Jenkins  
City Clerk

---

Paul Whitcomb, Mayor