

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

- 1. Call to Order**

- 2. Approval of Minutes of Regular Meeting on June 20th, 2016 - Tab A**

- 3. Agenda Additions/Deletions**

- 4. Public Hearing:**
 - A. #16-06 Lot Split at 1207 7th Avenue North - Tab B**

- 5. Old Business: None**

- 6. New Business: None**

- 7. Communication and Reports:**
 - A. Verbal Report**

 - B. City Council Minutes for June, 2016 - Tab C**

- 8. Adjournment**

**THE MEETING OF THE PLANNING COMMISSION BOARD HELD ON JUNE 20, 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 Faith Goenner, Thom Walker, and John Roxbury Jr. (Princeton Township Representative). Staff present were Jolene Foss (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

OATH OF OFFICE:

Thom Walker took the Oath of Office as an Alternate Planning Commission Member to fill in to make a quorum.

APPROVAL OF MINUTES OF REGULAR MEETING ON MAY 16TH, 2016

GOENNER MOVED, SECOND BY REYNOLDS, TO APPROVAL THE MINUTES OF MAY 16, 2016. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:

GOENNER MOVED, SECOND BY WALKER, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING:

A. #16-05 Variance at 707 5th Street South
Community Development Director Memo:

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 an 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 5th 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 landowner.
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.

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

Dan and Jennifer Erickson Memo:

- 1- Yes, 5th Street is very wide and the property line is 20 feet 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 5th 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

*****End of Applicant's Memo*****

Reynolds opened the public hearing.

Dan and Jennifer Erickson, applicants were present to answer any questions.

Patricia Westling, 708 6th Street South, commented that this house was a nuisance in the past and law enforcement were called often.

Melony Jackson, 506 8th Avenue South, commented that she had requested a variance a while back and supports this variance request.

Danielle Stuhr, 503 8th Avenue South, said she supports this variance request. She welcomes a nicer house in the neighborhood as long as it is a single family home and not multi-housing.

Skip Harman, 412 8th Avenue South, has lived in his home for 35 years and he has been looking at that place and the nuisances that has happen there. This new home will be a positive to the neighborhood.

Dan Erickson, applicant said he is surprised that people still want to rent the house that is there and in the condition it is in. They found a dead rat in the yard. They plan to have the house torn down.

Walker asked if the proposed variance is the same setback as the other homes in the area.

Foss said the Zoning Ordinance says if 50% of the homes on the same side of the street have the front yard setback that are meeting this proposed variance, it could be okay. She looked one block to the west and one block to the east and there is a couple that do not meet this setback for variance.

Walker said looking at the aerial it all looks to meet what he is proposing.

Dan Erickson said this should be a foot or foot and a half back from the other homes in the block. The bump out in front is the steps to the porch. The front steps to the house on the west looks to be a foot closer than what he is proposing. Someone from the City who plows the streets thought it would be fine.

Foss said it was Bob Gerold, Public Works Supervisor.

Dan Erickson said it would be 27 feet from the grass to the asphalt.

Walker said that would be his only concern so he is okay with it. Will it be a single story house.

Dan Erickson said a rambler with an attached garage.

Walker said it is a reasonable request.

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

GOENNER MOVED, SECOND BY WALKER, TO APPROVE ITEM #16-05 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. THE PROPERTY IS LOCATED AT 707 5TH 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. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission completed the Findings of Fact:

1. Is the variance in harmony with the purpose and intent of the Ordinance?
2. Is the variance consistent with the Comprehensive Plan?
3. Does the proposal put the property to use in a reasonable manner?
4. Are there unique circumstances to the property not created by the landowner?
5. Will the variance maintain the essential character of the locality?
6. Does the alleged practical difficulty involve more than economic considerations?

B. Ordinance Amendment adding Wild & Scenic Area for Newly Annexed Properties
Community Development Director Memo:

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 having to rewrite the ordinance as a whole.

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

The zoning ordinance will require public notice and public hearing.

The MN DNR has reviewed and approved the ordinance amendment.

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

Foss said the School District purchased land to build ball fields. Then months later she received a letter from Ken Zeik, Area Hydrologist in Little Falls, that said newly annexed property has to meet the Wild and Scenic District for newly annexed properties. Zeik’s letter included a draft that she used for this Ordinance amendment. Foss sent him the draft amendment and he approved it. The School Districts ball fields will fit under permitted uses, Tab F, “Other governmental open space recreational uses, subject to management plan specifications”. If the Planning Commission approves this, it will then go to the City Council and final approval will be July 14, 2016.

Reynolds asked what the designation will be in the Wild and Scenic District.

Foss said there is different requirements for land that is newly annex. It has more restrictions than the Urban District in the Wild and Scenic District.

Walker said this covers future annexed property.

Foss said yes, if it is in Wild and Scenic District, it will have to follow this Ordinance.

Foss said she got the letter from the DNR and so this had to be done to be in compliance with the Wild and Scenic Ordinance and also work with the School District.

Reynolds opened the public hearing. There were no comments from those present.

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

WALKER MOVED, SECOND BY GOENNER, TO APPROVE AND FORWARD TO THE CITY COUNCIL ORDINANCE NO. #736 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. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS.
MOTION CARRIED.

C. Ordinance Amendment allowing Pole Type Construction in B-3, MN-1, and MN-2 Districts
Community Development Director Memo:

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, prefinished 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.

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

Jim Roxbury, Princeton Fire Chief Memo:

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 materials can be used such that they meet current fire code.

I appreciate your checking with the Fire Department of an opinion on this issue.

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

Foss said that the Planning Commission Board asked her to check with the Fire Chief and also ask surrounding communities on their Ordinance for Alternative Building Materials. Maple Grove prohibits pole structures. St. Cloud allows them in private Industrial Parks. Cambridge does not state it, but does allow steel. She has included the memo from the Princeton Fire Chief response on pole buildings. She has considered this Ordinance amendment and the time spent prohibiting this in the past, and she understands that she does not want to undo what

has been done. There needs to be a balance and there is the need for growth in Industry and commercial and allowing pole buildings may help. This is up to the Planning Commission to decide. A sample of the Ordinance has been handed out for review. The only change is pole type construction must have a site plan meeting or meeting with Planner.

Reynolds commented that on an earlier public hearing for Alternative Building Materials, there were two landowners supporting the pole type construction.

Walker asked if a pole building needs to be finished inside.

Foss does not know the fire code so she cannot answer that. They would have to meet the building and fire code requirements.

Walker said durability is his concern. If it looks good and holds good, he is fine with it.

Reynolds said it would have to be durable material. It would have to fit steel type material so it is not box type.

Walker said it is important to stay competitive with towns our size.

Reynolds opened the public hearing. There were no comments from those present.

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

Goenner asked where is the design criteria for this Ordinance amendment.

Foss said that it is in the Ordinance and referenced to the Ordinance. She spoke to the Administrator and he understands the pro and cons of this Ordinance amendment and if the Planning Commission approves the amendment, it will go to the City Council for the final decision.

Reynolds use to pole buildings so he understands them.

Walker said he would like the language changed in the Ordinance amendment to read Architectural Committee instead of Site Plan Committee. He wants it pointed out that it is the exterior design being looked at. This is for the public sake so they understand how it will be reviewed. The City does not have an Architect on staff, but he would like it to state this.

GOENNER MOVED, SECOND BY WALKER, TO APPROVE AND FORWARD TO THE CITY COUNCIL ORDINANCE NO. #738 AMENDING SECTION 10 (B-3 GENERAL COMMERCIAL DISTRICT) AND SECTION 13 (MN-1 INDUSTRIAL) AND SECTION 14 (MN-2 INDUSTRIAL) OF CHAPTER V (ZONING

DISTRICTS) OF THE CITY OF PRINCETON ZONING ORDINANCE #538, REMOVING THE PROHIBITION OF POLE TYPE CONSTRUCTION, ADDING DEFINITIONS OF POLE TYPE CONSTRUCTION, AND ADDING DEFINITIONS TO CHAPTER II (DEFINITIONS) THE LANGUAGE FOR ALTERNATIVE BUILDING MATERIALS, WITH THE CHANGE OF WORDAGE THAT THE ARCHITECTURAL COMMITTEE WILL HAVE A SITE PLAN REVIEW AND TAKE OUT PLANNING STAFF AND ZONING ADMINISTRATOR. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

D. Ordinance Amendment removing Micro Brewing as Home Occupation in R-3 District
Community Development Director Memo:

The Micro Brewing as a Home Occupation Ordinance Amendment that was recently approved did not define 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.

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

Foss said the micro brewing as a home occupation in the R-3 Residential District. The Ordinance amendment did not specify that this was not allowed in R-3 Residential District. DeWitt had brought this to her attention.

Reynolds opened the public hearing. There were no comments from those present.

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

John Roxbury Jr., asked if the change will be not to allow micro brewing in R-3 Residential District.

Foss said yes, it is to not allow micro brewing in R-3 District.

Walker said odors will come off micro brewing so more space would be good.

WALKER MOVED, SECOND BY GOENNER, TO APPROVE AND FORWARD TO THE CITY COUNCIL ORDINANCE #737 AMENDING 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. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

OLD BUSINESS: None

NEW BUSINESS: None

COMMUNICATION AND REPORTS:

A. Verbal Report

Foss said she has no verbal report.

B. City Council Minutes for May, 2016

The Planning Commission Board had no comments.

WALKER MOVED, SECOND BY GOENNER, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:44 P.M.

ATTEST:

Jeff Reynolds, Chair

Mary Lou DeWitt, Comm. Dev. Assistant

MEMORANDUM

Tab B



TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev. Assistant
SUBJECT: **Lot Split at 1207 7th Avenue North**
DATE: July 13, 2016

BACKGROUND

Bob & Jenny Gerold and Jeremy & Cindy Riddle are the applicants for the proposed Lot Split. The legal description of this site is: S 12 RDS OF E 40 RDS OF N ½ OF NE OF NW, SEE 1/13/76 SURVEY, Section 28, Township 36, Range 26, PID #24-028-1900, City of Princeton, Mille Lacs County

The applicants intend to split the property site and sell the vacant lot. The home on Parcel A is rental property.

ZONING

The site is zoned R-1, Residential Single Family Zoning District. The following is the yard requirements for the R-1 District:

- A. Lot area minimum square feet – 12,500 sq. ft.
- B. Lot width minimum feet – 80 feet (Lot width shall be taken at building setback line).
- C. Maximum lot coverage – 30 %
- D. Front yard minimum setback - 30 ft.
- E. Side yard minimum setback - 10 ft.
- F. Street side yard minimum setback – 20 ft.
- G. Rear yard minimum/alley setback – 30 ft.
- H. Maximum height – 30 ft.

PROPOSAL

The proposed lot split would be splitting the land of 1207 7th Avenue North into two separates lots. Parcel A has the home on the site and the lot size would reduce to 30,891 square feet, which would be more than the 12,500 sq. ft. the Zoning Ordinance requires for an R-1 Zoning District.

Parcel B is the proposed additional lot that is the split off section on the west side of the land, behind Parcel A. The proposed lot would be 99,107 square feet. Both proposed sections would have more square footage than the Zoning Ordinance requires.

The concern is the access to both parcels. Parcel A (1207 7th Ave. N.) will have its current access. The aerial photo shows this property has made another access that is dirt and is close to the proposed access of Parcel B. Staff suggest that this is seeded so this area is no longer used.

The Parcel B access would be on the south side of the site with a 50.03 foot parcel frontage to 7th Avenue North. There is a water service line in this area. Connie Wangen, Princeton Public Utilities Manager said the water connection in the proposed driveway at the street needs to be kept exposed for service. In her

enclosed memo, Wangen said the WAC/SAC fee would be required to connect to the second service as well as the assessments need to be charged for two services.

Andrew Brotzler, City Engineer with WSB, said because this is a flag lot it is not meeting the minimum feet for front yard lot width. The Zoning Ordinance states 80 feet for minimum lot width. Brotzler says a variance application should be approved for the 50 feet minimum lot width prior to approving the lot split.

Bruce Cochran, Mille Lacs County Engineer in regards to CSAH 4 and his input on the proposed lot split and the access to the site. Cochran interpretation by City Zoning Ordinance definition of setback is "the minimum horizontal distance between a structure and the ordinary high water level bluffline, road and highway right-of-way, alley, and/or lot line or property line". Cochran said a variance should be applied for prior to the lot split approval. The applicant would have to go through Mille Lacs County to apply for a Driveway Permit if Parcel B is developed. The dirt driveway on Parcel A would need to be removed and seeded. Princeton Zoning Ordinance does not recognize "Flag Lots". Cochran does not support a flag lot.

Lynn Paulson, Princeton Building Inspector commented that he reads the Zoning Ordinance definition of setback the same as Cochran and a variance would be needed to prior to the lot split. Paulson said flag lots are difficult lots with construction and access. He is not supportive of them.

Loren Kohen, Metro West Inspections reviews building codes and fire codes for the City of Princeton. Kohen has reviewed the survey and his suggestion is that the driveway be 24 feet wide on Parcel B because of the length of the driveway, and emergency vehicles can bypass each other. Kohen said the temporary driveway should be vacated on Parcel A. The only driveway on Parcel A should be the main driveway to the accessory building. Kohen interprets the lot width would be at the building setback line. Kohen said Maple Plain had issues with flag lots.

Public Hearing:

A public hearing notice was sent to the property owners 350 feet from the site. A resident contacted City Hall with questions on the location of the lot being created in the back section of the property. The resident is concerned with having a property in this area and plans to attend the Planning Commission meeting. Another resident called and said he was okay with it.

CONCLUSION/RECOMMENDATION

This type of lot split is creating a flag lot. Staff has researched the approved City lot splits and we have not had a flag lot request come forth. The lot splits the City has approved in the past is side by side lots with each lot having street fronts.

As you have read, there are different interpretations from staff for the definition of setbacks and what the applicant has for the minimum lot width. Staff would like the Planning Commission's input on the setback interpretation and if a variance is needed.

If the Planning Commission's decision is that a variance is needed, the application can be reviewed at the August 15th meeting. The lot split request would need to be tabled until the August 15th meeting.

If the Planning Commission's decision is that the setback shall be taken at the building setback line, they can review the conditions of approval.

Conditions of Approval:

1. The applicants must follow the permitted uses and regulations of the R-1 Zoning District.
2. The temporary driveway on Parcel A should be vacated where seeding is added for the purpose of safety.
3. Parcel B will need a Driveway Permit from Mille Lacs County if it is developed.
4. The PUC water line connection area needs to be kept exposed if the proposed lot split is approved and a driveway to Parcel B is installed.
5. WAC/SAC fee is required for the second service connection and assessments should be charged for two services.
6. The Planning Commission can determine if a 24 foot driveway for emergency vehicles on Parcel B should be required because of the length of the lot to a future home.

Encl: Survey
Aerial Photos (2)
Public Utilities Memo

Cc: Bob & Jenny Gerold
1302 7th Street North
Princeton, MN 55371

Jeremy & Cindy Riddle
206 7th Avenue North
Princeton, MN 55371

Prepared by:

Date: 7/12/16

Mary Lou,

Our PUC water department staff has verified there are 2 water services at 1207 7th Ave N. One of these services is connected to the home and the other is stubbed in on south side of lot.

A WAC fee would be required to connect to 2nd service as well as assessments should be charged for 2 services.

Connie Wanger

PUC General Manager



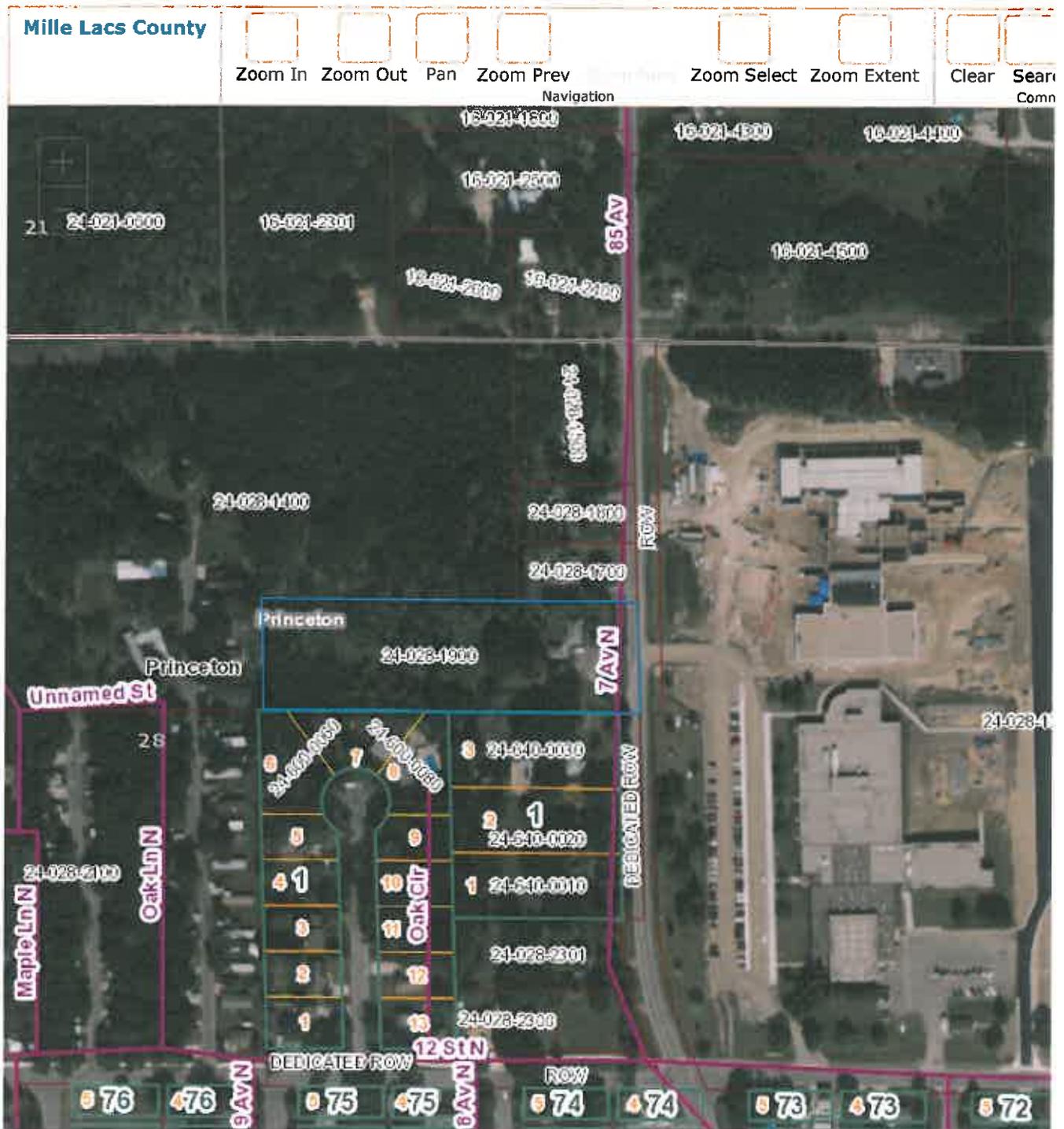
1 Items

	PARCEL NUMBER	TAX YEAR	DEEDE ACRES	PROPERTY ADDRESS	PROPERTY ZIP	TAXI
X	24-028-1900	2016	3	1207 7TH AVE N	55371	GERC

Scale 1:

X: -10417643.4644

Y: 5714273.1993



1 Items

	PARCEL NUMBER	TAX YEAR	DEEDE ACRES	PROPERTY ADDRESS	PROPERTY ZIP	TAXI
X	24-028-1900	2016	3	1207 7TH AVE N	55371	GERC

Scale 1: X: -10417215.2977 Y: 5714208.1084

SUBDIVISION SURVEY

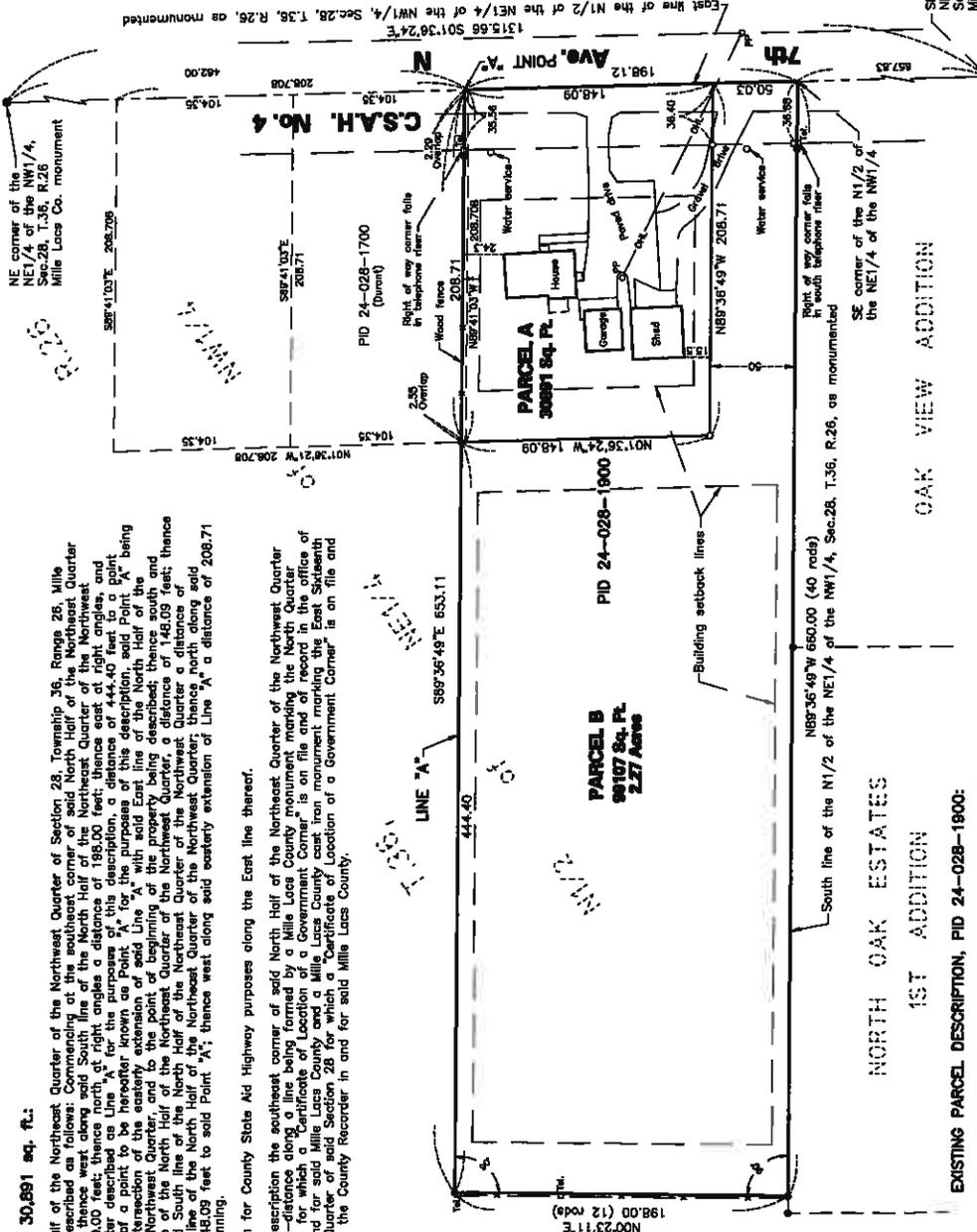
For: Robert and Jennifer Gerold
and Jeremy and Cynthia Riddle

PROPOSED PARCEL A, 30,891 sq. ft.

That part of the North Half of the Northeast Quarter of Section 28, Township 36, Range 26, Mile Lacs County, Minnesota, hereinafter referred to as the North Half of the Northeast Quarter of the Northeast Quarter, thence west along said South line of the Northeast Quarter a distance of 660.00 feet; thence south at right angles a distance of 188.00 feet; thence east at right angles, and along a line to be hereinafter described as Line "A", for the purposes of this description, a distance of 444.40 feet to a point distant 208.71 feet west of a point to be hereinafter known as Point "A", for the purposes of this description, said Point "A" being located at the point of intersection of the easterly extension of said Line "A" with said East line of the North Half of the Northeast Quarter of the Northeast Quarter, and to the point of beginning of the property being described; thence south and parallel with said South line of the Northeast Quarter of the Northeast Quarter, a distance of 148.09 feet; thence east and parallel with said South line of the North Half of the Northeast Quarter of the Northeast Quarter, thence north along said East line a distance of 148.09 feet to said Point "A"; thence west along said easterly extension of Line "A", a distance of 208.71 feet to said point of beginning.

Subject to that part taken for County State Aid Highway purposes along the East line thereof.

For the purpose of this description the southeast corner of said North Half of the Northeast Quarter of the Northeast Quarter is defined as a point mid-distance along a line being formed by a Mile Lacs County monument marking the North Quarter corner of said Section 28 for which a Certificate of Location of a Government Corner is on file and of record in the office of the County Recorder in and for said Mile Lacs County and a Mile Lacs County east iron monument marking the East Sixteenth corner of the Northeast Quarter of said Section 28 for which a Certificate of Location of a Government Corner is on file and of record in the office of the County Recorder in and for said Mile Lacs County.



EXISTING PARCEL DESCRIPTION, PID 24-028-1900:

That part of the North Half of the Northeast Quarter of Section 28, Township 36, Range 26, Mile Lacs County, Minnesota, described as follows: Beginning at the southeast corner of the North Half of the Northeast Quarter of the Northeast Quarter of Section 28, Township 36, Range 26, thence West and along the North line of the North Half of the Northeast Quarter of the Northeast Quarter a distance of 40 rods; thence North at right angles 12 rods; thence East at right angles 40 rods to the East line of said North Half of the Northeast Quarter of the Northeast Quarter of Section 28, Township 36, Range 26; thence South a distance of 12 rods to the point of beginning, according to the U.S. Government Survey thereof, and situated in Mile Lacs County, Minnesota.

PROPOSED PARCEL B, 2.27 ACRES:

That part of the North Half of the Northeast Quarter of the Northeast Quarter of Section 28, Township 36, Range 26, Mile Lacs County, Minnesota, described as follows: Beginning at the southeast corner of said North Half of the Northeast Quarter of the Northeast Quarter, thence west along said South line of the North Half of the Northeast Quarter of the Northeast Quarter a distance of 660.00 feet; thence south at right angles a distance of 188.00 feet; thence east at right angles a distance of 444.40 feet; thence south at right angles, and along a line to be hereinafter described as Line "A", for the purposes of this description, a distance of 444.40 feet to a point distant 208.71 feet west of a point to be hereinafter known as Point "A", for the purposes of this description, said Point "A" being located at the point of intersection of the easterly extension of said Line "A" with said East line of the North Half of the Northeast Quarter of the Northeast Quarter, and to the point of beginning of the property being described; thence south and parallel with said South line of the North Half of the Northeast Quarter of the Northeast Quarter, a distance of 148.09 feet; thence east and parallel with said South line of the North Half of the Northeast Quarter of the Northeast Quarter, a distance of 148.09 feet to said Point "A"; thence west along said easterly extension of Line "A", a distance of 208.71 feet to said point of beginning.

Subject to that part taken for County State Aid Highway purposes along the East line thereof.

For the purpose of this description the southeast corner of said North Half of the Northeast Quarter of the Northeast Quarter of Section 28 for which a Certificate of Location of a Government Corner is on file and of record in the office of the County Recorder in and for said Mile Lacs County and a Mile Lacs County east iron monument marking the East Sixteenth corner of the Northeast Quarter of said Section 28 for which a Certificate of Location of a Government Corner is on file and of record in the office of the County Recorder in and for said Mile Lacs County.

SURVEYOR'S NOTE: The proposed descriptions shown hereon are based upon the assumption that the existing overlap shown hereon between the subject parcel and PID 24-028-1700, Durant, will be resolved by the acceptance of a Quit Claim deed or other instrument being granted to the Gerold's and Riddle's which dissolves the interest of the Durant's to the overlap area. The proposed descriptions are subject to revision.

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 Land Surveyor under the laws of the State of Minnesota.

Michael J. Trunk, LS, CFAS
Minnesota License No. 18434
Date: June 3, 2016

TRUNK SURVEYING, LLC
306 7TH AVE. S
PRINCETON, MN. 55371
763-447-7106

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON JUNE 2, 2016 4:30 P.M.**

Mayor Paul Whitcomb called the meeting to order. Council member present was Thom Walker, Dick Dobson and Victoria Hallin. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Public Works Director Bob Gerold, Community Development Director Jolene Foss and Clerk Shawna Jenkins. Absent was Jules Zimmer.

Reschedule June 9th Council Meeting and Public Hearing due to Parade

Karnowski reported that the Public Hearing had originally planned on, published and notices sent out for the partial street vacation public hearing for June 9th. Staff realized that June 9th is the evening of the Rum River Days Parade, so he asked the Council would like to re-schedule. Staff has checked with Attorney Bourgeois and it is okay to reschedule the meeting as long as it is posted and notices sent to the residents that were notified of the hearing via mail.

HALLIN MOVED TO RESCHEDULE THE COUNCIL MEETING AND ROAD VACATON PUBLIC HEARING TO JUNE 16 AT 7PM. WALKER SECONDED THE MOTION.

Dobson stated that he cannot make the meeting on June 16th as he has a prior commitment.

THE MOTION CARRIED UNANIMOUSLY

Transfer Discussion and Approval

Jackson reported that one of the items that the auditors suggested, as well as in prior years, is to close-out some inactive funds and to deal with the funds that have negative balances. Many of these funds will take additional research to determine the best resolution, and he will come back to the council with those suggestions.

One fund that is both inactive and ended with the negative balance, is fund 313, which is the construction fund for the Public Safety Building. After nearly \$2,400,000 in building improvements, cabling and electronic system installation, there is a deficit of \$44,539.32. This is after bond proceeds, the transfer of funds from the Forfeiture fund for the interrogation rooms and the transfer from the Fire Equipment Reserve Fund for costs of the last truck bay.

Since the General Fund ended 2015 with a positive result of \$263,390, he is recommending a transfer from the General Fund of \$44,539.32 to Fund 313 to zero out and close that fund.

DOBSON MOVED TO TRANSFER \$44,539.32 FROM THE GENERAL FUND TO FUND 313 AND TO CLOSE IT OUT. HALLIN SECONDED THE MOTION.

Walker asked if these funds are in a specific location of the general fund. Jackson responded that they are not dedicated funds.

THE MOTION CARRIED UNANIMOUSLY

Foss advised that James Dougherty with Princeton Meats has been working with Dan Bullard at the Initiative foundation. Dougherty is looking to purchase the building he is currently located in.

Hallin asked if the issues with Princeton Meats have been resolved. Foss stated she and Chief Frederick have met with Dougherty and the issues regarding venting, parking, alley blocking and carcass issues will be addressed. Frederick added that it was stated to Dougherty that he is required to meet all city codes and ordinances.

Dobson said it would be nice if the City could show support of a local business with the Initiative Foundation.

HALLIN MOVED TO SHOW SUPPORT FOR PRINCETON MEATS WITH THE INITIATIVE FOUNDATION. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

DOBSON MOVED TO ADJOURN THE STUDY SESSION AT 4:50PM. HALLIN SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins

City Clerk

ATTEST:

Paul Whitcomb, Mayor

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JUNE 16, 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, Jules Zimmer and Victoria Hallin. Others present: Administrator Mark Karnowski, Public Works Director Bob Gerold, Development Director Jolene Foss, Fire Chief Jim Roxbury, Clerk Shawna Jenkins, Engineer Andy Brotzler, and Attorney Damien Toven and Kelli Bourgeois. Absent was Dick Dobson, Police Chief Todd Frederick and Liquor Store Manager Nancy Campbell

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of May 26, 2016
- B. Study Session Meeting Minutes of June 2, 2016

HALLIN MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MAY 26, 2016 AND THE STUDY SESSION MEETING MINUTES OF JUNE 2, 2016. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses

- 1. Circus License for June 21, 2016 – Mille Lacs County
- 2. 3.2 Malt Liquor for July 4th Fireworks – Mille Lacs County
- 3. 3.2 Malt Liquor for County Fair August 10-14 – Mille Lacs County
- 4. TNT Fireworks for sale – Walmart Parking Lot
- 5. Fireworks Display on July 4 by Pyrotechnic Display
- 6. American Legion Bingo for County Fair
- 7. Christ Our Light Raffle to be held September 10, 2016
- 8. Friendly Buffalo Liquor License – pending background check

B. Personnel

- 1. Resignation of PT Public Works Employee Chase Lindenfelser effective 6-24-16
- 2. Approve hiring of PT Seasonal Public Works Employee Jared Seifert effective 6-13-16
- 3. Approve hiring of PT Seasonal Public Works Employee Caleb Scharber - 6-13-16
- 4. Liquor Store – Hiring of Nichole Swenson as of 6-22-16 at \$11.40
- 5. Liquor Store – resignation of Alyssa Swenson effective 6-14-16

C. Donations/Designations

- 1. Resolution 16-30 –Donation by Princeton Jaycees for North Park project

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

OPEN FORUM

PUBLIC HEARINGS

- A. Anderson Street Vacation

Karnowski advised that Richard Anderson has requested a vacation of a portion of 6th Ave south. The easterly 16.5 feet is requested to be vacated, so a house will then meet the set-back requirements. The Hearing has been published and notices mailed as required by State Statute.

Walker stated that he really does not like to see alleys or streets vacated, but can understand

the reasoning of this request. He asked if the partial vacation could be provided back to the city if it was not needed at some point.

Karnowski replied that this street was originally platted at 80 or so feet, versus the standard of 66 feet. Staff did look at all adjoining properties and they will not be affected by this partial vacation. Foss stated that even with the portion vacated, there is still a 66 foot easement.

WHITCOMB OPENED THE PUBLIC HEARING AT 7:11

Richard Anderson advised the Council that he is there to answer any questions they may have regarding this request.

ZIMMER MOVED TO CLOSE THE PUBLIC HEARING AT 7:13PM. SECONDED BY HALLIN

HALLIN MOVED TO APPROVE RESOLUTION 16-32 VACATING A PORTION OF 6TH AVENUE SOUTH (PLATTED AS WASHINGTON AVENUE) ROSS-MERE ADDITION. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. EDA Board Minutes of May 19, 2016
- B. Park Board Minutes of May 23, 2016
- C. Fire Board Minutes of June 7, 2016

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Elim Fest / Pig Roast Road Closure Request

Karnowski reported that Elim Care and Rehab Center is requesting the ability to close off 8th Ave (to the West of Elim's block) on Sunday, August 21st for their 30th Annual Elim Fest. If their request is approved, they would like to ask for the Public Works Department to drop off the barricades sometime before the event so they can set them up at both ends of the block at around 11am. They will remove them at or before 8pm after cleanup from the event. As in the past, they would gladly keep a path open on the north side of the street for ambulance and other emergency vehicle access.

HALLIN MOVED APPROVE THE CLOSURE OF 8th AVENUE TO THE WEST OF THE ELIM HOME ON SUNDAY, AUGUST 21ST FROM 11AM TO APPROXIMATELY 8PM FOR THE ELIM FEST / PIG ROAST WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- B. Street Closure Request for Mama Gracie's

Foss advised that Faith Goenner of Mama Gracie's Pregnancy Shop is requesting a street closure on Labor Day, September 5th 10am until 3pm. The First Birthday event is scheduled for that day and Ms. Goenner would like to close off 1st Street in front of her store. She will be inviting a good truck to set up, along with additional vendors. She is planning to set up tables, a kids area and space to watch demonstrations and meet the experts.

WALKER MOVED APPROVE THE CLOSURE OF 1ST STREET IN FRONT OF MAMA GRACIE'S FOR HER FIRST BIRTHDAY EVENT ON LABOR DAY, SEPTEMBER 5TH FROM 10AM TO 3PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Princeton Block Party Request

Karnowski reported that Scott Berry's Law Office is requesting the use of the generator and barricades for the Princeton Block Party on July 29th.

Zimmer questioned if the County will be done with the resurfacing of Rum River Drive by the Block Party. Foss replied that the County stated that the project is scheduled to be done on July 28.

WALKER MOVED APPROVE THE USE OF THE CITY'S GENERATOR AND BARRICADES FOR THE PRINCETON BLOCK PARTY ON JULY 29TH. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Color My World Chalkfest Sidewalk Request for July 3, 2016

Karnowski advised that Christ Our Light Church is requesting the use and closure of the sidewalk behind Christ Our Light Church along Rum River Drive, and continue Northbound as needed. Last year the event went very well with 22 artists and they are expecting their event to grow with the additional publicity. Chief Frederick has reviewed and approved the request.

HALLIN MOVED APPROVE CLOSING THE CITY'S SIDEWALK TO PEDESTRIANS FOR THEIR COLOR MY WORLD CHALKFEST ON JULY 3, 2016. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Resolution 16-31 – Central MN EMS Grant

Karnowski reported that the Police Department has received a grant for \$453.78 for the purchase of medical supplies to be used by the Departments.

WALKER MOVED APPROVE RESOLUTION 16-31 ACCEPTING A GRANT FROM THE CENTRAL MINNESOTA EMS REIMBURSEMENT PROGRAM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NEW BUSINESS

A. Comp Plan Update

Foss advised that Comprehensive planning is a process that determines community goals and aspirations in terms of community development. The outcome of comprehensive plan-

ning is the Comprehensive Plan which dictates public policy in terms of transportation, utilities, land use, recreation, and housing.

The City of Princeton's Comprehensive Plan is scheduled for an update.

The Comprehensive Plan was last updated in January of 2009 and was for the timeframe 2008-2018.

The update is budgeted for in the CIP. Generally, planning updates take 12-18 months.

A tentative timeframe would look something like this:

August 1 2016	RFP Released
September 15 2016	Proposals Due
October 2016	Consulting Firm Chosen
October 2017	Draft Comp Plan Complete
January 2018	Final Comp Plan Complete

An additional 3 months for final completion can be allowed if necessary.

Staff will begin the RFP process for a consultant to complete the Comprehensive Plan 2018 update.

B. Planning Commission Issue

Karnowski reported that Jules Zimmer will not be able to attend the June 20th Planning Commission meeting. Without a quorum, the 4 public hearings will not be able to be held. With only 3 people on the Planning Commission, the chance of a lack of quorum is high. Staff is suggesting a council member be appointed as a backup, so meetings will not need to be cancelled.

Walker said he can be a backup for the Planning Commission if a regular member could not attend.

ZIMMER MOVED TO APPOINT WALKER AS A BACKUP FOR THE PLANNING COMMISSION IF ANOTHER MEMBER CANNOT ATTEND. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Hallin reported that "Golf for the Kids" is a Family Pathways Fundraising event in August. Teams can golf, a business or resident can sponsor or even make a donation. Out of the 14 centers, one had to shut down recently due to financial restraints.

This is the biggest fundraiser that Family Pathways does. She asked everyone to pass on the information to others.

Whitcomb thanked Lee Steinbrecher and all those that assisted in the landscaping at the round a bout. He said it looks wonderful.

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 \$82,722.61 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 73784 TO 73868 FOR A TOTAL OF \$292,091.41. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:32PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor

draft

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JUNE 23, 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 and Dick Dobson. Others present: Administrator Mark Karnowski, Public Works Director Bob Gerold, Development Director Jolene Foss, Police Chief Todd Frederick, Fire Chief Jim Roxbury, Clerk Shawna Jenkins, Engineer Andy Brotzler, and Attorney Damien Toven. Absent was Jules Zimmer, Victoria Hallin, and Liquor Store Manager Nancy Campbell

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of June 16, 2016

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JUNE 16, 2016. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
1. Fireworks Permit for Harry Moses at 509 19th Ave N
B. **Personnel**
C. **Donations/Designations**

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. Report on the 2015 City Audit

Steve Wischmann from BergankDV reported on the 2015 City Audit. The City's General Fund has been steadily increasing over the past five years, with an increase of \$217,522, or 8.8% from 2014-2015. The increase during 2015 is a result of the positive operations of the Fund.

The current policy of the City is to have 30-50% of the subsequent year's budgeted expenditures as unassigned fund balance; the City is just above the top of its policy range at December 31, 2015 by having \$2,526,573. That is 54.9% of 2016 budgeted expenditures of \$4,601,065. This amount is not considered excessive as future intergovernmental funding is uncertain.

Total Revenues increased \$198,726, or 5.7% from 2014 to 2015 due to increases in licenses and permit revenues of \$80,507 and property tax revenue of \$114,311. License and permit revenue increased due to an increase in commercial construction activity within the City. Property tax revenues increased due to an increase in the tax levy and better collection of delinquent amounts in 2015

Total Expenditures increased \$113,049, or 3.3%, from 2014. The most significant increase

was in public safety expenditures due to payments made to the EDA for rent of the public safety building. These rent payments are used by the EDA to make principal and interest payments on the bonds issued to construct the building. Partially offsetting this increase was a decrease in public works expenditures due to a milder winter which caused less overtime to be worked and a decrease in fuel prices. In addition there was a change in the Public Works Supervisor with the promotion made internally, which resulted in a decrease in wages and benefits.

General Fund expenditures were under budgeted amounts by \$309,910, or 7.9% and Capital outlay expenditures were \$162,174 under budget. Partially offsetting these variances were parks and recreation and economic development expenditures, which were over budget. Parks and recreation expenditures were over budget primarily due to the allocation of insurance and other general expenditures, while economic development expenditures were over budget due to a contribution to the EDA Capital Projects Fund to close out the fund.

Comparing 2011 through 2015, the City's taxable tax capacity has decreased from \$3,009,781 to \$2,963,059, or 1.6% in five years. The City's taxable tax capacity did increase in 2015 from 2014. This overall decrease is common for Minnesota cities due to declining market values. The City's certified levy over this same five year time frame has remained fairly consistent, increasing slightly from 2014 to 2015. As a result, the City's tax capacity rate has increased from 72.54% in 2011 to 74.51% in 2015.

Liquor sales have increased steadily over the past five years. In 2015, Sales increased \$207,990, or 6.3%. Cost of sales also increased from 2014, increasing \$148,839, or 6.1%. The increase in sales exceeded the increase in cost of sales as the City implemented pricing changes to increase profit margins. Because of these changes made, the gross profit percentage increased slightly in 2015.

The Airport Fund gross profit and operating revenues remained consistent, increasing just \$286. Operating expenses decreased \$15,049, or 7.8% from 2014, primarily due to a decrease in materials and supply costs. After an operating loss of \$161,856, non-operating grant revenues of \$254,932 and transfers in of \$22,100, the Airport Fund net position experienced an increase in 2015 to \$2,276,626.

The Sanitary Sewer Fund reported operating income again in 2015. Operating revenues decreased due to a decrease in sewer availability charges of \$49,917 as there were fewer large construction projects in 2015. Sewer use charges increased \$37,065 to partially offset this decrease due to a slight increase in the number of customers and usage. Operating expenses stayed consistent with the prior year. The net position in the sewer fund increased to \$184,627, which is due to the funds positive operations, and partially offset by interest payments made on long-term debt.

The City as usual does show a lack of segregation of accounting duties. Management is aware of this condition and will take certain steps to compensate for the lack of segregation. However, due to the small accounting staff needed to handle all of the accounting duties, the cost of obtaining desirable segregation of accounting duties can often exceed the benefits. Due to this reason, management has determined a complete segregation of accounting duties is impractical to correct. This will continue to be reviewed annually in the City's audit.

It was also suggested to monitor Liquor Store inventory more closely, and to develop a plan for negative fund balances and to close funds with limited activity.

The implementation of GASB 68/71 in regard to long term liability for PERA was discussed briefly.

Dobson complimented Jackson and the department heads on the good job they have done.

DOBSON MOVED TO ACCEPT THE 2015 AUDIT. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- B. Variance for Front Yard Setback – PC approval update
- C. Airport Board Minutes of June 13, 2016

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

A. Ordinance 736 – Wild and Scenic Area – FIRST READING

Foss reported that 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.

The MN DNR has reviewed and approved the ordinance amendment.

DOBSON MOVED INTRODUCE ORDINANCE 736 AMENDING THE CITY ZONING ORDINANCE BY ADDING 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. WALKER SECONDED THE MOTION.

Walker asked if there was any other uses on the property that was annexed and if so could they be continued. Foss said she will confirm that with the DNR

THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 737 – amendment to R3 regarding Home Brewing – FIRST READING

Foss advised that 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.

WALKER MOVED INTRODUCE ORDINANCE 737 AMENDING CHAPTER V (ZONING DISTRICTS) TO THE CITY ZONING ORDINANCE FOR R-3 MULTIPLE FAMILY RESIDENTIAL DISTRICT, UNDER CONDITIONAL USES/TERM USES, AMENDING THE HOME OCCUPATION, ADDING TO THE WORDAGE THAT MICROBREWING IS NOT AN ALLOWED USE. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Ordinance 738 – alternative Building materials – FIRST READING

Foss reported at the June 20th 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 and was recommended for approval by the City Council.

Discussion centered on the value of allowing this type of construction and the look of the finished construction.

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 feature 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;
 - 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 Pri-*

vate Sewage Disposal Code® (IPSDC®), International Property Maintenance Code® (IPMC®), International Residential Code® (IRC®), International Swimming Pool and Spa Code™ (ISPSC™) (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.

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 out-buildings constructed after the original building(s) must be harmonious in ar-

chitectural 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

Roxbury reported that he was asked, from a fire department perspective, to give his 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).

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

He stated he appreciated staff checking with the fire department of an opinion on this issue.

WALKER MOVED INTRODUCE ORDINANCE 738 AMENDING THE ZONING ORDINANCE ADDING THE DEFINITIONS FOR ALTERNATIVE BUILDING MATERIALS AND REMOVING PROHIBITION OF USAGE OF POLE TYPE CONSTRUCTION FROM CITY OF PRINCETON ZONING ORDINANCE 538. DOBSON SECONDED THE MOTION.

Walker stated he was at the planning commission where this was reviewed. As he said at that meeting, he would like to see a requirement of an architectural review prior to being issued a certificate of occupancy to make sure the building meets City Requirements.

THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

- A. Proposed sale of Former Fire Station

Karnowski reported that the City and the School District have reached tentative agreement on a purchase price for the former Fire Station. The School District's initial offer was to purchase the property for \$100,000.

The City's Counter offer was for a selling price of \$175,000 plus payment in lieu of property taxes starting at \$2,500/yr. and increasing by 2.5% per year for 20 years. (Total: \$226,573)

That offer was rejected by the School Board who then countered with an offer of \$150,000 cash.

Subsequently Mayor Whitcomb, Councilmember Walker and Administrator Karnowski met with School Superintendent Julia Espy and the District's Director of Business Services, Michelle Czech.

After a fair amount of "back and forth", the agreement was for a purchase price of \$175,000 cash.

If the Council agrees with that price, a motion to authorize the sale of the former Fire Station for \$175,000 to the Princeton School District would be in order.

DOBSON MOVED AUTHORIZE THE SALE OF THE FORMER FIRE STATION FOR \$175,000 TO THE PRINCETON SCHOOL DISTRICT. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

MISCELLANEOUS

BILL LIST

DOBSON MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$115,916.39 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 73871 TO 73922 FOR A TOTAL OF \$217,017.16

ADJOURNMENT

There being no further business:

DOBON MOVED TO ADJOURN THE MEETING AT 7:32PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins
City Clerk

Paul Whitcomb, Mayor