THE MEETING OF THE PRINCETON PLANNING COMMISSION BOARD HELD ON OCTOBER 20, 2014, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS

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The meeting was called to order at 7:00 P.M., by Jack Edmonds. Members present were Jeff Reynolds, Eldon Johnson, Mitzi Mellott, Chad Heitschmidt, and Jim Kusler (Princeton Twsp. Rep). Staff present were Mark Karnowski (City Administrator) and Mary Lou DeWitt (Comm. Dev. Assistant).

APPROVAL OF MINUTES OF REGULAR MEETING ON SEPTEMBER 15, 2014

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE MINUTES OF SEPTEMBER 15, 2014. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS/DELETIONS:

Introduce Jolene Foss the candidate for the City Community Development Director position under verbal report.

PUBLIC HEARING:

A. #14-06 Conditional Use Permit for 602 8th Street North

Community Development Assistant Memo:

BACKGROUND

Ashley Guimont has submitted a conditional use permit application to construct a detached garage in excess of 800 square feet. The property is located at 602 8th Street North and is described as Lot 1, Block 53, Original Townsite Addition. The property is zoned R-2, Residential.

ANALYSIS

The subject parcel is located on a corner lot north of 8th Street North and west of 6th Avenue North. The property contains a single family home on the east end of the property and a detach garage in the central rear of the property.

The property owner is proposing to add a 504 square foot (30ft x 36ft) addition to the back of the existing 576 square foot (24ft x 24ft) detached garage, bringing the total square footage to 1,080 square feet. The addition shall match the existing building and roof line. A garage door will be installed in the addition facing 8th Street North. The north wall of the current garage will be removed and extended to accommodate for extra storage. The west wall of the current garage has a window that will be replaced by a doorway to access the addition from the inside garage.

The accessory building addition will be 5 feet from the rear property line, which meets the required 5 foot minimum rear yard setback. The side yard will be a 49.4 foot setback, which is more than the required 5 feet minimum setback.

Conditional Use Permit: An accessory building that exceeds 800 square feet requires a

conditional use permit.

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

1. The proposed use does not violate the health, safety, or general welfare of Princeton residents.
Comment: No characteristics of the proposed use appear that they may violate the health, safety, or general welfare of the Princeton residents.

2. The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation.
Comment: There should be no issues in regards to erosion, runoff, water pollution, and sedimentation.

3. Adequate parking and loading is provided in compliance with the Ordinance.
Comment: The addition will provide extra storage for a four wheeler, boat, and truck plow which will free up the driveway for parking.

4. Possible traffic generation and access problems have been addressed.
Comment: The proposed layout appears to present no issues with traffic generation or access.

5. The purposed use can be accommodated with existing public services and will not overburden the city's service capacity.
Comment: The proposed addition does not appear to affect public services.

6. The proposed use conforms to the City's Comprehensive Plan and is comparable with present and future land uses of the area.
Comment: The act of renovating/adding on to a detached garage is consistent with the Comprehensive Plan as it identifies on-going residential activities within the Vision and Plan portion, including the improvement of neighborhoods and broadening housing styles and neighborhood design options within the City (p.7). However, the size of the structure in comparison with the surrounding accessory structures should be taken into account in the review as far as compatibility within the neighborhood.

CONCLUSION
Conditional Use Permit: Accessory Building over 800 SF
Based on the findings that the proposed Conditional Use Permit to construct an accessory building over 800 square feet meets the listed CUP review standards in the Ordinance, staff would recommend approval of the CUP, subject to the following conditions:

1) The detached garage cannot be utilized for a business.
2) A building permit shall be obtained prior to construction.
3) The CUP shall be subject to the expiration terms of the Ordinance.

Edmonds opened the Public Hearing.

Edmonds asked Ashley Guimont, applicant if she is okay with the conditions presented by staff.

Ashley Guimont said yes.

JOHNSON MOVED, SECOND BY HEITSCHMIDT, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

HEITSCHMIDT MOVED, SECOND BY REYNOLDS, TO APPROVE ITEM #14-06 CONDITIONAL USE PERMIT FOR 602 8TH STREET NORTH, WITH THE FOLLOWING CONDITIONS:

1) THE DETACHED GARAGE CANNOT BE UTILIZED FOR A BUSINESS.
2) A BUILDING PERMIT SHALL BE OBTAINED PRIOR TO CONSTRUCTION.
3) THE CUP SHALL BE SUBJECT TO THE EXPIRATION TERMS OF THE ORDINANCE.

UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

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

Are there conditions that could be attached to the granting of a permit that would mitigate any potential the adverse impact? No.

B. Amendment to Chapter IV – Performance Standards of Title 11 (Zoning)
BACKGROUND
Staff has been accumulating a list of updates needed to the Zoning Ordinance. Most are general updates that are needed due to industry and general construction changes, as well as responses to local needs. The changes are generally in relation to landscaping, swimming pool fencing requirements, and traffic visibility.

The Planning Commission Board reviewed the changes at their September 15, 2014 meeting and advised staff to have this as a public hearing for the October 20, 2014 meeting. The parking regulations has been removed and will be discussed in October by the City Council. The City Attorney has reviewed the Ordinance Amendment and had no changes.

ANALYSIS
The recommended changes are in the attached draft Ordinance for the Planning Commission's review.

CONCLUSION/RECOMMENDATION
After the public hearing is held, staff would recommend the Planning Commission recommend approval to the City Council of Ordinance #713. Staff would then bring the Ordinance to the next City Council meeting for its first reading.

Edmonds questioned the landscaping be a mix of plantings around a minimum of fifty percent of the exterior footprint of all buildings.

DeWitt said the only change is in the Industrial Districts shall provide an appropriate mix of plantings along the front building wall. The 50% has not been changed.

Kelly Guptil asked what the City's role is in making sure the maintaining of the landscaping is kept up for future years.

DeWitt said if there is a new development or building put up for example, and the project is coming to completion in the winter, we hold an escrow amount until the landscaping can be completed in the spring. That is our guarantee that it will be completed. We do not go back a year later to see if all the landscape is still in good condition. The process has worked well.

Edmonds said that process gives staff something to work with. He asked Guptil if she had any other questions.

Guptil said her question was answered and she has no other questions.

JOHNSON MOVED, SECOND BY HEITSCHMIDT, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

JOHNSON MOVED, SECOND BY HEITSCHMIDT, TO FORWARD FOR RECOMMENDATION TO THE CITY COUNCIL, AN ORDINANCE AMENDING CHAPTER VI (PERFORMANCE STANDARDS), CHAPTER V (ZONING DISTRICTS) OF TITLE 11 (ZONING) OF THE PRINCETON CITY CODE OF ORDINANCES REVISING LANDSCAPING, SWIMMING POOLS, TRAFFIC VISIBILITY, R-1, R-2, AND R-3 FRONT YARD SETBACK STANDARDS. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

OLD BUSINESS: None

NEW BUSINESS: None

COMMUNICATION AND REPORTS:

A. Verbal Report

1) Updated Performance Standards for Zoning Ordinance

DeWitt informed the Planning Commission that she has handed out the updated Performance Standards section for their Zoning Ordinance books. They just need to remove the current section in their books and put this updated section in.

B. City Council Minutes for September, 2014

The Planning Commission Board had no comments.

C. Introduce Jolene Foss, Community Development Director Candidate

Edmonds said he was involved in the interviews of five people for the Community Development Director position. The process went well.

Karnowski said they had advertised this position with the League of MN Cities website, on the Association of Certified Planners website, City website, and the local paper. Not unsurprisingly they only got 15 applications. It is harder to find people who will do the Planning/Zoning and Economic Development position. The list of qualifications is given points. They interviewed the top five candidates. His initial thought was to do a short interview and call them back for a second interview. Jolene did a good job and the interview board was unanimous on the decision to hire her. The City Council will make the final decision at their Thursday night Council meeting. She had worked for the City of Avon and also the St. Cloud Downtown Council. Karnowski said he knows several people in that organization and they gave good reviews on her. She should be approved by the City Council on Thursday. She is light on the knowledge of zoning.

The Planning Commission Board introduced themselves.

Jolene Foss said she was honored to have been chosen for the job. She has roots and family here. She has read a lot of information from Karnowski that has been going on here and Carie Fuhrman left a lot of information. She is looking forward to the experience.

JOHNSON MOVED, SECOND BY HEITSCHMIDT, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:26 P.M.

ATTEST:

Jack Edmonds, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant