

**THE REGULAR MEETING OF THE PLANNING COMMISSION BOARD HELD ON DECEMBER 17,  
2012, 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 Mitzi Mellott. Members present were Tim Siercks, and Dick Dobson. Township members present were Randy Atwood (Baldwin Twsp.) and Jim Kusler (Princeton Twsp.) Staff present were Mike Nielson, City Engineer with WSB, Carie Fuhrman and Mary Lou DeWitt.

Absent were Dave Thompson and Jack Edmonds.

**APPROVAL OF MINUTES OF THE REGULAR MEETING ON NOVEMBER 19, 2012**

SIERCKS MOVED, SECOND BY DOBSON, TO APPROVE THE MINUTES OF NOVEMBER 19, 2012. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

**PUBLIC HEARING:**

**A. Floodplain Ordinance**

Fuhrman informed the Planning Commission Board that the City adopted the revised Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) panels for Sherburne County and updated the City's floodplain regulations to be in compliance with the National Flood Insurance Program (NFIP) last fall. It is now time for the City to adopt FEMA's updated Flood Insurance Study (FIS), Flood Insurance Rate Map (FIRM) panels, and minor text revisions for Mille Lacs County.

The study/map effective date for Mille Lacs County is March 4, 2013, meaning that the revised floodplain ordinance and maps must be adopted, published, and sent to FEMA no later than March 6, 2013.

The updated FIRM panels, or floodplain maps, are now separated by County. Being Princeton is located within both Sherburne and Mille Lacs counties, the City must adopt both updated FIRM panels and refer to them in the Floodplain Ordinance.

The necessary revised floodplain regulations, compliant with 44 Code of Federal Regulations, Section 60.3, were already adopted when the Sherburne County floodplain maps were adopted last fall. The ordinance proposes minor revisions to the Floodplain Ordinance, mainly to indicate the correct FIRM panel numbers.

Fuhrman recommends the Planning Commission recommended approval to the City Council of the Ordinance, amending Chapter VIII (Floodplain Management) of the Zoning Ordinance and to adopt the updated Flood Insurance Study (FIS) Report and Flood Insurance Rate Map (FIRM) panels for the portion of the city located in Mille Lacs County.

Mellott opened the Public Hearing. No one from the public was there to speak to it, and it was closed.

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

DOBSON MOVED, SECOND BY SIERCKS, TO RECOMMEND APPROVAL TO THE CITY COUNCIL AN ORDINANCE AMENDING CHAPTER VII (FLOODPLAIN MANAGEMENT) OF TITLE 11 (ZONING) OF THE PRINCETON CODE OF ORDINANCES ADOPTING THE UPDATED FLOOD INSURANCE STUDY (FIS) REPORT AND FLOOD INSURANCE RATE MAP (FIRM) PANELS FOR THE PORTION OF THE CITY LOCATED IN MILLE LACS COUNTY AND ADDRESSING THE UPDATED FIS AND FIRM PANELS IN THE ORDINANCE. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Walmart Pylon Sign – request to modify**

MFRA, on behalf of Walmart Real Estate Business Trust, was approved for a pylon sign at the August 20, 2012 Planning Commission meeting. The approval was for the sign to be 95 square feet in size (4 ft., 9 in. by 20 ft.), 20 feet in height, and internally illuminated. Walmart has installed this sign and is not satisfied with the visibility. They would like to remove the current sign and replace it with a more visible sign.

MFRA is now requesting a pylon sign that is 138 square feet in size (6 ft. by 23 ft.). Walmart would prefer to construct the sign to the maximum height allowed, which is 60 feet, but are waiting for FAA's approval. Because FAA's approval has not been received yet, they are requesting approval for a range in height, from 39 to 60 feet.

The maximum sign area allowed in the B-3 District is 150 square feet, and the maximum height is 60 feet. The proposal meets the zoning requirements.

The applicant will be present at the Planning Commission meeting. If approval from the FAA has not been received prior to the Planning Commission meeting, staff would recommend approval of the proposed sign not to exceed the 60 feet height requirement.

For reference, the municipal liquor store pylon sign located in the Rivertown Crossing Plat is 45 feet in height and 150 square feet in size.

Staff would recommend approval of the proposed signage based on the findings that the sign meets the Zoning requirements, and subject to the conditions that signed engineered plans be submitted prior to building permit issuance; a building permit be issued prior to construction; and the height of the sign shall not exceed 60 feet.

Rob Olson with MFRA on behalf of Walmart Real Estate Business Trust, was present to address any questions. Olson said they are not sure yet on the height, but would like approval up to 60 feet. The FAA has responded back and will allow up to 65 feet, but they will not go above 60 feet.

SIERCKS MOVED, SECOND BY DOBSON, TO APPROVE THE PROPOSED WALMART PYLON SIGN SUBJECT TO THE CONDITIONS THAT SIGNED ENGINEERED PLANS BE SUBMITTED PRIOR TO BUILDING PERMIT ISSUANCE; A BUILDING PERMIT BE ISSUED PRIOR TO CONSTRUCTION; AND THE HEIGHT OF THE SIGN SHALL NOT EXCEED 60 FEET. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

### **B. City of Princeton Public Safety Building Site Plan Review**

The City of Princeton is proposing a new Public Safety Building to house the Police and Fire Departments. The building is proposed on Lot 8 of Aero Business Park, the southernmost parcel in the development. A committee was formed with the task of designing a building that would accommodate both the Police and Fire Departments. The committee has been meeting with an architect and has completed the plans for the building, and the City Council has preliminarily approved the plans and has authorized the preparation of plans and specifications. The building is being brought in front of the Planning Commission for a site plan review.

The property is zoned B-3, General Business District. Public buildings and facilities are a permitted use within the zoning district. The property is guided for Highway Commercial on the Future Land Use Plan in the Comprehensive Plan.

The parcel contains 3.27 acres. A drainage and utility easement is located around the perimeter of the property, with the entire southwest corner (triangular portion) being dedicated, 35 feet adjoining the west (rear) property line, 5 feet adjoining the north (side) property line, and 10 feet adjoining the east (front) property line.

The building is proposed to face east, with two driveway accesses off of 21<sup>st</sup> Avenue South. The building is proposed to be 23,920 square feet in size (260 feet by 92 feet). The northern portion of the building will contain the Fire Department, including office space, kitchen area, locker room, bedrooms, and storage for tankers and engines. A 15 foot bay to house various trailers is an alternative proposed on the north end of the building so a stand-alone garage would not have to be constructed. Another alternative is adding a hose tower on the west side of the building – this alternative may or may not occur at this time. The southern portion of the building will contain the Police Department, including office space, squad room, reception area, records, evidence, interview rooms, locker room, break room, and garage space for squad cars and a wash bay. The center portion of the building will contain the lobby area, training/conference room, fitness room, and restrooms. The roof line is proposed to vary from 15 feet, 10 inches on the southern portion to 21 feet, 4 inches to accommodate the fire equipment storage, and up to 30 feet for the hose tower.

The building is proposed to be constructed with pre-cast wall panels. Prefinished metal fascia is proposed above the front entrance, with anodized aluminum on the front entrance. The front entrance will likely be modified slightly from the plans in order to accommodate the antique fire engine that will be housed in the lobby. Four aluminum overhead doors are proposed on

the east and west elevations on the north end for fire department tankers and engines to enter and exit. Four steel overhead doors are proposed on the south elevation for the squad cars. Prefinished metal and concrete panels are an allowed building material in the B-3 District. 71 parking stalls are proposed on the site plan layout. This includes 27 stalls in the front of the building, and 44 stalls to the rear of the building. The Zoning Ordinance does not specify number of parking stalls for the use. At this time, paving the rear portion of the parking area has been identified as an alternative by the Committee; they are considering postponing the paving of it until a later date depending upon costs. The Zoning Ordinance requires that parking areas be hard surfaced within one year of the date the permit is issued, which shall be added as a condition of approval. The City Engineer is also requesting turning radiuses be submitted to ensure the Fire Department engines and tankers can adequately maneuver in the parking area.

The Committee plans to landscape (trees, sod, and irrigation) on the east street side and north sides of the building and leave the stormwater pond area as is, as well as the back yard.

The Ordinance requires the following: (1) at least 25% of the land area be sodded and landscaped with ground cover, shrubbery, and trees; (2) at least three percent (3%) of the internal parking area shall be landscaped, which shall be counted as a part of the overall required landscaped area; and (3) a mix of landscaped plantings shall be provided around a minimum of 50% of the exterior footprint of the building. A Landscape Plan, in compliance with the Ordinance requirements, shall be required to be submitted as a condition of approval.

The Committee is proposing a wall sign at this time, but specifics have not been designed. The Ordinance allows one wall sign that does not exceed 10 percent of the area of the building wall, or 200 square feet, whichever is smaller. The Committee is considering installing a free standing monument sign at a later date.

Grading and drainage plans shall be required to be submitted as a condition of approval and reviewed/approved by the City Engineer. One alternative the Committee is researching is installing an underground roof drainage system to outfall at the storm water pond to the south of the building.

Based on the site plan review, Fuhrman would recommend approval of the proposed public safety building, subject to the following conditions:

1. The parking area shall be hard surfaced within one year of the date the permit is issued.
2. Turning radiuses shall be submitted to ensure the Fire Department engines and tankers can adequately maneuver in the parking area.
3. A Landscape Plan, in compliance with Ordinance requirements, shall be submitted for review and approval by city staff.
4. Grading and Drainage Plans shall be submitted for review and approval by the City Engineer.

Mike Nielson City Engineer with WSB was present to answer questions the Planning Commission Board may have.

Dobson suggested that if it did not add to the cost, to swap sides on the plans where the Fire Department and Police Department are positioned. This could give more available room for the future to increase the size of the building if need be.

Fuhrman will bring that to staff's attention.

Dobson said it would make more sense to take care of it now before being built. He would like staff to bring that suggestion to the architect.

Siercks asked if this new location would slow down the response time for getting to the Industrial Park since 21<sup>st</sup> Avenue South is not being completed.

Fuhrman said it probably would be a little bit longer for the response since they would have to drive through town.

**DOBSON MOVED, SECOND BY SIERCKS, TO APPROVE THE CITY OF PRINCETON PROPOSED PUBLIC SAFETY BUILDING TO HOUSE THE POLICE DEPARTMENT AND FIRE & RESCUE DEPARTMENT, ON LOT 8 OF AERO BUSINESS PARK, WITH THE FOLLOWING CONDITIONS:**

1. THE PARKING AREA SHALL BE HARD SURFACED WITHIN ONE YEAR OF THE DATE THE PERMIT IS ISSUED.
2. TURNING RADIUSSES SHALL BE SUBMITTED TO ENSURE THE FIRE DEPARTMENT ENGINES AND TANKERS CAN ADEQUATELY MANEUVER IN THE PARKING AREA.
3. A LANDSCAPE PLAN, IN COMPLIANCE WITH THE ORDINANCE REQUIREMENTS, SHALL BE SUBMITTED FOR REVIEW AND APPROVAL BY CITY STAFF.
4. GRADING AND DRAINAGE PLANS SHALL BE SUBMITTED FOR REVIEW AND APPROVAL BY THE CITY ENGINEER.
5. CITY STAFF WILL SUGGEST TO THE ARCHITECT IF SWAPPING THE PLACEMENT OF THE POLICE DEPARTMENT AND FIRE DEPARTMENT ON THE PROPOSED PLANS WOULD GIVE MORE AVAILABLE ROOM FOR FUTURE BUILDING EXPANSION.

UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

Dobson wanted to go on record to thank the committee that was formed for their continued work to make the Public Safety Building a reality. There were a few stumbles along the way and the committee persevered.

Fuhrman said that the bids should go out in January and construction could be started in the spring of 2013.

**C. Review of Auto sales Business Conditional Use Permit Provision**

Automobile and recreational sales and service are currently allowed via a conditional use permit in the B-2 and B-3 Zoning Districts. One of the conditions requires that “the parking area for the outside sales and storage area shall be hard surfaced before the operation of business begins and maintained to control dust, erosion, and drainage.” The City Attorney suggested this language needs to be clarified: it is not clear if it is specified only for new automobile sales lots, existing sales lots that are expanding, or both.

It should be pointed out the general parking requirements in the Zoning Ordinance provide one year from the permit issuance before a parking area must be hard-surfaced, as long as the parking area has a durable, dustless surface (ex: Class five aggregate). It is assumed this was allowed because paving cannot occur year round in our climate.

In the cases where an Ordinance conflicts with itself, the more restrictive provision applies. So, in this case, automobile sales lots currently must be hard surfaced before the operation can begin.

Fuhrman is requesting the Planning Commission’s discussion/direction on the following topics:

1. Does the Planning Commission want to indeed require that new automobile sales lots cannot operate until parking area is hard surfaced? Essentially meaning that a new automobile sales lot cannot start up in the wintertime.
2. Does the Planning Commission want that provision to apply to existing automobile sales lots that are expanding their sales lot as well? Again, meaning an existing automobile sales lot could not expand in the wintertime.
3. Or, does the Planning Commission want automobile sales lots to be able to start up and expand under the general parking requirements, which would allow them to start up and/or expand with a gravel parking lot, for example, as long as it was paved within one year of being permitted? This would require removing the provision in the automobile sales CUP language.

Mellott said the question is should new automobile sales lots follow the year procedure or should they be required to complete it right away.

Dobson said he would want a time frame requirement that automobile sales lots must be paved within three months of the asphalt plants opening in the spring. This would be a requirement for the new and existing automobile sales lots.

Fuhrman would like some kind of escrow when they come forward with this.

Dobson said the hard surface wording has to be kept in the ordinance especially for environmental reasons.

Fuhrman will work with the City Attorney to clarify the language and bring it back for the Planning Commission Board to review at their January 22, 2013 meeting.

**COMMUNICATION AND REPORTS:**

**A. Verbal Report**

**1) Mille Lacs County Comprehensive Plan Community Meeting**

Fuhrman informed the Planning Commission Board that the Mille Lacs County Comprehensive Plan Community meeting is scheduled for January 14, 2013 at 7:00 P.M. at Princeton City Hall Council Chambers. It will be an open house and she welcomes the Planning Commission members to attend.

On January 7, 2013 from 6:00 P.M. – 8:00 P.M., at City Hall will be an open house for the results from the Downtown Historical Architectural Study.

Fuhrman also wanted to inform the Planning Commission that Dave Thompson will not be reapplying for his position on the Planning Commission Board so there will be a vacancy that needs to be filled for the new year. Fuhrman encourages the Board members if they know of anyone that lives within the city limits, to see if they would be interested in being on the Board. There is also a vacancy on the EDA Board that needs filling for the new year.

**B. City Council Minutes for November, 2012**

The Planning Commission Board had no comments.

SIERCKS MOVED, SECOND BY DOBSON, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:29 P.M.

ATTEST:

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Mitzi Mellott, Vice Chairperson

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Mary Lou DeWitt, Comm. Dev. Assistant