

**CITY OF PRINCETON
Planning Commission
Agenda
February 22nd, 2016
7:00 P.M., City Hall**

- 1. Call to Order**

- 2. Approval of Minutes of Regular Meeting on January 25th, 2016 - Tab A**

- 3. Agenda Additions/Deletions**

- 4. Public Hearing:**
 - A. Ordinance Amending Chapter VII (Signs - adding Gas Station Canopy Tube Lighting) - Tab B**

 - B. Ordinance Amending Chapter II (Definitions for Restaurant) – Tab C**

 - C. #16-01 Zoning of Annexed School Properties (Four Properties) – Tab D**

 - D. #16-02 CUP to allow Softball & Baseball Fields in R-1 District (Four Properties) – and also Site Plan Review - Tab E**

 - E. #16-03 Rezoning from A-1 Agricultural to MN-2 Industrial (PID #90-005-2300) – Tab F**

- 5. Old Business: None**

- 6. New Business:**
 - A. Micro Brew Ordinance – Tab G**

 - B. Alternative Building Materials – Tab H**

 - C. TIF District No. 7 – Tab I**

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

 - B. City Council Minutes for January, 2016 - Tab J**

- 8. Adjournment**

THE REGULAR MEETING OF THE PLANNING COMMISSION BOARD HELD ON JANUARY 25, 2016, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS

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

OATH OF OFFICE:

Jules Zimmer took the Oath of Office.

ELECTION OF OFFICERS:

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

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

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

APPROVAL OF MINUTES OF REGULAR MEETING ON DECEMBER 21, 2015

REYNOLDS MOVED, SECOND BY ZIMMER, TO APPROVE THE MINUTES OF DECEMBER 21, 2015. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:

DeWitt added to the agenda, under New Business, Item E, Mini-Storage Units Building Size Adjustments for Jared Hansen.

REYNOLDS MOVED, SECOND BY ZIMMER, TO APPROVE THE ADDITION UNDER NEW BUSINESS, ITEM E, MINI STORAGE UNITS BUILDING SIZE ADJUSTMENTS. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING:

A. Kennel Ordinance Amendment

The amendment of the Kennel Ordinance #727 was on the Planning Commission at their

November 16th, 2015 meeting and forward to the City Council for final approval at their December 10, 2015 meeting. When DeWitt was making the revisions for the amendments in the Zoning Ordinance, she noticed a number of errors and inconsistencies in the B-1, B-2, and B-3 Districts. The strikeouts indicate deletions and the underline wordage indicates additions in the following pages of the draft Kennel Ordinance amendment.

Edmonds questioned the number of animals in Section 4, amending the Kennel language that it does not define the maximum number of animals.

Foss said it depends on the size of the site.

Edmonds opened the public hearing. There was no one present to discuss this item.

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

ZIMMER MOVED, SECOND BY REYNOLDS, TO APPROVE AND FORWARD TO THE CITY COUNCIL THE AMENDMENT OF ORDINANCE #727 FOR THE OPERATION OF A KENNEL IN CHAPTER V (ZONING DISTRICTS), SECTION 8, (B-1 CENTRAL BUSINESS DISTRICT) ALLOWING KENNELS, PET STORES, DOG DAYCARE, TRAINING, AND GROOMING FACILITY WITH AN INTERIM USE PERMIT; AND CHAPTER V (ZONING DISTRICTS), SECTION 9, (B-2 NEIGHBORHOOD BUSINESS DISTRICT) REMOVING THE LANGUAGE OF KENNELS IN THE CONDITIONAL USES AND ADDING INTERIM USE LANGUAGE TO ALLOW KENNELS, VETERINARY CLINIC WITH OVERNIGHT BOARDING, PET STORES, AND DOG DAYCARE, TRAINING, AND GROOMING FACILITY; AND CHAPTER V (ZONING DISTRICTS), SECTION 10, (B-3 GENERAL COMMERCIAL DISTRICT) REMOVING VETERINARY CLINIC IN PERMITTED USES ADDING INTERIM USE LANGUAGE TO ALLOW KENNELS, PET STORES, DOG DAYCARE, TRAINING, AND GROOMING FACILITY, AND VETERINARY CLINIC WITH OVERNIGHT BOARDING; AND CHAPTER VI (PERFORMANCE STANDARDS), SECTION 2, (STANDARDS) AMENDING ITEM K, WITH KENNEL LANGUAGE, AND RE-ALPHABETIZING ALL SUBSEQUENT SECTIONS. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

OLD BUSINESS:

A. Gas Station Canopy LED Tube Lighting (Continued Discussion)

Community Development Director Memo:

Staff is recommending the addition of language to the Zoning Ordinance to address the recent request to put LED Lighting around a gas/filling station canopy. LED bar lighting would be used to outline the canopy around the gas pumps at gas stations.

In researching Elk River, Zimmerman, Duluth, Cambridge and Milaca I did not give very much insight. Duluth prohibits this kind of lighting. Milaca, Zimmerman and Cambridge do not address this topic directly.

The City of St. Cloud does not address this issue in their Zoning Ordinance but according to the Senior Planner, they mention that shielding of LED is required if it is located adjacent to residential.

A request to PUC, Southern Minnesota Municipal Power Agency (SMMPA) and the City Attorneys has been made for their input on this topic.

Suggested language:

Definition: Any LED tube lighting that goes around the canopy of a gas station.

F. Video Display Signs, Electronic Changeable Copy Signs, and Electronic Graphic Display Sign, and Gas Station Canopy Tube Lighting – General Provisions (Added 05-08-14; Ord. 706):

1. Location:
 - a. Signs shall only be permitted on property that is zoned B-2 Neighborhood Business, B-3 General Commercial, HC-1 Health Care, MOR Medical Office Residential, MN-1 Industrial, and MN-2 Industrial Districts.
 - b. Signs shall not be located within 125 feet of any existing residence (including single family homes, townhomes, multi-family residential buildings, apartments, etc) without proper shielding to ensure that the brightness does not exceed maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk and dawn, as measured from the sign's face at maximum brightness.
2. Orientation:
 - a. Signs shall not interfere with traffic and road safety due to placement and orientation, as determined by the city engineer.
3. Size and Height: The size and height of the sign shall be subject to the same provisions as any other wall or freestanding sign.
4. Brightness:
 - a. No sign may be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device, signal or the safety of the public, or located where it would do so as determined by the city engineer.
 - b. Signs must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours, and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn, as measured from the sign's face at maximum brightness.

- 1) The sign owner shall be required to provide an accurate field method of ensuring that maximum light levels are not exceeded if requested by City officials.
- 2) The sign owner shall sign a license agreement supplemental to the building permit agreeing to operation of a sign in conformance with these regulations. Violation of these regulations shall result in forfeiture of the license, and the City shall be authorized to arrange disconnection of electrical service to the facility.
- 3) Signs shall have an automatic dimmer control or other mechanism to automatically adjust its nit level based on ambient light conditions.

5) Flashing Prohibited: Flashing signs are prohibited (refer to Definition section).

6) Malfunction: In the event of a malfunction, the sign shall be designed to freeze the display, and the owner shall discontinue the display immediately upon malfunction, or upon notice from the City that the display violates the City's regulations.

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

Foss said wordage for shielding was supposed to be added. She did not have much to go on with that. You can buy plastic that goes around the tube lighting. She just went with the wording that no illumination that exceed a maximum illumination of nits. There is amount of nits and brilliance definition.

Zimmer asked what happens if it is too bright and we receive a complaint, how is it tested.

Foss said she spoke to a Planner in St. Cloud and a sign owner has to use the device that shows what the nits are at.

REYNOLDS MOVED, SECOND BY ZIMMER, TO HAVE STAFF DRAFT A SIGNAGE ORDINANCE AMENDMENT TO ADD GAS STATION CANOPY LED TUBE LIGHTING LANGUAGE FOR A PUBLIC HEARING FOR THE FEBRUARY 22, 2016, PLANNING COMMISSION MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

NEW BUSINESS:

A. Planning Commission Bylaws Review

DeWitt informed the Planning Commission Board that it is good procedure to review the Bylaws at the beginning of each year. She found a numbering correction on page three, under Section 11. Duties of Officers, on Item D. The number three has been missed. It's just a typo that needs to be cleaned up.

ZIMMER MOVED, SECOND BY REYNOLDS, TO CORRECT THE NUMBER ON PAGE THREE, UNDER SECTION 11. DUTIES OF OFFICERS, ON ITEM D. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

B. Micro Brew Ordinance

Community Development Director Memo:

A recent request for the opportunity to include microbrewery as a home occupation in a residential district has initiated the research into proposed changes to our zoning ordinance.

The zoning ordinance does not address microbreweries, wineries, etc.

Included is a sample of the language adopted by the City of Elk River in regard to this topic, as well as information provided by the individual who is initiating this request.

Home occupations are an allowed use in R-1, R-2, and R-3 with a Conditional Use Permit.

If the Planning Commission chooses to consider an ordinance amendment to include microbreweries, wineries, etc. Staff will work with the city attorney to draft proposed language for your review for the February Planning Commission meeting.

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

Foss introduced Dieter Kurzweg who had called in regards to the City of Princeton's regulations on a microbrewery as a home occupation in a Residential District. Kurzweg gave Foss the City of Elk River Ordinance to review and also the breakdown of the operation route for licensing and opening up a brewery.

Kurzweg said he was looking at a home in Elk River and contacted the City of Elk River if they allow microbrewers as a home occupation. They adopted language for microbrewery as a home occupation. He is now considering purchasing a home in Princeton instead because the home prices should be lower and needs to first see if the City will allow a brewery as a home business.

Foss said that he would like to have a microbrewery as a home occupation and have the detached garage as the brewery. There is room for brew pubs to be a home occupation. The City of Elk River defined this very clearly.

Kurzweg said he did studies in 2009 to 2012 in a brewery in Germany. He worked for Cold Spring Brewery for 2 ½ years and now wants to do his own brewery.

Edmonds commented that the State does have requirements and Kurzweg would have to follow them.

Kurzweg said yes, he would have to follow them. The largest concern is noise, waste, and odor. He is not sure if the distillery here has an aroma discharge, but the St. Paul one does have a bad reputation from the odors that is through the waste. His small brewery would be during the brewing process and the exhaust and fumes has an oatmeal odor that would go through a flue vent from the detached garage for approximately four hours at a time. He does not believe this would affect the neighborhood. The waste would be spent grain and that is four ingredients. The malted barley those are spent and need to be disposed of properly. For the most part breweries sell those to farmers for livestock feed or a compost site. Sherburne County has a compost site for residents and he does not know if Princeton has that. He would have to install drainage for liquid waste and that would be small. Most tap room breweries in a four year period is on site sales. He would only want to production and not sell on site. That would be a larger facility.

Edmonds asked on noise.

Kurzweg said the milling of the grain would take 15-20 minutes.

Reynolds asked what volume he would make.

Kurzweg said our home occupancy does not allow more than 25% of the floor space utilized in an accessory building. He said no more than 500 gallons a year and packaged into kegs and sold to local establishment. He will maybe have 30 barrels at the most which is 31 gallons.

Zimmer asked on how flammable this process would be.

Kurzweg said there are gasses produced in CO2 and you are constricting those gasses that could make an explosion. He has experience and this has not happened to him in the eight years of brewing. There is not much of a danger.

Zimmer asked if there is a heating element.

Kurzweg said yes, a heating stand that has an open flame. It is exposed to the environment in the building and proper consideration has to be taken.

Reynolds asked if the malts are pre-roasted.

Kurzweg said yes. He will get them from St. Paul. He will have them delivered at a later use, but at the beginning he will get the supplies. He is using 17 pounds of malt barley or other grains and the waste is two five gallon containers.

Zimmer said 17 pounds of barley is 10 gallons of beer.

Kurzweg said yes, 10 gallons of beer. He would like to expand to a larger brew kettle in the future. Right now he uses a half brew system and would like to expand to a six brew system.

More would be for the waste the larger you go. Breweries need to meter and report their water system per the State.

Foss said waste would have to be monitored.

Kurzweg said the population of the Cold Spring Brewery they were sending a lot of waste to the treatment plant. When he was in Germany he learned how to save money in their waste water treatment and harvesting their waste. He has helped Cold Spring Brewery in savings with their waste.

Edmonds said on the minor explosions that would be involved, he would need insurance for this.

Kurzweg said he would have it insured. The beer and alcohol industry is the most heavily regulated in the United States. You have to abide by the rules and regulations. He believes 625 feet for the accessory building would be enough space for him.

Zimmer said that one Duluth would not allow this.

Foss said that was the canopy lighting they did not allow. She has not looked into other cities on this. She only took Kurzweg's information for the City of Elk River. This is an opportunity of seeing what the brewery is.

Edmonds said serving on premises should not be allowed. He is wondering about the odors from this also.

Foss said in St. Cloud she lived at a home that was downwind from a business that produced a odor. She understands MN Pollution Control defines odor and pollutant.

Edmonds said when the Ordinance is drafted, the smell is going to have to be addressed.

Reynolds said he is okay with adding microbrewery to residential.

Foss said she would work with the City Attorney and he can help draft up an Ordinance. She would have a proposed draft for the next meeting, and then move it to a public hearing. She will look at waste water, water consumption, volume, smell, and no service on premises. Maybe the maximum volume should be looked at. She will ask Kurzweg to help her.

Zimmer said delivery trucks coming to the site should be addressed and storage of the product and traffic also.

Foss will look into that.

Kurzweg said if his operation would get bigger he would move into the Industrial Park.

Edmonds agreed and said, we would not allow this to expand in a neighborhood. He thanked Kurzweg for coming to the Planning Commission meeting and will have staff draft a proposed Ordinance.

C. Restaurant Definition Ordinance Amendment
Community Development Director Memo:

City Administrator has requested the Planning Commission review the current definition of "Restaurant" as it is defined in the Zoning Ordinance. It appears a more comprehensive definition may be beneficial.

Our current definition is:

(G) "Restaurant" – a standalone retail establishment under the control of a single proprietor or manager, where meals are regularly prepared on the premises (as opposed to frozen or pre-packaged food) and served at tables to the general public and having seating capacity for a minimum of 30 customers.

Suggested language:

"Restaurant" An eating facility, other than a hotel, under the control of a single proprietor or manager, where meals are regularly prepared on the premises, where full waitress/waiter table service is proved, where a customer orders food from printed menus, and where the main food course is served and consumed while seated at a single location. To be a restaurant as defined by this section, an establishment shall have a license from the state as required by Minnesota Statutes, Section 157.16, as it may be amended from time to time, and meet the definition of either a "small establishment," "medium establishment," or "large establishment" as defined in Minnesota Statutes, Section 157.16, subd. 3d, as it may be amended from time to time. An establishment which serves prepackaged food that receives heat treatment and is served in the package or frozen pizza that is heated and served shall not be considered to be a restaurant for purpose of this Ordinance unless it meets the definitions of a "small establishment," "medium establishment," or "large establishment."

If the Planning Commission would like to move forward with the ordinance amendment, Staff will work with the city attorney to verify legal language and draft a revision.

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

Zimmer asked why this came about.

Foss did not know. She is in agreement with the change.

ZIMMER MOVED, SECOND BY REYNOLDS, TO HAVE STAFF DRAFT A RESTAURANT DEFINITION ORDINANCE AMENDMENT FOR A PUBLIC HEARING AT THE FEBRUARY 22, 2016 PLANNING COMMISSION MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

D. Rental Properties Ordinance Amendment
Community Development Director Memo:

The Chief of Police and the Fire Chief have requested Staff to look into rental property requirements and have made the suggestion that the Planning Commission add an ordinance that addresses rental properties that have appeared in single family homes in the R-2 and R-3 zoning districts.

The current Zoning Ordinance states:

In the R-2 Residential District, no building or land shall be used or divided and no building shall be erected, unless otherwise provided herein, except for one or more of the following as well as similar uses:

- Any use permitted in R-1 District;
- Two-family dwellings;
- Conversion of single-family structures to a two-family unit when each unit contains 800 square feet of floor area or more;
- Twinhome;
- Accessory buildings not exceeding 800 square feet related to the above principal use.

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

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

- Private swimming pool, tennis court, or other site necessary to conduct a home sporting event;
- Accessory buildings not exceeding 1,000 square feet related to the above principal use;
- Parks & open spaces.

Currently, there are no standards put in place regarding a rental application, rental inspections and/or rental licensing for residents in the city. The general belief is that these properties need to be recorded and the public safety providers need to know when there are more than one residences in a structure. They need to know where entrances and exits for each unit are. These units need to meet certain safety standards and without any licensing process, there are no inspections of the residential units.

A rental licensing fee will be put into place to cover the cost of rental inspection.

If the Planning Commission approves of adding a Rental Properties Ordinance, Staff will work with the City Attorney to draft a sample ordinance.

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

Foss said that this should be in each property whether it is either one family or more. A Rental Credit form is when you need to be licensed.

Edmonds said he has a rental property and has a generic form that tenants fill out and pay a deposit. He gives them Rent Credit Paid form annually.

Foss said annual inspection would be done where entrances are not blocked and detectors are working.

Zimmer said if the Fire Chief and Police Chief have concerns that we need to look at he understands. What would be the fee.

Foss said she would speak to Lynn Paulson (City Building Inspector) or Loren Kohen (Metro West Inspections) and see what they charge. She is not sure how long the license would be renewed, maybe two years or maybe at turnover time of a new renter.

Reynolds asked if senior housing would apply for this also.

Foss said that would be looked into. It would have to be written on apartments.

Reynolds suggested looking at other towns our size and see what they have in place.

Foss said she will see what it details to have someone inspect and such. She will put something together next month.

E. Mini Storage Units Building Size Adjustments – Jared Hansen
Community Development Assistant Memo:

Jared Hansen, owner of the proposed Mini-Storage Units located at 1800 15th Street North, has an Interim Use Permit and Site Plan Review on April 20th, 2015. The approved building size for each of the three units was 8,000 square feet (40' x 200").

The applicant has put up one of the buildings and now is requesting to change the size for the next two buildings to 195' x 41'. The 8,000 square footage for the two buildings will stay the same as what was approved.

Staff is okay with this building size adjustment as long as it stays 8,000 square feet or under. The applicant understands that the agreed setbacks have to stay in place and that the next two buildings are not pole style. The building permit was for the first mini-storage unit only. New plans would be submitted for the last two mini-storage units.

If the Planning Commission Board is okay with the request, please make a motion so we have it in our records.

Enclosed: Two Site Plans

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

DeWitt informed the Planning Commission Board that the building size change is to have longer units to accommodate a boat and such. The new building size is five feet less than the original plans. DeWitt ask that if the Planning Commission is okay with the building size adjustments for the next two mini-storage units, that in the motion they also include the next two units have to be frame built. The first unit was pole barn built and that is not allowed in our Ordinance. It had been missed when the permit was issued.

REYNOLDS MOVED, ZIMMER SECOND, TO APPROVE THE MINI-STORAGE UNITS BUILDINGS SIZE ADJUSTMENT TO 195' X 41' AND THE BUILDING MUST BE FRAME BUILT. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

COMMUNICATION AND REPORTS:

A. Verbal Report

1) Pole Barn Construction

Foss received a call from a resident that is interested in building a pole type building because it is cheaper. Foss will gather information on a pole barn and a non-pole barn and see if we should edit the restrictions. Maybe have a requirement of a cement floor and different siding. She will draft something up.

2) Golf course

Foss said the Princeton Golf Course has a potential buyer, Greg McGuiggan. McGuiggan is working with the bank and has \$20,000 to put down on the property, but needs another \$20,000 for the grounds upkeep. He is inviting the public to hear his business plan to bring the Princeton Golf Course back to its former glory. There are a couple meetings, Thursday, January 28th at 10:00 AM, Friday, January 29th at 10:00 AM, and Thursday, February 4th at 7:00 PM. For those that invest into the golf course in the amounts of \$1,000 up to \$5,000, there will be incentives.

Foss will send out a City wide email. If McGuiggan does not raise the funds, the Golf Course will close.

3) Steak and Shake

Steak and Shake is looking to expand in Minnesota. She talked to the Site Manager and he is coming to Princeton in February. They want to partner with someone. They are based in Indianapolis. She will get some information out to them. They would be a great draw to the City.

4) Running Aces

Foss said a resident spoke to her about a facility called Running Aces. This person goes to Running Aces and believes it would be great for Princeton. The individual knows the owner of the one he goes to and told him that he should bring one to Princeton. It is a casino and horse drawn carriages. They have only cards, no slot machines. Foss thinks it would be a big draw in town.

Foss asked Jim Kusler (Princeton Township Representative) what he thinks of this.

Kusler said he has no reaction to this. That industry is regulated by the State.

Edmonds said there is one by Forrest Lake.

Foss said she will look into this.

B. Updated Residential Zoning District and Definitions Handouts for Zoning Books

DeWitt said the handouts are the updates for their Zoning books. Please replace the sections with these.

C. City Council Minutes for December, 2016

The Planning Commission Board had no comments.

Planning Commission

January 25, 2016

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REYNOLDS MOVED, SECOND BY ZIMMER, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:30 P.M.

ATTEST:

Jack Edmonds, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant

CITY OF PRINCETON, MINNESOTA

ORDINANCE NO. 730

AN ORDINANCE AMENDING CHAPTER VII (SIGNS) OF TITLE 11 (ZONING) OF THE PRINCETON CODE OF ORDINANCES BY ADDING GAS STATION CANOPY TUBE LIGHTING TO ELECTRONIC CHANGEABLE COPY SIGNS, ELECTRONIC GRAPHIC DISPLAY SIGNS WITHIN THE CITY OF PRINCETON



The City Council of the City of Princeton, Minnesota, does hereby ORDAIN:

SECTION 1. Purpose and Intent. The purpose and intent of this Ordinance is to regulate the effects of electronic changeable copy signs, electronic graphic display signs, and gas station canopy tube lighting.

SECTION 2. Findings. The City Council makes the following findings:

- 1) Gas station canopy tube lighting can have a substantial impact on the character and quality of the environment.
- 2) Canopy lighting can provide an additional way to attract business and encourage economic development.
- 3) Signs can create aesthetic concerns and detriments to property values, thereby threatening the public health, safety, and welfare and impacting the character and quality of a neighborhoods, as well as take away from the historic atmosphere of the downtown.
- 4) The City Code has included the regulations of these signs to provide adequate means of expression and to promote the economic vitality of the business community, while protecting the City and its citizens from a proliferation of signs of a type, size, location and character that would adversely impact the aesthetics of the community and threaten the health, safety, and welfare of the community.

SECTION 3. Section 2 (Definitions) of Chapter VII (Signs) of Title 11 (Zoning) of the Princeton Code of Ordinances is hereby amended as follows (strikeouts indicate deletions; underline indicates additions):

Frontage - the length of the property line of any one premise along a public right-of-way on which it borders.

Gas Station Canopy Tube Lighting – lighting that borders gas or filling station canopies.

Height (of a sign) - the vertical distance measured from the highest point of the sign, excluding decorative embellishments, to the grade of the adjacent street or the surface grade beneath the sign, whichever is less (*compare "Clearance"*).

SECTION 4. Section 7 (Signs Requiring Planning Commission Approval) of Chapter VII (Signs) of Title 11 (Zoning) of the Princeton Code of Ordinances is hereby amended as follows (strikeouts indicate deletions; underline indicates additions):

F. Video Display Signs, Electronic Changeable Copy Signs, and Electronic Graphic Display Sign, and Gas Station Canopy Tube Lighting – General Provisions (Added 05-08-14; Ord. 706):

1. Location:

- a. Signs shall only be permitted on property that is zoned B-2 Neighborhood Business, B-3 General Commercial, HC-1 Health Care, MOR Medical Office Residential, MN-1 Industrial, and MN-2 Industrial Districts.
- b. Signs shall not be located within 125 feet of any existing residence (including single family homes, townhomes, multi-family residential buildings, apartments, etc.) without proper shielding to ensure that the brightness does not exceed maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk and dawn, as measured from the sign's face at maximum brightness.

2. Orientation:

- a. Signs shall not interfere with traffic and road safety due to placement and orientation, as determined by the city engineer.

3. Size and Height: The size and height of the sign shall be subject to the same provisions as any other wall or freestanding sign.

4. Brightness:

- a. No sign may be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device, signal or the safety of the public, or located where it would do so as determined by the city engineer.
- b. Signs must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours, and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn, as measured from the sign's face at maximum brightness.
 - 1) The sign owner shall be required to provide an accurate field method of ensuring that maximum light levels are not exceeded if requested by City officials.
 - 2) The sign owner shall sign a license agreement supplemental to the building permit agreeing to operation of a sign in conformance with

these regulations. Violation of these regulations shall result in forfeiture of the license, and the City shall be authorized to arrange disconnection of electrical service to the facility.

- 3) Signs shall have an automatic dimmer control or other mechanism to automatically adjust its nit level based on ambient light conditions.
5. Flashing Prohibited: Flashing signs are prohibited (refer to Definition section).
6. Malfunction: In the event of a malfunction, the sign shall be designed to freeze the display, and the owner shall discontinue the display immediately upon malfunction, or upon notice from the City that the display violates the City's regulations.

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

AN ORDINANCE AMENDING CHAPTER VII (SIGNS) OF TITLE 11 (ZONING) OF THE PRINCETON CODE OF ORDINANCES BY ADDING GAS STATION CANOPY TUBE LIGHTING TO ELECTRONIC CHANGEABLE COPY SIGNS, ELECTRONIC GRAPHIC DISPLAY SIGNS WITHIN THE CITY OF PRINCETON.

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

ADOPTED by the City Council of the City of Princeton this 10th day of March, 2016

Paul Whitcomb, Mayor

ATTEST:

Shawna Jenkins, City Clerk

CITY OF PRINCETON, MINNESOTA

ORDINANCE NO. 731

AN ORDINANCE AMENDING CHAPTER II (DEFINITIONS) OF TITLE 11 (ZONING) OF THE PRINCETON CODE OF ORDINANCES BY EXPANDING THE DEFINITION OF RESTAURANTS WITHIN THE CITY OF PRINCETON



The City Council of the City of Princeton, Minnesota, does hereby ORDAIN:

SECTION 1. Purpose and Intent. The purpose and intent of this Ordinance is to redefine Restaurants.

SECTION 2. Findings. The City Council makes the following findings:

- 1) The current definition of restaurant is lacking in description.
- 2) An expanded definition that encompasses MN State Statute is beneficial to the City.

SECTION 3. Chapter 2 (Definitions) of Title 11 (Zoning) of the Princeton Code of Ordinances is hereby amended as follows (strikeouts indicate deletions; underline indicates additions):

Restaurant

~~An eating facility where food is prepared and sold to the public for consumption on or off the premises.~~

An eating facility, other than a hotel, under the control of a single proprietor or manager, where meals are regularly prepared on the premises, where full waitress/waiter table service is provided, where a customer orders food from printed menus, and where the main food course is served and consumed while seated at a single location. To be a restaurant as defined by this section, an establishment shall have a license from the state as required by Minnesota Statutes, Section 157.16, as it may be amended from time to time, and meet the definition of either a "small establishment," "medium establishment," or "large establishment" as defined in Minnesota Statutes, Section 157.16, subd. 3d, as it may be amended from time to time. An establishment which serves prepackaged food that receives heat treatment and is served in the package or frozen pizza that is heated and served shall not be considered to be a restaurant for purposes of this Ordinance unless it meets the definitions of a "small establishment," "medium establishment," or "large establishment."

SECTION 4. EFFECTIVE DATE. This ordinance shall take effect upon its summary publication in the City's official newspaper. Said publication shall read as follows:

AN ORDINANCE AMENDING CHAPTER II (DEFINITIONS) OF TITLE 11 (ZONING) OF THE PRINCETON CODE OF ORDINANCES BY EXPANDING THE DEFINITION OF RESTAURANTS WITHIN THE CITY OF PRINCETON.

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

ADOPTED by the City Council of the City of Princeton this 10th day of March, 2016

ATTEST:

Paul Whitcomb, Mayor

Shawna Jenkins, City Clerk



TO: Planning Commission Board
FROM: Mary Lou DeWitt
SUBJECT: School District Zoning of Annexed Properties to R-1 Residential District
DATE: February 22, 2016

BACKGROUND

Zoning of Annexed Properties:

The School District has submitted a Zoning Application to zone the four (4) properties that were annexed into the City in 2015 to R-1 Residential District. The four properties have the Property Identified Description of #24-021-0800, #24-022-0100, #24-021-0700, and #24-027-0100.

Staff has included a site map with the zoning identified on the properties connected to the annexed sites. North Elementary and the new K-2 School are zoned R-1 Residential. The properties connecting to the four sites are zoned R-1 Residential. The Princeton Middle School is zoned R-2 Residential.

Rezoning Review Standards. The Zoning Ordinance does not list review standards for rezoning applications. However, many communities utilize the following factors as review standards in rezoning requests, which are being provided as information:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official City Comprehensive Plan.
2. The proposed use is or will be compatible with present and future land uses of the area.
3. The proposed use conforms with all performance standards contained in this code.
4. The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.
5. Traffic generation by the proposed use is within capabilities of streets serving the property.

RECOMMENDATION

The Planning Commission review the application and recommend final approval to the City Council to zone the property R-1 Residential.

Staff suggests the Planning Commission make a recommendation to City Council to zone the four (4) annexed properties of the School District to R-1, based on the following findings of fact:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official City Comprehensive Plan.
2. The proposed use is or will be compatible with present and future land uses of the area.
3. The proposed use conforms with all performance standards contained in this code.
4. The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.
5. Traffic generation by the proposed use is within capabilities of streets serving the property.

Exhibits: Aerial Map

MEMORANDUM

Tab E



TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev. Assistant
SUBJECT: **CUP to Allow Baseball and Softball
Fields/Site Plan Review**
DATE: February 22, 2016

BACKGROUND

The Princeton Independent School District #477 has applied for a conditional use permit for these four properties;

Land is in the City of Princeton, Mille Lacs County, PID #24-021-0800, Section 21, Township 36, Range 26, N ½ of SE of SE, & SW of SE of SE Lying N'LY of a line beginning 460 FT N of SW corner, SE'LY 250 FT, S45D11M00S E 604.96 FT to PT 40 FT N of SE COR of SW of SE of SE, SEE 9/6/04 Survey, 25.05 acres;

Land is in the City of Princeton, Mille Lacs County, PID #24-021-0700, Section 21, Township 36, Range 26, SE of SE of SE, 10 acres;

City of Princeton, Mille Lacs County, PID #24-028-0300, Section 28, Township 36, Range 26, E ½ of NE of NE, EX W 295.16 FT of S 295.16 FT of N 935.16 FT, 18 acres;

City of Princeton, Mille Lacs County, PID #24-028-0200, Section 28, Township 36, Range 26, W 295.16 FT of S 295.16 FT of N 935.16 FT of E ½ of NE of NE, 2 acres.

The School District has requested at this February 22, 2016 Planning Commission meeting for zoning of their annexed property. If the Planning Commission decided to approve the zoning to R-1 Residential District and forward on to the City Council for final approval, we are now asking to review the Conditional Use Permit application to allow baseball and softball fields in four of the School District properties, two are the annexed sites (#24-021-0800 and #24-021-0700) and the other two sites are currently in the R-1 Zoning District (#24-028-0300 and #24-028-0200).

ANALYSIS

In R-1 Residential District with a Conditional Use Permit schools and educational buildings are permitted. The ball fields and softball fields would be allowed under this provision. The layout of four proposed ball fields would consist on a portion of the four property sites. The existing frame structure that is located on the northwest site layout would be relocated to the southwestern site. This building is for storage only.

At this time, the School District is not intending to put in any additional lighting. If in the future they decide to add lighting, the Princeton Public Utilities will service the area and have a lighting plan that the School District will have to follow. If they put in underground irrigation they plan to run it from the service at the Princeton Middle School existing service. The City of Princeton has an Ordinance that does not allow underground wells. There is no private well located on the school sites. At this time, no sewer is needed. The restroom facilities will be onsite porta potties.

ANALYSIS

The request is for four ball fields and softballs fields that would be built on a portion of four School District property sites.

Comprehensive Plan. The Future Land Use Plan designates this property as Public & Semi-Public. The Comprehensive Plan states that *the City should support the enhancement or expansion of [public and semi-public uses, including governmental facilities, churches, and schools]. Care should be given to ensure that adequate integration with surrounding land uses occurs.*

Zoning. The zoning for this property is R-1. Schools and educational facilities are allowable uses with a Conditional Use Permit in R-1.

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: It does not appear that the proposed use will violate the health, safety or general welfare of 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: Potential erosion, runoff, water pollution and sedimentation issues have been addressed in the site plan and reviewed by the City Engineer and all concerns will be met.

3. Adequate parking and loading is provided in compliance with the Ordinance.

Comment: The striping of a current asphalt area will provide additional parking.

4. Possible traffic generation and access problems have been addressed.

Comment: Any additional traffic generation or access are addressed with the CUP and Site Plan Review.

5. *The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.*

Comment: The proposed use will not add any additional use to the City Sewer system. If in the future, water, lighting and/or sewer are added to the site they will be accommodated with existing municipal sewer and water.

6. *The proposed use conforms to the City's Comprehensive Plan and is compatible with present and future land uses of the area.*

Comment: The Comprehensive Plan states that the City should support the enhancement or expansion of [public and semi-public uses, including governmental facilities, churches, and schools.]

Recommendation

It is City Staff's recommendation to approve the Conditional Use Permit/Site Plan Review for the proposed ball fields and softball fields for the School District with the following conditions:

1. If the School District in the future would like to add lighting, water, and/or sewer services to this area, they must contact the City of Princeton and Princeton Public Utilities for review and approval.
2. Jeff Row, City Engineer stated in his memo dated February 17, 2016 that information is missing where he cannot complete his review and that information be submitted and approved prior to any construction. All concerns the City Engineer addressed must be approved also prior to any construction.
3. Relocation of the storage building must go through the City Building Inspector for review and necessary permits prior to the move.



Memorandum

To: *Jolene Foss
MaryLou Dewitt
City of Princeton*

From: *Jeff Row
City Engineer*

Date: *February 17, 2016*

Re: *Princeton Schools Athletic Fields
Princeton, MN
WSB No. 2257-*

This memorandum provides plan review comments for the proposed Princeton Schools Athletic Fields located north of the Princeton Middle School at 1100 82nd Avenue. The following documents were received for review:

- Site Layout of Proposed Fields (North and South)
- Grading, Drainage, and Erosion and Sediment Control Plan (North and South)

Documents were reviewed to verify that they conform to the policies outlined in the City's Water Resources Management Plan. Based on these documents, we offer the following comments:

Project Description

The applicant proposes to construct five baseball fields, trail, and new pavement markings for the existing bituminous pavement parking lot.

General Comment

1. WSB received four plans sheets to review (C1.11, C1.12, C1.21 and C1.22). It appears that several plan sheets including the standard details, removals and some of the construction plan sheets are missing from this submittal.
2. Signature is necessary for all plan sheets.

Ball Field Design

1. Provide runoff calculation and drainage maps indicating where the stormwater runoff goes. Provide both the before and after construction for the stormwater calculations.
2. Provide documentation indicating how runoff leaves proposed drainage areas. Current design shows runoff running to neighboring property.

Trail Design

1. Provide proposed typical section for the trail in the plans. WSB received an email from the project engineer indicating it would be 2 inches of bituminous pavement and 8 inches of aggregate base.
2. Provide ADA approved pedestrian ramp necessary at the trail and parking lot intersection. A detail for the pedestrian ramp is necessary as well as it being shown on the site plan.
3. Provide documentation showing the trails meet ADA requirements.

Parking Lot

1. Provide parking lot layout design including handicap parking and fire department accessibility.

Utility Plan

1. It is recommended for the City, PUC and School to discuss if there is a need for a water and sewer service. That work should be incorporated into this project if it will be needed in the future.
2. The future sewer and water would be necessary if any bathroom or concession buildings are proposed.

Site Plan

1. Include removal plan for existing structures
2. Verify that all slopes are not steeper than a ratio of 3:1 or provide special approval of treatment.

This concludes our plan review comments for the proposed Princeton Schools Athletic Fields. If you have any questions or comments associated with this review, please contact me at 320-252-4900.



MEMORANDUM

Tab F

TO: Planning Commission
FROM: Jolene Foss, Community Development Director
SUBJECT: Rezoning from A-1 Agriculture to MN-2 Industrial
DATE: February 22nd, 2016

City Council has initiated a change of boundary from A-1 Agricultural to MN-2 Industrial for the one parcel located on the south western edge of the Princeton city limits.

Rezoning from A-1 Agricultural to MN-2 Industrial for the following property site described as:

*PID #90.005.2300

32143 136TH ST NW, PRINCETON MN, SW ¼ OF NW ¼, Sec.5, T35N, R26W

This property is owned by the City of Princeton. The rezoning of this property is requested in order to bring the city zoning ordinances into compliance with state and federal law.

It is the recommendation of staff to approve the rezoning request, and upon approval, this request will go to the City Council for final approval.



Reserved for recording purposes

ORDINANCE NUMBER 732

AN ORDINANCE ZONING LAND WITHIN THE CITY OF PRINCETON

THE CITY OF PRINCETON HEREBY ORDAINS:

WHEREAS, the City of Princeton is the owner of land described as:

*PID #90.005.2300 Address 32143 136TH ST NW, PRINCETON MN, SW ¼ OF NW ¼, Sec.5, T35N, R26W Containing approximately 40 acres; and

WHEREAS, the Princeton Planning Commission held a public hearing regarding the rezoning of such property on February 22nd, 2016.

NOW, THEREFORE, BE IT RESOLVED that the above described property is rezoned from A-1 Agriculture to **MN-2 Industrial 2**;

BE IT FURTHER RESOLVED that this ordinance shall take affect after its passage and publication as required by law.

Ordinance # 732 amends the Zoning Map of the City of Princeton by rezoning PID #90.005.2300 from A-1 Agriculture to MN-2 Industrial 2.

ADOPTED by the City Council of the City of Princeton this 10th day of March, 2016.

Paul Whitcomb, Mayor

ATTEST:

Mark Karnowski, City Administrator

MEMORANDUM

Tab G



TO: Princeton Planning Commission
FROM: Jolene Foss, Community Development Director
SUBJECT: **Micro Brew Ordinance**
DATE: January 25th, 2016

A recent request for the opportunity to include microbrewery as a home occupation in a residential district has initiated the research into proposed changes to our zoning ordinance.

The zoning ordinance does not address microbreweries, wineries, etc.

Below you will find draft language for defining microbreweries and an amendment to include micro brewing as a home occupation.

Home occupations are an allowed use in R-1, R-2 and R-3 with a Conditional Use Permit.

Chapter 2: Definitions

Brewer

A person who manufactures malt liquor for sale.

Brewpub

A state licensed brewer under Minn. Stats. § 340A.301, subdiv. 6(d) with a restaurant use operated on the same premises as the brewery. To sell their own malt liquor, a brewpub is required to obtain an intoxicating on-sale liquor license and may obtain an on-sale Sunday liquor license if they want to be open on Sundays.

Home Occupation

Any occupation or profession, regulated within this ordinance, which is carried out for gain by a resident and conducted as a secondary use in the resident's dwelling unit or in an accessory building as long as it does not utilize more than 25% of the total floor area of the dwelling or no more than 625 square feet of accessory building. ~~Home occupations may not utilize garages or accessory buildings.~~ (See Chapter VI - Performance Standards, J. Home Occupations)

Microbrewery

A facility that is licensed under Minn. Stats. § 340A.301, subdiv. 6(c), (i), or (j) and may brew no more than 20,000 barrels of its own brands of malt liquor annually.

Micro distillery

A distillery producing premium, distilled spirits in total quantity not to exceed 40,000-proof gallons in a calendar year as regulated by Minnesota Statutes.

Tap room

A state licensed brewer under Minn. Stats. § 340A.301 [subdiv. 6](c), (i), or (j) per-mitting the on-sale consumption of malt liquor produced by the brewer for consumption on the premises of a brewery or an abutting property in common ownership of the brewer, which may include the sales of malt liquor produced and packaged at the brewery for off premises consumption as allowed by Minnesota Statutes.

Chapter 6 Performance Standards

J. Home Occupations (Rev. 11-18-2010; Ord. 658)

A home occupation is that accessory use of a dwelling that shall constitute either entirely or partly the livelihood of a person living in the dwelling. All permitted home occupations require an approved conditional use permit.

1. Permitted Home Occupations

The following are permitted home occupations with an approved conditional use permit:

- * Childcare.
- * Dressmaking, sewing, and tailoring.
- * Home microbrewing, cooking and preserving.
- * Home crafts such as model making, rug weaving, lapidary work, and woodworking.
- * Laundry-related services.
- * Telephone answering and clerical work.
- * Tutoring, limited to four students at a time.
- * Other approved occupancy.

The following conditions must be met to meet the conditional use permit requirements:

- a. The home occupation does not change the outside appearance of the dwelling and is not visible from the street.
- b. The home occupation does not generate traffic, deliveries, parking, or sewerage and/or water use in excess of what is normal in the residential neighborhood.
- c. The home occupation does not create a hazard to person or property or generate hazardous waste.
- d. The home occupation does not create any detriments to the residential character of the neighborhood due to the emission of noise, smoke, dust, gas, heat, glare, vibration, electrical interference, or any other nuisance resulting from it.

- e. The home occupation does not result in the outside storage or display of anything except a nameplate no larger than two square feet in area which may only be attached to the wall of the dwelling.
- f. The home occupation does not utilize more than 25% of the total floor area of the dwelling. If an accessory building is used for such home occupation, it shall not exceed 625 square feet in total floor area.
- g. The home occupation is conducted by no more than two persons, one of whom shall reside within the dwelling.

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The Ruby Street Brewery™ is a full featured high quality home beer brewing system unlike anything else on the market. Our signature heat tube burner provides control in glass red tool loaded with solid stainless steel fittings and kettles ensure unique blending both form and function. Our vent, and large 18" pneumatic tires allow easy transport to wherever your home brewing obsession takes you!



Features:

- All welded steel tube frame construction with industrial powder coated finish on frame
- Burner grates finished in black with a 2000 degree industrial coating
- (3) 15.5 Gallon 304 Stainless Steel Kettles w/ Lids
- Stainless steel flexible gas lines
- Propane regulator including 1/2" stainless braided hose included
- Magnetic drive pump included with stainless steel drop shield and stainless cutoff control valve
- All sanitary tri-clamp fittings on mash tun, boil kettle, and pump
- Silicone hoses with fittings included (7' x 1/2" outflow hose will fit conicals on tall legs)
- Both boil kettle and mash tun include 18 gauge perforated Fibc bottoms, and 1/2" stainless steel dip tubes
- All legs feature non-scratch morning pin toe feet
- Unique design allows system to stand on end for storage, only 33" x 26" on end, 73" tall
- Complete system stands at 6' to top of H.H., comfortable and safe height requires no step stool or ladder
- Includes complete owners manual with operating instructions and warranty information
- Dimensions: 26" x 71.5" x 62" (with kettles on frame)

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MEMORANDUM

Tab H



TO: Planning Commission
FROM: Jolene Foss, Community Development Director
SUBJECT: **Alternative Building Materials**
DATE: February 18th, 2016

Numerous request for the allowance of alternative building materials have been directed toward the Planning and Zoning office in the recent past.

The three materials that have been most prevalent have been:

- 1) **Pole types construction** also known as post frame, customized steel building, wood frame, pole buildings, etc.
It uses large poles or posts buried in the ground or on a foundation to provide the vertical structural support and girts to provide horizontal support. The method was developed and matured during the 1930s as agricultural practices changed, including the shift toward engine-powered farm equipment and the demand for cheaper, larger barns and storage areas. Unlike competing building methods, once the poles, girts, and rafters are put in place, much of the construction work on a pole-built structure can be handled by a single individual over the course of a month or season.
- 2) **Fabric and frame structures** also known as hoop buildings.
Fabric structures are forms of constructed fibers that provide end users a variety of aesthetic free-form building designs. Custom-made fabric structures are engineered and fabricated to meet worldwide structural, flame retardant, weather-resistant, and natural force requirements. Fabric structures are considered a sub-category of tensile structure.
- 3) **Insulated Concrete Form** or stay in place concrete forming systems.
Insulating concrete form or insulated concrete form (ICF) is a system of formwork for reinforced concrete usually made with a rigid thermal insulation that stays in place as a permanent interior and exterior substrate for walls, floors, and roofs. The forms are interlocking modular units that are dry-stacked (without mortar) and filled with concrete. The units lock together somewhat like Lego bricks and create a form for the structural walls or floors of a building. ICF construction has become commonplace for both low rise commercial and high performance residential construction as more stringent energy efficiency and natural disaster resistant building codes are adopted. ICFs may be used with frost protected shallow foundations (FPSF).

After discussion with the Building Inspector and the Public Works director, as well as the City Engineer, Staff would like to propose for the allowance of these materials, provided they are inspected by a structural engineer at the time of construction, in the MN-1 Industrial and in the B-3 General Commercial District. If the Planning Commission would like, Staff will draft an Ordinance Amendment to allow for these alternative structures. (see attachments)







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Benefits of steel buildings and wood frame buildings:



- Faster – saves time which saves money**
- Maintenance Free**
- Strong**
- Resistant to Midwest weather**
- Safe**
- Clear span large areas**

Our team guarantees to listen to your suggestions and keep you informed throughout the duration of your project. For the exterior of your building, we offer brick, glass, paint and more.

Call us today at 320-485-2844 for more information on steel buildings or our wood frame buildings.

Quality Pole Buildings St. Cloud, MN

RAM Buildings Inc in **St. Cloud, MN** creates quality pole buildings for customers throughout the region. Our pole buildings are completely customized to suit your every need. Our customers are very important to us. Quality is more important than anything. We only use quality materials, and only offer quality service to our customers. You are very important to us and we ensure that you are always listened to and considered throughout your project.

We can build either pole buildings or stick frame buildings. We are trained in both types of construction, and our sales staff would be happy to help you make the right choice for your building project.

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**Pole buildings which are
also called Post frame
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**Steel buildings – Steel
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We offer emergency services to new and existing customers. We also repair and restore existing structures as well.

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Individualized Building and Barn Designs in St. Cloud, MN

The team at **RAM Buildings Inc** is well versed in individualized building and barn designs in the **St. Cloud, MN** area. We understand that the safety and well being of your horses is extremely important. Our barn designs take that into consideration. We will design and build the best barn for your needs. We make sure your animals will stay safe and your feed will stay dry.

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- ▶ Northfield
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- ▶ Olivia
- ▶ Owatonna
- ▶ Paynesville
- ▶ Pierz
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- ▶ Renville
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The team at **RAM Buildings Inc** been designing and building pole barn homes and cabins in the **St. Cloud, MN** area for years. Pole barn builders are not only for barns and equestrian buildings, but commercial and residential ones as well. We take the time to listen to our customers, ask questions, and make sure that we understand what your expectations are.

Our materials are durable and provide a safe, comfortable home or cabin for years to come.

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Durable, Long Lasting Post Frame Buildings St. Cloud, MN

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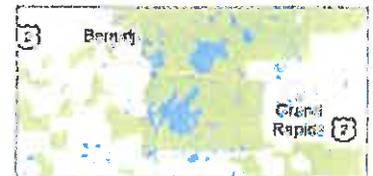


Since we design the post frame structures and also build them, you can ensure we will keep you informed throughout the entire process and take less time than it would if you needed several different companies to complete one job.

Call us today at 320-485-2844 for more information on post frame building services.

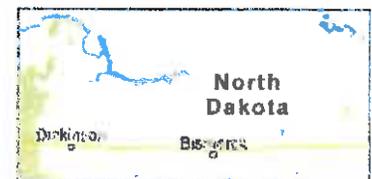
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- ▶ Winthrop
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FEATURED PROJECTS



[Cattle Building](#)

[Dairy Buildings](#)

[Compost Buildings](#)

[Livestock Production](#)

Size – Two 83'
wide x 600' long,
One 85' wide x
528' long
Location
- Hallandale
Beach, FLA

ClearSpan
YouTube

ClearSpan Giant Fabric
Gathering Door

Hog Housing & Production
Hay, Grain & Feed Storage
Livestock Housing
Fisheries & Hatcheries

Athletic & Recreational Buildings



Parks & Recreation Buildings
Indoor Tennis Facilities
Indoor Soccer Arena
Sports Arenas

Aviation & Aerospace



Portable Hangars
Airport Repair Facility
Airport Garage
Airplane Hangar
Aircraft Storage
Aviation Building

Commercial Storage Buildings



Bulk Storage
Salvage Business
Distribution Center
Portable Carports
Equipment Storage
Jobsite Warehouse
Warehouse Facility
Manufacturing Facility

Construction



Temporary Warehouse
Machinery Storage
Vehicle Maintenance & Repairs
Equipment Garage
Vehicle Garage

Equestrian & Riding Arenas



Rodeo Arenas

Indoor Riding Center

Pony Wall Buildings

Horse Barns & Stables

Horse Riding Arenas

Equine Riding Arenas

Event & Retail



Music Venues

Trade Shows & Conventions

Government & Municipalities



Public Works Building

DOT Equipment Storage

School Gymnasium

Sand & Salt Storage Buildings

Recycling Center

Marine



Boat Yard Facility
Winter Boat Storage
Boat Repair Facility
Marine Facility
Boat Storage Building
Marine Storage Buildings

Military



Field Hospital
Forward Operating Base
Mess Hall
Military Housing
Mobile Command Center
Military Facility

Mining & Exploration



Temporary Warehouse

Vehicle Garage

Bulk Storage

Equipment Storage

Jobsite Warehouse

Warehouse Facility

Mining & Exploration

Oil & Gas



Temporary Warehouse

Vehicle Garage

Bulk Storage

Equipment Storage

Jobsite Warehouse

Warehouse Facility

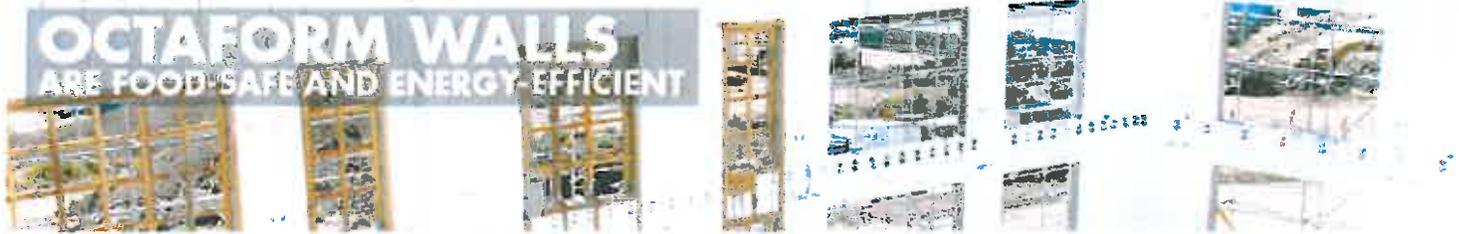
General Oil & Gas Applications

Recycling



Recycling Buildings

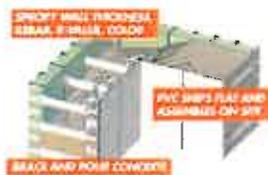
Temp Housing & Disaster Recovery

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COMMERCIAL BUILDINGS

Sanitary, CFIA approved walls that enhance energy efficiency

OCTAFORM FINISHED CONCRETE FORMS



A built-in PVC finish protects and enhances your wall.

[Get A Formwork Quote](#)

OCTAFORM QUICKLINER WALL & CEILING PANELS

NOW SHIPPING



Line your existing walls & ceiling with durable, hygienic PVC.

[Get A Quick Liner Quote](#)

BUILDINGS GALLERY



CH Harvey needed a building that was durable enough for a warehouse facility but also appealing enough for office facilities. Click the photo for details.

Concrete is one of the most durable and energy-efficient building materials on the planet.

From design to construction and operation, Octaform simply makes it better.

BUILDS QUICKLY

Octaform forms and protects your structure in one step. The finish (and optional insulation) is built-in. This eliminates the need for liners, cladding or sealants but it also simplifies construction.

Our patented concrete forming system assembles quickly without specialized labor or heavy equipment. No cranes or steel forms are typically required.

BETTER CURING

Octaform stays in place so your concrete cures in a controlled environment, minimizing cracking and shrinkage. There are no forms to be stripped or moved so concrete can be poured as fast as you can build. Just assemble, brace and pour.

ENERGY EFFICIENT

The thermal properties of concrete are well understood and because of this, insulated concrete forms are already recognized as a great way to build energy-efficient structures. Octaform gives you all the benefits of ICFs but with a built-in finish.

WHY OCTAFORM?

- Reduce energy costs
- Easy to clean
- Builds quickly
- Outlasts alternatives
- Insulates to any R-value
- Custom colors available



ZERO CLEARANCE

Adjacent construction can be difficult in developed areas. Octaform's simple stay-in-place formwork makes it easy. Because the forms only require bracing on one side, additional excavations, external liners and sacrificial formwork are a thing of the past.

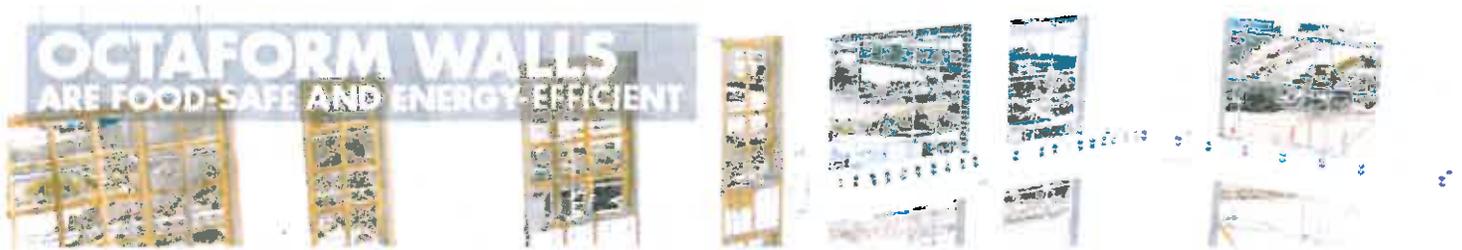
FINISHED WHEN FORMED

Octaform's built-in finish ensures that your walls look great for life. The bright, white food grade PVC is watertight, easy to clean and it won't support the growth of mold.

* Octaform's finished concrete forms products are designed to create a gastight tank capable of withstanding leaks, corrosion and damage from accidents and other unforeseen events when assembled in strict compliance with Octaform's written guidelines and used with applicable third party products installed in accordance with their manufacturers' requirements.

Octaform's liability is limited by (i) the terms of the Octaform Warranty; (ii) the terms and conditions set out in Octaform's purchase and sale agreement; and (iii) the limits of the errors and omissions insurance policy carried by Octaform to the extent such insurance is applicable and available.

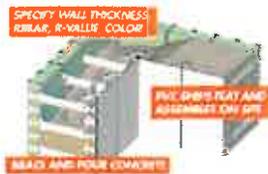
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FINISHED CONCRETE FORMS

FORM AND PROTECT IN ONE STEP

OCTAFORM
FINISHED CONCRETE FORMS



A built-in PVC finish protects and enhances your wall.

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OCTAFORM
FINISHED CONCRETE FORMS

Octaform is a stay-in-place, concrete forming system. Its closest comparison is to an **Insulated concrete form (ICF)**. Long considered by contractors to be an effective, green building material, ICFs provide excellent climate control and energy efficiency.

Octaform provides all of these benefits and more.

Because the forming system stays in place, the concrete wall is **finished when formed** – in one step. This eliminates the need for harsh coatings or cladding. Also, Octaform is extremely versatile. Unlike with traditional ICFs (that are similar in shape to Lego blocks), forming curved walls is a snap with Octaform. Add to this, a built-in, watertight, PVC lining and you have the world's best solution for concrete tanks.

SEALED, FINISHED & FORMED

Octaform forms have been designed to incorporate two different finished wall panels, providing design flexibility that meets the requirements of a wide range of industry applications. Configurations using one or both types allow the creation of wall structures that are customized to your specific project requirements.

WHY OCTAFORM?

- Resists corrosion
- Watertight finish
- Builds quickly

ORIGINAL



Octaform Original panels slide together vertically to provide easily constructed flat or curved walls as well as tanks of any diameter. The sliding panels allow individual sections of wall to be accessed for rebar tying and easy placement of electrical components and other fixtures within the wall prior to concrete pouring. Octaform Original panels come in flat or corrugated shapes and have applications in agriculture, aquaculture, vehicle wash, water and manure tanks, residential and commercial buildings.

- Heavy equipment not required
- Insulates to any R-value
- Outlasts alternatives

SNAPLOCKTIGHT

Octaform's SNAPLockTight panel creates a completely sealed wall surface that is watertight, and CFIA (Canadian Food Inspection Agency) approved.

Utilizing a patented slide, snap and lock system, these panels are perfect for environments that are sensitive to bacteria, mold and mildew such as food processing and waste water treatment. No caulking is required where panels join and we can recommend products that will seal ceiling and roofing interfaces. Octaform SNAPLockTight is supplied as a flat panel in white. Custom colours are available.



INSULATION



Like a conventional ICF system Octaform can incorporate insulation to provide excellent climate control and energy efficiency. But when building with Octaform you also get a finished wall.

Our standard insulation panels are made from expanded polystyrene and can be manufactured to meet the R-value requirements of a specific project. Our insulation panels are manufactured with grooves allowing them to slide securely into our forming system.

³ Octaform's finished concrete forms products are designed to create a gastight tank capable of withstanding leaks, corrosion and damage from accidents and other unforeseen events when assembled in strict compliance with Octaform's written guidelines and used with applicable third party products installed in accordance with their manufacturers' requirements.

Octaform's liability is limited by (i) the terms of the Octaform Warranty; (ii) the terms and conditions set out in Octaform's purchase and sale agreement; and (iii) the limits of the errors and omissions insurance policy carried by Octaform to the extent such insurance is applicable and available.

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**CITY OF PRINCETON
PLANNING COMMISSION**

RESOLUTION NO. _____

**RESOLUTION FINDING DEVELOPMENT PROGRAM FOR
DEVELOPMENT DISTRICT NO. 7 AND THE TAX
INCREMENT FINANCING PLAN FOR TAX INCREMENT
FINANCING DISTRICT NO. 7-1 CONSISTENT WITH THE
PLANS FOR DEVELOPMENT OF THE CITY OF PRINCETON**

WHEREAS, the City Council of the City of Princeton has authorized preparation of a Development Program for Development District No. 7 (the "Development District") and a Tax Increment Financing Plan for Tax Increment Financing District No. 7-1 (the "TIF District") within that Development District, and the Development Program and the TIF Plan have been submitted to the Planning Commission for comment; and

WHEREAS, the Planning Commission has reviewed the Development Program and the Tax Increment Financing Plan for the TIF District and have compared them with the plans for development of the City as a whole.

NOW, THEREFORE, BE IT RESOLVED By the Planning Commission of the City of Princeton, Minnesota as follows:

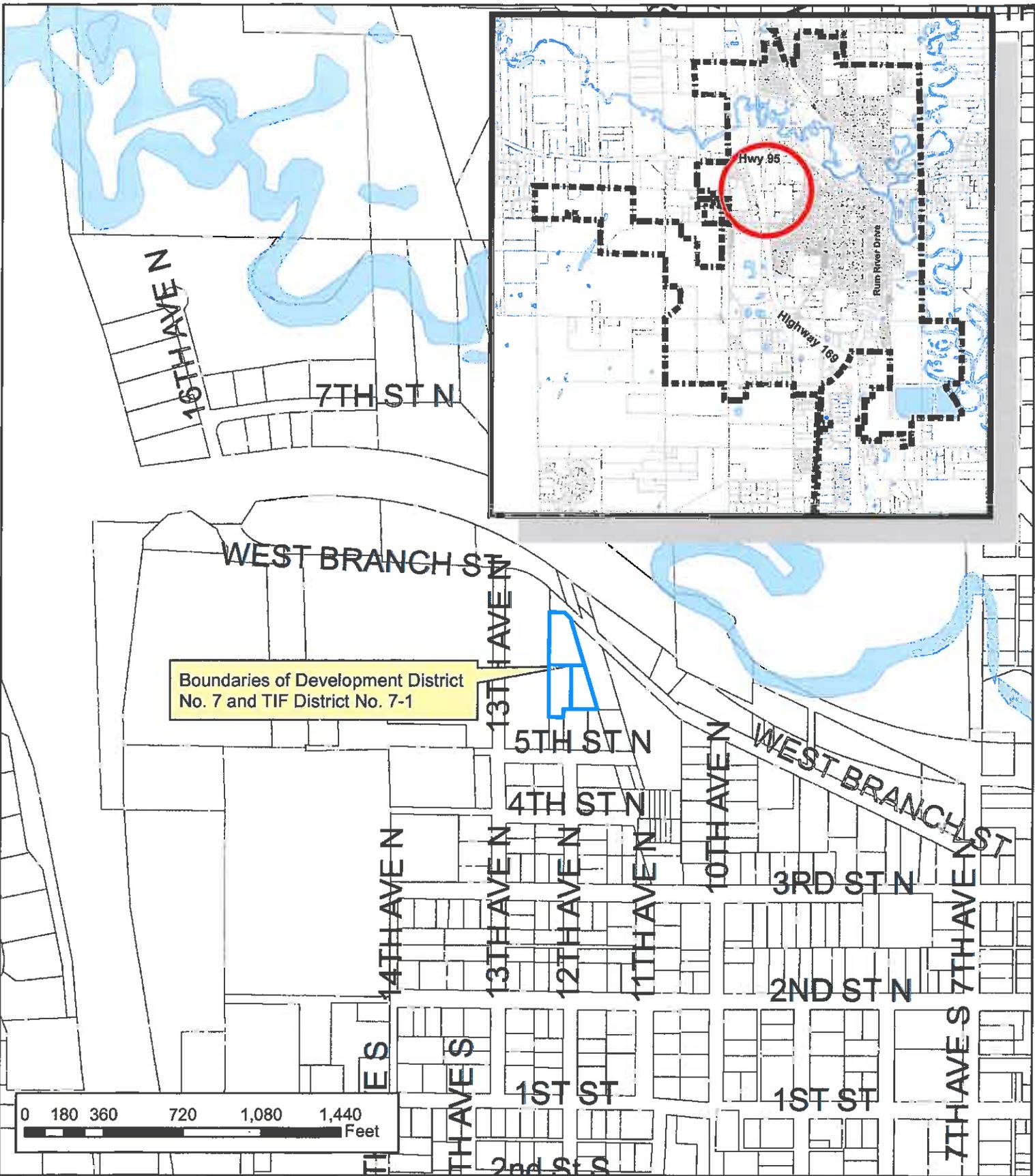
1. The Development Program for the Development District and the Tax Increment Financing Plan for the TIF District are found to be consistent with the City's comprehensive plan.
2. It is recommended that the City Council of the City of Princeton hold the public hearing required by law and adopt the Development Program and the proposed Tax Increment Financing Plan for the TIF District.

Approved this ___ day of _____, 2016, by the Planning Commission of the City of Princeton, Minnesota.

Chairperson

ATTEST:

Secretary



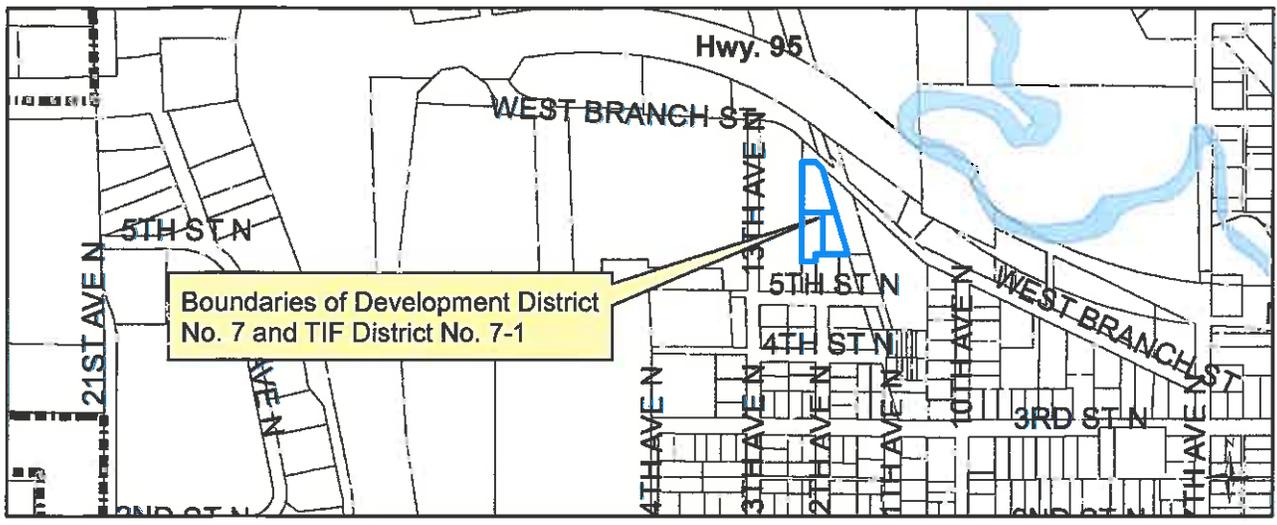
Boundaries of Development District No. 7 and TIF District No. 7-1

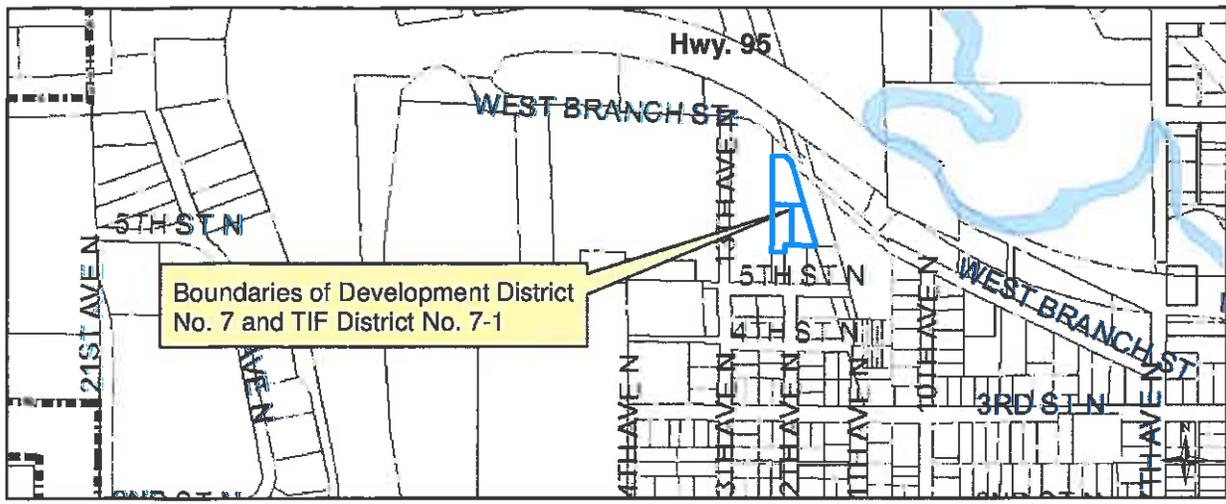


Development Program for Development District No. 7 & Tax Increment Financing Plan For Tax Increment Financing District No. 7-1



Source: City of Princeton
 Date: February 22, 2016
 For planning purposes only.





Boundaries of Development District
No. 7 and TIF District No. 7-1

A

MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON JANUARY 7, 2016 4:30 P.M.

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

Industrial Park Expansion Study

John Uphoff from WSB reported that their Study shows that the Manufacturing and Wholesale Trade jobs in Princeton is slightly higher percentage than Sherburne County. However, both Princeton and Sherburne County have a higher percentage of jobs in Manufacturing and Wholesale Trade than the State of Minnesota, where 15.2% of jobs are in these two sectors. There is the cluster effect when you get one industry where it helps grow another business and continues. They looked at a market area and did a 40 mile diameter around Princeton and they decided to shrink it down to 20 mile radius around Princeton. There are six Certified Shovel Ready industrial sites within the Market Area. The cities include Becker, Big Lake, Cambridge, Elk River, Monticello, and Isanti.

Manufacturing and Industrial Trade are very important to Princeton and also to the State. There is a combined 258 acres of Certified Shovel Ready land within these areas. Certified sites absorption is slow. There is increase demand by Hwy 94. Market demand for wholesale and industrial is sluggish. The Princeton site that is Certified Ready has the larger land size that is helpful. The others in the radius is smaller size Shovel Ready sites. He will recommend certain types of businesses that will work well for the sites in Princeton.

They interviewed several businesses in the Industrial Park and there are not growth demands right now. The demand for today is being met and there is land adjacent to their properties they could use for their growth. There was some cost concerns regarding broadband. Their other concern is the drainage dips in the road. Truck staging is periodic and not effecting their businesses.

It was noted that there is plenty of land in the Princeton area for industrial and wholesale. They focused on five sites. For each site they put together a potential land development. There is a total of 240 acres guided for industrial development in the city limits, and, of that, 169 acres is developed. There was a large area of land rezoned to industrial, adding 176 acres of land to give a total of 293 acres of vacant industrial land. 117 acres has moderate and good access to sewer, water, and roads.

Storm Water Fee Discussion

Karnowski advised that while it seems a little late in the game, the city has been advised that the methodology we used to set proposed stormwater fees for the various parcels in the city is not compatible with the way the PUC's Sewer and Water billing proposal works. WSB anticipated using a formula based charging system and the PUC's program needs, instead, a simple rate system.

So, staff is anticipating restructuring and consolidating our proposal so we have 6 or 7 different rates. A vast majority of the properties in the city are residential and will have the residential rate of \$1.89 per month. Below is the first draft (amount per month) of the proposed rate scale:

| | | |
|---------|-----------------|---------|
| Rate 1: | \$ 0 - 1.99 | \$ 1.89 |
| Rate 2: | \$ 2 - 4.99 | \$ 2.50 |
| Rate 3: | \$ 5 - \$9.99 | \$ 7.50 |
| Rate 4: | \$11 - \$19.99 | \$15.00 |
| Rate 5: | \$20 - \$50.00 | \$35.00 |
| Rate 6: | \$50 - \$120.00 | \$50.00 |

Staff was also advised that there will be some additional expense for the PUC to have their billing system reprogrammed to accept the stormwater fee.

He asked if the Council was okay with the above concept, knowing that the numbers and structure may be tweaked a little.

Hallin asked what other cities were doing. Nielson said when this first was looked at a few years ago, the original rates per acre were in the middle of other cities that were looked at. At the original billing rate, it would generate approximately \$5,500 a month.

Walker questioned how the various rates were figured. Nielson responded that there was several various formulas that were based on what type of use and how much acreage.

Karnowski said his concern was that this was approved quite some time ago, but not put in place so he wanted to get something started. It is possible that in the future the City could work with the PUC on a better software program that would work better for this type of billing.

Walker stated that with a fund in place, it will likely be harder to assess properties for this type of project. Karnowski replied that in storm water projects, it is sometimes hard to prove a benefit if a homeowner was to appeal an assessment. The idea behind the fee to allow the City to cover some of the costs so the entire project cost would not need to be assessed. The fund can also be used for stormwater cleaning, street sweeping and other maintenance that is needed.

Hallin commented that she wouldn't like to see assessments taken away entirely for these projects. Karnowski responded that at least to begin with no, but at some point the fund could possibly be used to pay for smaller projects in full.

Foss suggested amending the subdivision ordinance to include requirements for curb, gutter and stormwater.

Zimmer asked how it would be determined when and how much of the fund was used for a project. Karnowski replied that it would be a council call and they may want to make it uniform for each project.

Karnowski stated he is looking for the Council's opinion on using these type of rates, since the PUC's system will not allow for the original billing amounts that were determined a few years ago.

Walker commented that the properties that have large fees may have already done some additional stormwater management. Karnowski replied that yes, some have. For example, Coburn's spent a lot of money building an underground system to collect the runoff before it runs to the stormwater pond.

Zimmer said he feels that a rate should stay the same instead of increasing it in a year or so. Karnowski added that it has been on the books for some time, so it should start being collected.

Walker stated that it is too bad that some have already been assessed for storm water system and now they will need to pay a monthly fee as well. Karnowski stated that many times improvements need to be done again, and pipes need to be replaced at some point, so this fee will assist in those costs.

Hallin said she would like "Rate 6" go up to \$60, since it is at the low end of the range. Whitcomb and Walker said they would like to stay with the \$50 fee.

Zimmer asked for clarification that it will be a monthly charge. Karnowski replied that it will be billed monthly.

Whitcomb thinks this is a good starting point. Walker agrees.

WALKER MOVED TO APPROVE THE 6 STORMWATER RATES AS SUGGESTED, TO ADJUST AS NEEDED AND REVISIT IN A YEAR. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

TED Grant

Nielson reported that the City was successful in receiving the TED grant that was applied for. One requirement is that they would like the project bid in 2016. He added that he has requested approval to bid the round-a-bout and water and sewer project separately, which they were in favor of doing.

The entire project is estimated to be about 2.6 million. The Water and Sewer was cut back to stop at County Road 31, which would be 2/3 of the entire project. In total, about the City's cost would be approximately \$780,000. Therefore, the Council should determine if this project is something they would like to continue with. If so, they can put together some proposals. If they decide to move forward with the project, the water and sewer would likely be constructed this fall, with the round-a-bout construction being done spring of 2017.

Walker asked about the matching funds we will also need for the TAP that was received. Foss responded that she has some additional grants she is going to apply for. Nielson added that the round-a-bout is something that can be assessed, as is some of the sewer and water. With the grant money that is being received, Council may want to reduce the assessment or the trunk fees for future projects.

Karnowski suggested adding the project to the February study session to discuss further.

Hallin asked total project cost. Nielson replied that the total project is approximately 2.6 million, with about 65-70% able to be grant funded.

Karnowski wanted to backtrack to the Stormwater fee and questioned the Council if a public hearing should be held to inform the public. Jackson and Wangen's concerns were that staff would be flooded with phone calls when the fee appears on the bill. Whitcomb feels it would probably be best to hold a public hearing. Karnowski stated the 8th Ave drainage project will be a good example to show residents and business owners why this fund is a good idea.

HALLIN MOVED TO ADJOURN THE MEETING AT 5:32PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:
Paul Whitcomb, Mayor

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JANUARY 14, 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, Victoria Hallin, Dick Dobson, and Jules Zimmer. Others present: Administrator Mark Karnowski, Development Director Jolene Foss, Police Chief Todd Frederick, Public Works Director Bob Gerold, Liquor Store Manager Nancy Campbell, Fire Chief Jim Roxbury, Clerk Shawna Jenkins, Engineer Jeff Row and Attorney's Damien Toven and Kelli Bourgeois.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of December 22, 2015
- B. Study Session Meeting Minutes of January 8, 2016

HALLIN MOVED TO APPROVE THE REGULAR MEETING MINUTES OF DECEMBER 22, 2015 AND THE STUDY SESSION MEETING MINUTES OF JANUARY 7, 2016. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
- B. **Personnel**
 - 1. Accept resignation of Chuck Young from the Planning Commission
- C. **Donations/Designations**
 - 1. Resolution 16-04 accepting donation for Fire Dept. from John & Carol Hulett

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. EDA Board Minutes of December 17, 2015
- B. Planning Commission Minutes of December 21, 2015
- C. Airport Board minutes of December 7, 2015
- D. Airport Board minutes of January 4, 2016
- E. Fire Board minutes of December 1, 2015
- F. Fire Board minutes of January 5, 2016

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

- A. Resolution 16-01 – annual Council designations

Karnowski advised that this is the standard resolution that is done at the first meeting every year adopting the rules of procedure, and designation of the official depositories, collateral authority and the official newspaper.

HALLIN MOVED TO APPROVE RESOLUTION 16-01 ADOPTING RULES OF PROCEDURE FOR THE PRINCETON CITY COUNCIL, DESIGNATION OF OFFICIAL DEPOSITORIES, DESIGNATION OF COLLATERAL AUTHORITY, AND DESIGNATION OF OFFICIAL NEWSPER FOR THE CITY OF PRINCETON. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 16-02 – Mail balloting Proposal

Karnowski reported that Sherburne County Board voted to replace their voting equipment. This would cost the city a great deal of money, which we do not have budgeted. With only 50 registered voters that live in Sherburne County, staff has contacted Sherburne County to see if mail balloting would be an option. Sherburne County Auditor Diane Arnold has approved the request, and asked that the Council pass a resolution approving mail balloting for Princeton's 50 registered voters that reside in Sherburne County.

Walker asked if anything needs to be done after this Resolution is passed. Karnowski responded that he believes the County is in favor of this, but the County Board will need to approve this as well.

HALLIN MOVED TO APPROVE RESOLUTION 16-02 APPROVING MAIL VOTING FOR PRINCETON RESIDENTS THAT RESIDE IN SHERBURNE COUNTY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 16-03 – agreement to maintain pedestrian bridge for Riverside/Riebe

Foss advised that this resolution is for the city to agree to maintain a pedestrian bridge in Riverside and Riebe Park. The Federal highway Administration requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the way or property ownership acquired without prior approval.

Transportation Alternatives projects and receive federal funding and the MnDOT has determined that for projects implemented with alternative funds, this requirement should be applied to the project.

Walker asked the "Useful Life" was. Bruce Cochran said he was not sure what the average pedestrian bridge's life was. Foss said she believed she read it was 20 years.

DOBSON MOVED TO APPROVE RESOLUTION 16-03 AGREEING TO MAINTAIN A PEDESTRIAN BRIDGE FOR RIVERSIDE AND RIEBE PARKS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. PAVC Update – Carol Ossell

Carol Ossell presented the Council with the fundraising packet that has been sent to both business and individuals that may be potential donors.

The initial funding sources is

| | |
|-----------------------|----------|
| Initiative Foundation | \$10,000 |
| Otto Bremer Grant | \$45,000 |
| Gala 2011 | \$11,000 |
| Knife River | \$ 2,050 |
| Individuals | \$ 3,000 |

They have been also been promised various pro bono work from David Larson and Anderson Inc. Steven's Restaurant contributed by not charging for the 2011 Gala.

Ossell reported that the PAVC have made some changes to the plan, which has lowered the cost from the original \$581,880 to \$290,000.

Scott Suhsen provided information on rental fees and policies of other amphitheaters in the area for an idea of revenue that could be expected for this type of facility. Dobson added that when it comes time to draw up contracts for the facility and the insurance, it would need to have the city listed as well.

Ossell asked for recommendations on how they should move forward. Whitcomb suggested bringing it to the Park Board.

Hallin asked how far away they are away from their fundraising goal. Ossell responded that they need to put a value on the services and time donated to get an accurate number.

Ossell asked about the \$90,000 that was set aside. Whitcomb replied that those funds are set aside for Riverside Park, not specifically for the Amphitheater. He added that the bathrooms really need to be updated, and a few other improvements that should be done. Ossell said she thought that the \$90,000 was set aside specifically for the amphitheater.

Foss asked Ossell how they plan on raising those additional funds and asked if any grants would be applied for. Ossell said Fuhrman had applied for a couple, but they were not successful. She does not see new bathrooms being a necessity for an amphitheater, and felt that porta-potties would work well for an event

Ossell would like to come forward again to discuss the project, possibly at a study session. She asked if they were still allowed to use the \$90,000 as a backup on grant applications. Whitcomb said some of those funds will be used up by the pedestrian bridge, and some other work needs to be done as well. He said the Park Board can decide how to spend those funds in Riverside.

Dave Patten stated that he has been involved in a lot of different projects in many cities. This would not just be an amphitheater, it is a recreational amenity that typically attracts business and residents. For example, the 4R board really focuses on recreation in our community. The amphitheater would be considered an anchor of the community. Overtime, things change and people ask for different things. Recreationally, an amphitheater would attract weddings, and community events that would draw people to the city. If an event were planned with the Rum River Festival, it would keep people downtown for a much longer period of time. This would be a benefit to the city.

An amphitheater could hold Regional Concerts, arts festivals, outdoor plays and other private events. The best thing is it is downtown, so many businesses may benefit.

He suggested a master plan for Riverside Park and to look for grants to cover everything. The bathrooms could be considered phase 1, which the city could apply for a grant for. He said the couple of grants that they did receive, the grantors were very interested to see how everyone in the community was involved in the project. Another option would be to include adding some buffers to the river, which maybe the DNR would get involved in and help fund.

Walker commented that he thinks the city has been working hard on improving that park. He doesn't know if that includes an amphitheater, but can see having that in a future plan. There is still a long ways to go to raise the additional funds. If this is something that everyone wants and more funds can be raised, he believes there will be support from the City.

Patten said it would be nice to have a collaborative effort. If you look at the construction plans, some of the items may be a bit large for the site. For example, maybe the roof could be a fabric type structure. Patten said details need to be looked at and there may be some additional ways to cut costs.

Hallin asked if they talked with the City of Milaca about their band shell and how it has helped the park, the city, the businesses, etc. Patten said Milaca does seem to have quite a few events there.

Ossell stated that she has worked on the grants and these Foundations want to know that it is more than the committees building it, and they need to know the city is behind the project. They need the support of the council, the mayor, the EDA, etc. Patten added they cannot apply for many of the available grants as they are a Non-Profit.

Whitcomb advised that it is not that the City does not support the idea, and have always provided a letter of support with each grant application. Fuhrman had found out many of these Grant Foundations were simply not in support of an amphitheater.

Steven Dolan, Vice President of the PAVC is on the Greenbush Town Board and their Township supports the amphitheater and donated \$2000.

Whitcomb suggests bringing it to the Park Board and keep trying to raise additional funds.

Dobson added that with the different individuals and companies coming on board with their pledges, some of these grants may be a little easier when it is seen how much has been donated and pledged towards the project.

B. Appoint Chris Pruett to the Park Board for a 3 year term

Karnowski advised that Chris Pruett's term expired at the end of December and he forgot to send in the application he was mailed in October. He would like to remain on the Park Board.

ZIMMER MOVED TO APPOINT CHRIS PRUETT TO THE PARK BOARD FOR A 3 YEAR TERM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Skidsteer, attachments and Air Compressor

Gerold reported that Public Works has \$60,000 for a Skidsteer and Attachment on the Capital

Improvement Program for purchase in 2016.

The Skidsteer listed on the state contract is a Bobcat S590 T4 Skidsteer loader. With Specs and options included, the price is \$37,872.75

Attachments requested as follows:
60" width snowblower - \$3,839.50
68" angle broom - \$3,720.50
66" industrial fork grapple - \$2,772.00

Skidsteer and attachments total \$48,204.75

With the prices being almost \$12,000 less than the CIP, he said he is requesting approval to purchase a new air compressor, which was in the CIP for 2015.

If the Council agrees with these purchases, staff is looking for a motion to approve the purchase of the Skidsteer and attachments as listed above and on the state bid for a total of \$48,204.75 and an air compressor, and to sell both the old skidsteer and air compressor at auction.

Walker questioned how much a compressor would run and if the balance saved on the Skidsteer would cover the cost. Gerold responded that it is a large trailer unit, that will be approximately \$9,000- 10,000 so the balance will cover the cost.

WALKER MOVED TO APPROVE THE PURCHASE OF THE SKIDSTEER AND ATTACHMENTS FOR THE STATE BID PRICE OF \$48,204.75, THE PURCHASE OF AN AIR COMPRESSOR AND TO SELL BOTH THE OLD SKIDSTEER AND AIR COMPRESSOR AT AUCTION. HALLIN SECONDED THE MOTION.

Walker asked if the funds received from the sale of the old equipment goes back into the CIP fund. Jackson said it does go back in the CIP, and in essence, offsets some of the cost.

THE MOTION CARRIED UNANIMOUSLY

B. Toro Demo Mower purchase

Gerold reported that Public Works has \$58,000 budgeted for the purchase of mowers in 2016. Staff is looking for approval to purchase a 2013 Toro Groundmaster 360 demo model for a total of \$13,035.30

DOBSON MOVED TO APPROVE THE PURCHASE OF A 2013 TORO GROUNDMASTER 360 DEMO MODEL FOR \$13,035.30 AND TO SELL THE OLD MOWER AT AUCTION. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Special Meetings – TED Grant discussion / Stormwater fee hearing

Karnowski advised that because of time restraints outlined in the TAP grant documents the city received regarding the TED grant awarded by the state, it's been suggested that the Council call a special 'Study Session' in the next week or so to discuss exactly what the grant

proposes to cover, the state/local cost split and what the options are for funding the local share.

Staff suggests either next Tuesday, January 19 or Thursday, January 21 at 4:30. He asked if either of those two days' work for the Council, or would another time work better.

Karnowski also stated that at the January Study Session the Council agreed to hold a public hearing regarding the Storm Water Fees that will be added to the Sewer and Water billing in the next month or so. He asked if the night of the first meeting in February work (Feb. 11th) work for everyone. Again, one of the reasons for holding the hearing is to try and reduce the number of phone calls the PUC will get the first month the additional charge shows up on the bills.

WALKER MOVED TO SCHEDULE A SPECIAL MEETING TO DISCUSS THE TAP GRANT ON THURSDAY, JANUARY 21ST AT 4:30 TO DISCUSS THE TED GRANT, AND TO HOLD A PUBLIC HEARING FOR THE STORMWATER FEES AT THE FEBRUARY 11 MEETING. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Board / Commission Liaisons and acting mayor for 2016

Karnowski advised that the following are the current Council liaison appointments for the City's boards and commissions. If the Council wishes, appointments should be made for 2016.

Whitcomb stated that the PC is now short a member, so one more member is needed for a quorum. He spoke to Zimmer and he agreed to serve the out the remaining term.

| <u>Board/Commission</u> | <u>Current Appointment</u> |
|-----------------------------------|-----------------------------------|
| Planning Commission | |
| Park Board | Jules Zimmer |
| Airport Advisory Board | Thom Walker |
| Public Utilities Commission | Dick Dobson |
| Economic Development Commission | Thom Walker & Victoria Hallin |
| Fire Advisory Board | Paul Whitcomb |
| Housing & Redevelopment Authority | Victoria Hallin |
| Tree Board | Dick Dobson |
| Cable Commission | Victoria Hallin |
| Mille Lacs Co. Historical Society | Jules Zimmer |
| Library (P.A.L.S.) | Jules Zimmer |
| ECRDC Board | Thom Walker |
| Chamber of Commerce | Victoria Hallin |

Karnowski added that the Council also needs to elect the Acting Mayor for 2016. A motion to make those appointments would be in order

WALKER MOVED TO APPOINT THE FOLLOWING TO THE BOARDS AND COMMISSIONS:

| | |
|------------------------|--------------|
| Planning Commission | Jules Zimmer |
| Park Board | Jules Zimmer |
| Airport Advisory Board | Thom Walker |

Public Utilities Commission
Economic Development Commission
Fire Advisory Board
Housing & Redevelopment Authority
Tree Board
Cable Commission
Mille Lacs Co. Historical Society
Library (P.A.L.S.)
ECRDC Board
Chamber of Commerce

Dick Dobson
Thom Walker & Victoria Hallin
Paul Whitcomb
Victoria Hallin
Dick Dobson
Victoria Hallin
Jules Zimmer
Jules Zimmer
Thom Walker
Victoria Hallin

HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

DOBSON MOVED TO ELECT VICTORIA HALLIN AS THE ACTING MAYOR FOR 2016. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

BILL LIST

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$203,658.49 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 73007 TO 73116 FOR A TOTAL OF \$866,088.14. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 8:00PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins
City Clerk

Paul Whitcomb, Mayor

**MINUTES OF A SPECIAL STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON JANUARY 21, 2015 4:30 P.M.**

Mayor Paul Whitcomb called the meeting to order. Council members present were, Thom Walker, Jules Zimmer, Victoria Hallin and Dick Dobson. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Public Works Director Bob Gerold, Police Chief Todd Frederick, Liquor Store Manager Nancy Campbell, Community Development Director Jolene Foss, and Clerk Shawna Jenkins.

School District Lease Discussion

Karnowski reported that the bids that came in for the various School District projects came in higher than the engineer's estimates.

Apparently the original budget for the District Office renovation was \$417,000 but the actual bid came in at \$617,000. The District explained some of the changes that caused the bid to increase. Some of those changes included:

- The city building official is requiring that a new water service be brought into the building (it's currently served by a 1" line and our building official advises that it needs to be a 2" service).
- In addition, they're also bringing in a new stand-alone electrical service.
- And the District is adding a standalone HVAC unit as well as replacing one other. None of those changes were anticipated when the original lease was tentatively agreed to last September.

In the original lease agreement (which was based on the estimated remodeling cost) gave the district 13 years of 'free rent' based on a lease rate of \$12 per square foot per year.

Based on a 'higher' cost the District is requesting that the years of free rent be increased from 13 years to 20 years. While a 50% increase in the 'free rent' time frame may seem like a lot, the basis for agreeing to the increase could be predicated on the original intent which was to give them free rent equal to the cost of the remodeling...which, admittedly, increased rather dramatically.

The school board approved the contract on Tuesday and has already submitted for the building permit and would look to start the remodeling ASAP.

He added that spoke to Julia Espe to get more information about the cost increase. He said another option would be to increase the lease rate per square foot to \$15, and cut back the free rent to 15 or 16 years, or the City can simply say it isn't going to work.

Hallin asked if the required increase from 1" pipe to 2" pipe was a building code change since the building was built. Karnowski responded that he believes that was the case. Walker asked if they were planning to add a second line in, or keep it the same with one inlet. Karnowski added that the 1" has worked fine for City and was suitable for the clinic that was here prior. He said he may talk to Loren Konen with Metro West Inspections to see if there is a way to keep it the same. Walker asked where the water main is. Gerold replied that he believed it was on the north side of the building.

Walker commented that if the District could not remodel and use City Hall, they likely would not be interested in purchasing the old police station.

Zimmer asked how the square foot lease rate was calculated. Karnowski replied that staff originally looked at \$2 per square foot per month, which was determined to be a bit high. It was agreed upon to go with \$12 per square foot per year.

Whitcomb said his feeling is that before the lease term was up, either the City or School District would buy the other out. Karnowski agreed and Julia Espe had said she suspected the same.

Walker said he doesn't see an issue extending the lease out. Karnowski added that the School District has been very good to deal with on this project as well as the project on 7th. Walker suggested reducing the lease term if the cost happened to come in under the bids that they received.

Zimmer asked where the original \$417,000 estimate was from. Karnowski replied that he believes the estimate came from the architect and construction management firm. The original estimate and design was done last fall, and once the city agreed to lease, they requested bids and specs.

Zimmer said when they talked about it, the District wanted to get going soon on the project. Working with them is important, but he's a bit disappointed that the cost jumped so much. Walker said sees a lot of building budgets change, everyone is estimating low, but costs are going up. Walker commented that he is not all that surprised that it jumped considerably.

Zimmer still wants to see the project move forward, but maybe a small compromise on the price per square foot. Whitcomb said it appears that the school board has already approved the extension to 20 years.

WALKER MOVED TO APPROVE THE EXTENSION OF THE LEASE, BUT NOT GOING OVER 20 YEARS, AND THAT IF THE COST OF THE REMODELING GOES DOWN, THE LEASE TERM WILL AS WELL. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

TED Grant Funding Discussion

Karnowski advised that on Monday, January 4 the city (actually Mille Lacs County) received notification that we were awarded A TED grant for the roundabout at TH95 and CR157 (21st Ave).

The award is for \$110,187 in trunk highway dollars (for the roundabout) and \$687,500 from DEED for a sewer and water extension going west from 21st Avenue to CSAH31.

On January 13th the state confirmed that, although the grant was actually awarded to Mille Lacs County, the City of Princeton will have to be the actual recipient of the DEED portion of the grant (the \$687,500) because of the state requirement that the recipient be the owner and maintainer of the infrastructure built with the grant funds. Note that the source for the DEED funds are actually G.O. Bonds.

| | | |
|---|---------------------|--------------|
| TH95 & 21 st Ave. Roundabout: | Project Cost: | \$ 1,629,200 |
| | Federal Funds #1 | \$ 200,000 |
| | Federal Funds #2: | \$ 594,253 |
| | State Funding | \$ 236,000 |
| | TED Grant Funding: | \$ 110,187 |
| | Local Funds Needed: | \$ 488,760 |
| S & W Exten. 21 st Ave to CSAH 31: | Project Cost: | \$ 985,000 |
| | Other Funding: | \$ - 0 - |

| | |
|---------------------------|------------|
| TED Grant Funding: | \$ 689,500 |
| Local Funds Needed: | \$ 295,500 |
| | |
| Total Local Funds Needed: | \$ 784,260 |

Grants, obviously do not cover the costs of either project. So assessments will be necessary if the projects are to be constructed. While the property owners proposed to be assessed may not welcome the assessments, it's obvious that, if the projects are not constructed using the available grant funds, that the cost to construct those same projects at some date in the future will be significantly more expensive if the city does not take advantage of the grant funding.

Foss stated that the 2008 Comprehensive Plan map and zoning map showing that the city would be growing and providing land for expansion.

Nielson reported that they have calls into MnDOT and DEED Staff for clarifications on some of the funding splits and grant eligible projects costs. This information is being provided to assist the city council in determining if these projects are pursuing with the available grant funding and estimated local cost share.

The latest TED grant application requested funding for two projects. (Figure Attached)

1. TH 95/21st Avenue N. Roundabout and pedestrian trail from CR 31 to 21st Avenue along the south side of TH 95.

2. Sewer and Watermain extension from 21st Avenue to CR 31

The grant application identified project cost for each of the projects as follows.

Grant Impact – The table below shows the annual payment without the grant, with the grant and the annual difference. Assuming 2016 Dollars for a period of 20-years at 3.5% highlights.

| TH 95 Roundabout | |
|-------------------------|------------------------|
| Source | Amount |
| HPP | \$ 200,000.00 |
| HPP | \$ 594,253.00 |
| State Funding | \$ 236,000.00 |
| TED TH | \$ 110,187.00 |
| Local Funds | \$ 488,760.00 |
| Total Project | \$ 1,629,200.00 |

Methods of Repayment:

TH 95 Roundabout – Assessments could be levied against benefitting Properties. Nielson stated that in his opinion, all of the commercial properties could be assessed based on contributing traffic generation. He would recommend that each parcel be assessed based on the area of the parcel and the current or future use according to the zoning type. He would recommend that 50% of the local share of this project be assessed to the benefitting properties. Assumed amount \$244,400.

Sewer and Water Extension – The 2006 Feasibility Report identified proposed assessments for the abutting properties in the amount of \$429,000. These assessments included an

equivalent cost of construction of an 8" sewer and 8" watermain along the property. This cost assumes that no easement acquisition cost would be assessed to the abutting properties. The local share of this project is estimated to be \$295,500. The council could choose to lower the assessments to cover the \$295,500 local share of this project. The 2006 and 2016 proposed assessments are attached in Table 3. Many of these assessments would need to be deferred until the properties were annexed to the city and developed.

Trunk Fees – Trunk Fees were proposed in 2006 that would generate approximately \$476,648 at the rates of \$4,200 for sewer trunk and \$2,472.00 for water trunk funds. Trunk funds are collected at the time of platting and generally intended to payback expenditures for trunk expansion. In this case the trunk funds collected would repay debt from the NW

The Trunk Sewer project that was completed in 2003 and the Easement acquisition funds for Phase 1 & 2 of the proposed sewer project. Some reduction in Trunk Fees could be considered by the council.

Revenue Generation

Assuming a 20-year bond at 3.5% as noted and assuming the assessments for both the roundabout and utility extension project in the amount of \$539,400 the revenue generated on an annual basis would be approximately \$37,953 of the \$55,182 required to make the debt payment on a \$2,614,200 bond sale. This leaves only \$17,229.24 to be covered by the general levy minus any trunk funds that were collected during this period. If we assume that this area will build out in 40 years collecting a total of \$476,648 during that period, assuming an equal amount of trunk fee revenue that would equal approximately \$11,916 per year reducing the annual general budget amount to \$5,313.

| Annual Debt (\$784,260 Bond) | Assessment Revenue (20 Yrs) | Trunk Revenue (40 yrs) | General Fund Obligation |
|---------------------------------|-----------------------------|---------------------------|-------------------------|
| \$55,182 | \$37,953 | 11,916 | \$5,313 |

These assumptions are for comparison only and WSB does not intend to have the ability to predict or control the development within the city.

Walker asked what the chance would be that many of those assessments would be deferred until development. Foss said she hopes the land would be developed soon. She said she actually just received a public hearing notice that Jane Odgers is platting her property that is in the area just over the City limits in the Township.

Nielson suggested talking with the property owners to get their plans for their sites. Karnowski said he believes the Odgers property is totally surrounded by the City. It is concerning that the Township is deciding on a plat that is essentially in the city. Karnowski added that he believes the property could be annexed by ordinance being that the property is totally surrounded by the City. Nielson said if Odgers wants to develop the property, she would be able to have a higher density if the property was annexed into the city. Hallin feels this property needs to be annexed being it is completely surrounded by the City.

Nielson said we have the grant opportunity today, is it worth the risk to turn down the grant money for projects that are needed.

Proposed assessments were calculated in 2006 when this was originally looked at. He said when trunk fees are collected, they could be applied to the right of way acquisition.

Nielson suggested the city may want to assess about 50% to all the properties out there, and possibly put a deferred assessment on the residential properties to the north in case they were developed commercially.

If the City collected assessments on both projects, then future trunk fees, it could total about \$417,000, so there may be some room to adjust trunk fees or something similar.

The trunk highway money is separate from deed money, so if need be, the City could accept one grant and not the other. He has a call in to MNDOT to find out the city's options. The City would be getting the deed money directly, and the transportation funds would go to Mille Lacs County first.

Hallin asked if properties were assessed for the other round-a-bout. Karnowski said that was on a County and State project, and nothing was assessed. Nielson said we currently have \$700,000 in federal, state money, etc. A light was originally was looked at to add in that intersection and Walmart was informed that there may be some improvements made to the intersection when they came in.

Karnowski stated that the local share is about \$500,000, which is about 1/3 of the cost.

Nielson commented that if the planned trail was removed and the Deed grant was dropped, the other grant would go to an 80 – 20% split. Foss stated she does not want to see the trail cut, and feels the whole project would benefit the community and development in the area.

Nielson asked if there is a drop dead date to decide if the City wants to accept the grant money. Foss said she does not have one. Karnowski added that he believes they wanted the projects bid this year, with construction being done next spring.

Walker asked about dropping the TED grant, and how much the difference would be. Nielson used 1 million as an example. With the TED grant, the City would receive \$700,000, and \$800,000 if that grant was dropped. It likely won't make a big difference, but he would like to run the numbers to know for sure.

Dobson stated that he would like to keep the trail in the project, as it would be cheaper to do it now, then putting one in later. Hallin agreed. Foss added that there are grant funds available for connecting trails, so it can maybe be added to in the future.

Hallin, going back to the Odgers property, she said she thought the Township required 2 ½ acres for residential lots. Walker said if that property would be developed, it is also an issue with the wellhead protection plan.

Foss will contact the Township to get a copy of that plat that is being proposed

Nielson stated that he does not need definite approval from the Council tonight, but would like to contact the property owners and find out what the drop dead date is for accepting the grants.

Hallin asked if the property owners have to be assessed. Nielson said the City does not have to, that would be a council decision. Whitcomb said the properties should be assessed, as it is a benefit.

Walker said he is in favor of both projects, and would like to see a few options that would reduce the assessments.

Whitcomb questioned when the trail needs to be done with the grant that has already been received and what the local share will be. Foss said fiscal 2017 and Jackson said he believes the local share is about \$200,000.

Jackson added that the city usually requires new developments to pay for 100% of utilities, so a deduction would need to be justified and documented.

Nielson responded that lowering the trunk fees would be an option. In 2006 when this was looked at, the assessments would have been higher with the rates back then. Instead of assessing for it now, it could be considered a trunk expenditure and the city could be paid back with right of way acquisitions. Jackson added that in the past, the developers were usually asked to donate the property to the city for the right of way.

Walker inquired if this extension would serve the 200 acres west of town and if those properties are included in these assessments. Nielson replied that Phase 3 would get out to that site, but this Phase 2 will only go to County Road 31, so those properties would not be assessed.

WALKER MOVED TO MOVE FORWARD WITH THESE PROJECTS AND ATTEMPT TO FIND SOME METHODS OF LOWERING THE ASSESSMENTS. HALLIN SECONDED THE MOTION.

Whitcomb clarified that this motion is approving staff to sit down with the property owners. Nielson said that that the sewer and water extension could possibly be done this fall, but it would be very tight with the assessment process.

Zimmer asked how much the assessments could be extended out. Nielson said there are 30 year bonds, but the rates go up considerably. The current assessment estimates are big numbers, but they work out to only be about \$.10 per square foot.

THE MOTION CARRIED UNANIMOUSLY

Karnowski asked how the Council wanted to proceed on the Odgers property. Whitcomb replied that the City has never annexed property without the property owner requesting it, but with how this property is surrounded by the City, it should be looked at. Karnowski responded that he will look into the options and report back to the council.

DOBSON MOVED TO ADJOURN THE MEETING AT 6:35PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JANUARY 28, 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, Victoria Hallin, Dick Dobson, and Jules Zimmer. Others present: Administrator Mark Karnowski, Development Director Jolene Foss, Police Chief Todd Frederick, Public Works Director Bob Gerold, Liquor Store Manager Nancy Campbell, Fire Chief Jim Roxbury, Clerk Shawna Jenkins, Engineer Jeff Row and Attorney's Damien Toven and Kelli Bourgeois.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of January 14, 2016
- B. Special Study Session Meeting Minutes of January 21, 2016

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JANUARY 14, 2016 AND THE SPECIAL STUDY SESSION MEETING MINUTES OF JANUARY 21, 2016. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
 - 1. Firehouse BBQ Annual Food Vendor License
- B. **Personnel**
 - 1. Accept resignation of Judy Ludwig from the Park Board
- C. **Donations/Designations**
 - 1. Resolution 16-04 accepting donation for Fire Dept. from John & Carol Hulett

HALLIN 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. PFRD Year End Review

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

- A. Dog Kennel Revision Ordinance 729 – FIRST READING

Foss advised that the Planning Commission recently reviewed and are suggesting a few additional changes to Kennel Ordinance in the B-1, B-2 and the B-3 Districts. There are also some changes to Performance Standards, Standards and re-alphabetizing subsequent sections.

DOBSON MOVED TO INTRODUCE ORDINANCE 729, AMENDING ORDINANCE 727 FOR THE OPERATION OF A KENNEL IN CHAPTER V (ZONING DISTRICTS), SECTION 8 (B-1 CENTRAL BUSINESS DISTRICT), SECTION 9 (B-2 NEIGHBORHOOD COMMERCIAL DIS-

TRICT, SECTION 10 (B-3 GENERAL COMMERCIAL DISTRICT) AND CHAPTER VI (PERFORMANCE STANDARDS, SECTION 2 (STANDARDS), ITEM K, WITH KENNEL LANGUAGE, AND RE-ALPHABETIZING OF ALL SUBSEQUENT SECTIONS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Odgers Annexation Proposal – Resolution 16-05

Karnowski stated that the Council was advised at the January 21st Study Session, the city received a legal notice advising of an upcoming public hearing before the Princeton Township Planning Commission to consider the request of Jane Odgers for both a preliminary and final plat of her property at the northwest corner of the intersection of 21st Avenue and 1st Street. The Odgers property is completely surrounded by land that is within the city (copy of legal notice and map attached).

The city's unwritten policy in the past has been to not annex property unless the property owner requests annexation.

However, at the Study Session, the Council discussed the situation and appeared to agree that the proposed platting of the property makes annexation something the Council should consider as it may not be in the city's best interest to have the adjacent township platting property that is surrounded by the city.

State law (MS 414.033) allows a city to annex a parcel of property that is 'completely surrounded by land within the municipal limits'.

In discussing the situation with the city attorney, the suggestion is that the city should direct staff to begin the annexation by ordinance process on the property via resolution. While adopting a resolution for an annexation by ordinance is not normally necessary, the attorney suggests that by doing so, the resolution can be filed against the subject property so any future buyers of the property are on notice that the property is being annexed and that the city will then be in control of the property's development.

The proposed resolution calls for the required public hearing after which the city can annex the property.

Attorney Bourgeois suggested that she and a Council representative attend the hearing to both raise an objection to the process being considered and to hand-deliver a copy of the adopted resolution, assuming passage by the Council.

Staff also determined that there are substantially deferred assessments on the property. If the property is annexed, the city will need to hold an assessment hearing and begin collecting those assessments.

Walker mentioned that this property does touch 2 corners of the Township. A property touching only corners of the City has been used as reasoning for previous annexation.

Attorney Toven stated another basis to use when considering annexation is that it is under 120 acres and it is abutting city property.

Karnowski said Walker makes an interesting point about it touching the Township on 2 corners. Both of those provisions are State Law. Land can be annexed if it is touching a corner, or if it is totally surrounded by the city. Walker added that a land sale would be another basis as well. Hallin agreed and does not want the land being split and sold off and put into a use that the City does not feel fits in the area.

Bourgeois said State Statute does provide for contiguous properties to be annexed.

Zimmer said at the study session, it appeared the entire Council was surprised that the property totally surrounded by the City was not already annexed into the City.

Walker said it seems that the property is just being split, and questioned if the other parcel was going to be developed. Karnowski stated this is a preventative move to prevent something from being put there that the city does not want.

Foss added that the area is shown as being in the City Limits when looking at the Future Land use Map in the Comprehensive Plan.

HALLIN MOVED TO APPROVE RESOLUTION 16-05 DIRECTING STAFF TO INITIATE ANNEXATION BY ORDINANCE PROCEEDINGS ON PROPERTY OWNED BY JANE E. ODGERS TRUST AND LEGALLY DESCRIBED AS LOT 4, BLOCK 1 LIESTMANS ADDITION. ZIMMER SECONDED THE MOTION.

Hallin said she is very concerned with having an island of township there, if the land around it is in the city limits. Walker would feel more comfortable if a city could only annex property like this when land was sold. Whitcomb agreed that he wouldn't want something to be put in there that does not fit the city or area.

VOTE: 4:0:1 WALKER ABSTAINED, THE MOTION CARRIED

B. West Branch Pay Estimate #4

Karnowski advised that staff has received Construction Pay Voucher No. 4 for the West Branch project in the amount of \$102,262.68. The quantities completed to date have been reviewed and agreed upon by the Contractor, and the Engineer Row recommends that the City of Princeton approve Construction Pay Voucher No. 4 for Douglas-Kerr Underground, LLC for \$102,262.68

Walker said the listing is confusing as some are listed as negative numbers. Row explained that the negative numbers are in essence cleaning up areas where it was paid, and moved them to a different and correct fund. Jackson said Karen Hodge and himself went over it and did determine that the figures match the change orders.

Row will put together a summary for the council.

HALLIN MOVED TO APPROVE PAY VOUCHER #4 TO DOUGLAS-KERR UNDERGROUND, LCC FOR \$102,262.68. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Appoint Blake Broding to the Park Board, to finish out Judy Ludwig's term

Karnowski reported Blake Broding has applied to finish out Judy Ludwig's term on the Park Board (term ends December 31, 2017)

ZIMMER MOVED TO APPOINT BLAKE BRODING TO THE PARK BOARD TO FINISH JUDY LUDWIG'S TERM THAT ENDS DECEMBER 2017. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Pay Equity Report

Jackson reported that all cities in Minnesota are required to report the status of their pay equity compliance once every three years. 2016 is the City of Princeton's year to file the report. The preliminary "Implementation Form" and the "Compliance Report" was provided to the Council for review. Once approved and signed, it will be submitted to the Minnesota Pay Equity Management System division of the Minnesota Management and Budget department.

Walker questioned the male and female class differences. Jackson clarified that is the number of people working in those positions. It does indicate that there are a few job classifications that should be reviewed, which is something they were planning on doing for the union agreement.

HALLIN MOVED TO APPROVE THE PRINCETON'S 2016 IMPLEMENTATION FORM AND COMPLIANCE REPORT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Planning Commission Bylaws

Foss advised that the Planning Commission made some small numbering changes to the Bylaws and are asking for them to be approved by the City Council.

HALLIN MOVED TO APPROVE THE PLANNING COMMISSION BYLAWS AS SUBMITTED. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. PFRD Grass Rig Proposal

Karnowski stated that the fire department would like the Council's approval to order the Grass/Rescue truck that was approved in the 2016 Capital Improvement Plan (CIP).

We have the state bid prices for the truck (from Midway Ford) priced at \$33,773.70.

The low bid for the Lighting and siren package from Emergency Automotive Technologies priced at \$8,139.46. Other bids for that package included Kirvida Fire at \$9,599.78 and Granite Electronics for \$9006.48 (that did not include the brush guard).

Roxbury said one company provided one bid for the Slide-in Pump, but no specifications were included. They have asked for the specifications so they can compare the bids properly.

The delivery time for the truck is 10 to 12 weeks and staff had hoped to have the unit in service in time for grass fire season. He is asking the Council for approval in order to meet that timeframe.

WALKER MOVED TO APPROVE THE PURCHASE OF THE TRUCK AND EQUIPMENT NEEDED FOR A GRASS RIG TO BE PURCHASED FROM THE TRUCK AND EQUIPMENT FUND. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

BILL LIST

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$115,017.01 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 73121 TO 73172 FOR A TOTAL OF \$298,071.44. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:41PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins
City Clerk

Paul Whitcomb, Mayor

**THE REGULAR MEETING OF THE PLANNING COMMISSION BOARD HELD ON JANUARY 25,
2016, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS**



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

OATH OF OFFICE:

Jules Zimmer took the Oath of Office.

ELECTION OF OFFICERS:

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

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

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

APPROVAL OF MINUTES OF REGULAR MEETING ON DECEMBER 21, 2015

REYNOLDS MOVED, SECOND BY ZIMMER, TO APPROVE THE MINUTES OF DECEMBER 21, 2015. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:

DeWitt added to the agenda, under New Business, Item E, Mini-Storage Units Building Size Adjustments for Jared Hansen.

REYNOLDS MOVED, SECOND BY ZIMMER, TO APPROVE THE ADDITION UNDER NEW BUSINESS, ITEM E, MINI STORAGE UNITS BUILDING SIZE ADJUSTMENTS. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING:

A. Kennel Ordinance Amendment

The amendment of the Kennel Ordinance #727 was on the Planning Commission at their

November 16th, 2015 meeting and forward to the City Council for final approval at their December 10, 2015 meeting. When DeWitt was making the revisions for the amendments in the Zoning Ordinance, she noticed a number of errors and inconsistencies in the B-1, B-2, and B-3 Districts. The strikeouts indicate deletions and the underline wordage indicates additions in the following pages of the draft Kennel Ordinance amendment.

Edmonds questioned the number of animals in Section 4, amending the Kennel language that it does not define the maximum number of animals.

Foss said it depends on the size of the site.

Edmonds opened the public hearing. There was no one present to discuss this item.

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

ZIMMER MOVED, SECOND BY REYNOLDS, TO APPROVE AND FORWARD TO THE CITY COUNCIL THE AMENDMENT OF ORDINANCE #727 FOR THE OPERATION OF A KENNEL IN CHAPTER V (ZONING DISTRICTS), SECTION 8, (B-1 CENTRAL BUSINESS DISTRICT) ALLOWING KENNELS, PET STORES, DOG DAYCARE, TRAINING, AND GROOMING FACILITY WITH AN INTERIM USE PERMIT; AND CHAPTER V (ZONING DISTRICTS), SECTION 9, (B-2 NEIGHBORHOOD BUSINESS DISTRICT) REMOVING THE LANGUAGE OF KENNELS IN THE CONDITIONAL USES AND ADDING INTERIM USE LANGUAGE TO ALLOW KENNELS, VETERINARY CLINIC WITH OVERNIGHT BOARDING, PET STORES, AND DOG DAYCARE, TRAINING, AND GROOMING FACILITY; AND CHAPTER V (ZONING DISTRICTS), SECTION 10, (B-3 GENERAL COMMERCIAL DISTRICT) REMOVING VETERINARY CLINIC IN PERMITTED USES ADDING INTERIM USE LANGUAGE TO ALLOW KENNELS, PET STORES, DOG DAYCARE, TRAINING, AND GROOMING FACILITY, AND VETERINARY CLINIC WITH OVERNIGHT BOARDING; AND CHAPTER VI (PERFORMANCE STANDARDS), SECTION 2, (STANDARDS) AMENDING ITEM K, WITH KENNEL LANGUAGE, AND RE-ALPHABETIZING ALL SUBSEQUENT SECTIONS. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

OLD BUSINESS:

A. Gas Station Canopy LED Tube Lighting (Continued Discussion)

Community Development Director Memo:

Staff is recommending the addition of language to the Zoning Ordinance to address the recent request to put LED Lighting around a gas/filling station canopy. LED bar lighting would be used to outline the canopy around the gas pumps at gas stations.

In researching Elk River, Zimmerman, Duluth, Cambridge and Milaca I did not give very much insight. Duluth prohibits this kind of lighting. Milaca, Zimmerman and Cambridge do not address this topic directly.



The City of St. Cloud does not address this issue in their Zoning Ordinance but according to the Senior Planner, they mention that shielding of LED is required if it is located adjacent to residential.

A request to PUC, Southern Minnesota Municipal Power Agency (SMMPA) and the City Attorneys has been made for their input on this topic.

Suggested language:

Definition: Any LED tube lighting that goes around the canopy of a gas station.

F. Video Display Signs, Electronic Changeable Copy Signs, and Electronic Graphic Display Sign, and Gas Station Canopy Tube Lighting – General Provisions (Added 05-08-14; Ord. 706):

1. Location:

- a. Signs shall only be permitted on property that is zoned B-2 Neighborhood Business, B-3 General Commercial, HC-1 Health Care, MOR Medical Office Residential, MN-1 Industrial, and MN-2 Industrial Districts.
- b. Signs shall not be located within 125 feet of any existing residence (including single family homes, townhomes, multi-family residential buildings, apartments, etc) without proper shielding to ensure that the brightness does not exceed maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk and dawn; as measured from the sign's face at maximum brightness.

2. Orientation:

- a. Signs shall not interfere with traffic and road safety due to placement and orientation, as determined by the city engineer.

3. Size and Height: The size and height of the sign shall be subject to the same provisions as any other wall or freestanding sign.

4. Brightness:

- a. No sign may be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device, signal or the safety of the public, or located where it would do so as determined by the city engineer.
- b. Signs must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours, and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn, as measured from the sign's face at maximum brightness.

- 1) The sign owner shall be required to provide an accurate field method of ensuring that maximum light levels are not exceeded if requested by City officials.
 - 2) The sign owner shall sign a license agreement supplemental to the building permit agreeing to operation of a sign in conformance with these regulations. Violation of these regulations shall result in forfeiture of the license, and the City shall be authorized to arrange disconnection of electrical service to the facility.
 - 3) Signs shall have an automatic dimmer control or other mechanism to automatically adjust its nit level based on ambient light conditions.
- 5) **Flashing Prohibited:** Flashing signs are prohibited (refer to Definition section).
- 6) **Malfunction:** In the event of a malfunction, the sign shall be designed to freeze the display, and the owner shall discontinue the display immediately upon malfunction, or upon notice from the City that the display violates the City's regulations.
- *****End of Staff Memo*****

Foss said wordage for shielding was supposed to be added. She did not have much to go on with that. You can buy plastic that goes around the tube lighting. She just went with the wording that no illumination that exceed a maximum illumination of nits. There is amount of nits and brilliance definition.

Zimmer asked what happens if it is too bright and we receive a complaint, how is it tested.

Foss said she spoke to a Planner in St. Cloud and a sign owner has to use the device that shows what the nits are at.

REYNOLDS MOVED, SECOND BY ZIMMER, TO HAVE STAFF DRAFT A SIGNAGE ORDINANCE AMENDMENT TO ADD GAS STATION CANOPY LED TUBE LIGHTING LANGUAGE FOR A PUBLIC HEARING FOR THE FEBRUARY 22, 2016, PLANNING COMMISSION MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

NEW BUSINESS:

A. Planning Commission Bylaws Review

DeWitt informed the Planning Commission Board that it is good procedure to review the Bylaws at the beginning of each year. She found a numbering correction on page three, under Section 11. Duties of Officers, on Item D. The number three has been missed. It's just a typo that needs to be cleaned up.



ZIMMER MOVED, SECOND BY REYNOLDS, TO CORRECT THE NUMBER ON PAGE THREE, UNDER SECTION 11. DUTIES OF OFFICERS, ON ITEM D. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

B. Micro Brew Ordinance

Community Development Director Memo:

A recent request for the opportunity to include microbrewery as a home occupation in a residential district has initiated the research into proposed changes to our zoning ordinance.

The zoning ordinance does not address microbreweries, wineries, etc.

Included is a sample of the language adopted by the City of Elk River in regard to this topic, as well as information provided by the individual who is initiating this request.

Home occupations are an allowed use in R-1, R-2, and R-3 with a Conditional Use Permit.

If the Planning Commission chooses to consider an ordinance amendment to include microbreweries, wineries, etc. Staff will work with the city attorney to draft proposed language for your review for the February Planning Commission meeting.

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

Foss introduced Dieter Kurzweg who had called in regards to the City of Princeton's regulations on a microbrewery as a home occupation in a Residential District. Kurzweg gave Foss the City of Elk River Ordinance to review and also the breakdown of the operation route for licensing and opening up a brewery.

Kurzweg said he was looking at a home in Elk River and contacted the City of Elk River if they allow microwbrewers as a home occupation. They adopted language for microbrewery as a home occupation. He is now considering purchasing a home in Princeton instead because the home prices should be lower and needs to first see if the City will allow a brewery as a home business.

Foss said that he would like to have a microbrewery as a home occupation and have the detached garage as the brewery. There is room for brew pubs to be a home occupation. The City of Elk River defined this very clearly.

Kurzweg said he did studies in 2009 to 2012 in a brewery in Germany. He worked for Cold Spring Brewery for 2 ½ years and now wants to do his own brewery.

Edmonds commented that the State does have requirements and Kurzweg would have to follow them.

Kurzweg said yes, he would have to follow them. The largest concern is noise, waste, and odor. He is not sure if the distillery here has an aroma discharge, but the St. Paul one does have a bad reputation from the odors that is through the waste. His small brewery would be during the brewing process and the exhaust and fumes has an oatmeal odor that would go through a flue vent from the detached garage for approximately four hours at a time. He does not believe this would affect the neighborhood. The waste would be spent grain and that is four ingredients. The malted barley those are spent and need to be disposed of properly. For the most part breweries sell those to farmers for livestock feed or a compost site. Sherburne County has a compost site for residents and he does not know if Princeton has that. He would have to install drainage for liquid waste and that would be small. Most tap room breweries in a four year period is on site sales. He would only want to production and not sell on site. That would be a larger facility.

Edmonds asked on noise.

Kurzweg said the milling of the grain would take 15-20 minutes.

Reynolds asked what volume he would make.

Kurzweg said our home occupancy does not allow more than 25% of the floor space utilized in an accessory building. He said no more than 500 gallons a year and packaged into kegs and sold to local establishment. He will maybe have 30 barrels at the most which is 31 gallons.

Zimmer asked on how flammable this process would be.

Kurzweg said there are gasses produced in CO2 and you are constricting those gasses that could make an explosion. He has experience and this has not happened to him in the eight years of brewing. There is not much of a danger.

Zimmer asked if there is a heating element.

Kurzweg said yes, a heating stand that has an open flame. It is exposed to the environment in the building and proper consideration has to be taken.

Reynolds asked if the malts are pre-roasted.

Kurzweg said yes. He will get them from St. Paul. He will have them delivered at a later use, but at the beginning he will get the supplies. He is using 17 pounds of malt barley or other grains and the waste is two five gallon containers.

Zimmer said 17 pounds of barley is 10 gallons of beer.

Kurzweg said yes, 10 gallons of beer. He would like to expand to a larger brew kettle in the future. Right now he uses a half brew system and would like to expand to a six brew system.

More would be for the waste the larger you go. Breweries need to meter and report their water system per the State.

Foss said waste would have to be monitored.

Kurzweg said the population of the Cold Spring Brewery they were sending a lot of waste to the treatment plant. When he was in Germany he learned how to save money in their waste water treatment and harvesting their waste. He has helped Cold Spring Brewery in savings with their waste.

Edmonds said on the minor explosions that would be involved, he would need insurance for this.

Kurzweg said he would have it insured. The beer and alcohol industry is the most heavily regulated in the United States. You have to abide by the rules and regulations. He believes 625 feet for the accessory building would be enough space for him.

Zimmer said that one Duluth would not allow this.

Foss said that was the canopy lighting they did not allow. She has not looked into other cities on this. She only took Kurzweg's information for the City of Elk River. This is an opportunity of seeing what the brewery is.

Edmonds said serving on premises should not be allowed. He is wondering about the odors from this also.

Foss said in St. Cloud she lived at a home that was downwind from a business that produced a odor. She understands MN Pollution Control defines odor and pollutant.

Edmonds said when the Ordinance is drafted, the smell is going to have to be addressed.

Reynolds said he is okay with adding microbrewery to residential.

Foss said she would work with the City Attorney and he can help draft up an Ordinance. She would have a proposed draft for the next meeting, and then move it to a public hearing. She will look at waste water, water consumption, volume, smell, and no service on premises. Maybe the maximum volume should be looked at. She will ask Kurzweg to help her.

Zimmer said delivery trucks coming to the site should be addressed and storage of the product and traffic also.

Foss will look into that.

Kurzweg said if his operation would get bigger he would move into the Industrial Park.

Edmonds agreed and said, we would not allow this to expand in a neighborhood. He thanked Kurzweg for coming to the Planning Commission meeting and will have staff draft a proposed Ordinance.

C. Restaurant Definition Ordinance Amendment

Community Development Director Memo:

City Administrator has requested the Planning Commission review the current definition of "Restaurant" as it is defined in the Zoning Ordinance. It appears a more comprehensive definition may be beneficial.

Our current definition is:

(G) "Restaurant" – a standalone retail establishment under the control of a single proprietor or manager, where meals are regularly prepared on the premises (as opposed to frozen or pre-packaged food) and served at tables to the general public and having seating capacity for a minimum of 30 customers.

Suggested language:

"Restaurant" An eating facility, other than a hotel, under the control of a single proprietor or manager, where meals are regularly prepared on the premises, where full waitress/waiter table service is proved, where a customer orders food from printed menus, and where the main food course is served and consumed while seated at a single location. To be a restaurant as defined by this section, an establishment shall have a license from the state as required by Minnesota Statutes, Section 157.16, as it may be amended from time to time, and meet the definition of either a "small establishment," "medium establishment," or "large establishment" as defined in Minnesota Statutes, Section 157.16, subd. 3d, as it may be amended from time to time. An establishment which serves prepackaged food that receives heat treatment and is served in the package or frozen pizza that is heated and served shall not be considered to be a restaurant for purpose of this Ordinance unless it meets the definitions of a "small establishment," "medium establishment," or "large establishment."

If the Planning Commission would like to move forward with the ordinance amendment, Staff will work with the city attorney to verify legal language and draft a revision.

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

Zimmer asked why this came about.

Foss did not know. She is in agreement with the change.

ZIMMER MOVED, SECOND BY REYNOLDS, TO HAVE STAFF DRAFT A RESTAURANT DEFINITION ORDINANCE AMENDMENT FOR A PUBLIC HEARING AT THE FEBRUARY 22, 2016 PLANNING COMMISSION MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

D. Rental Properties Ordinance Amendment

Community Development Director Memo:

The Chief of Police and the Fire Chief have requested Staff to look into rental property requirements and have made the suggestion that the Planning Commission add an ordinance that addresses rental properties that have appeared in single family homes in the R-2 and R-3 zoning districts.

The current Zoning Ordinance states:

In the R-2 Residential District, no building or land shall be used or divided and no building shall be erected, unless otherwise provided herein, except for one or more of the following as well as similar uses:

- Any use permitted in R-1 District;
- Two-family dwellings;
- Conversion of single-family structures to a two-family unit when each unit contains 800 square feet of floor area or more;
- Twinhome;
- Accessory buildings not exceeding 800 square feet related to the above principal use.

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

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

- Private swimming pool, tennis court, or other site necessary to conduct a home sporting event;
- Accessory buildings not exceeding 1,000 square feet related to the above principal use;
- Parks & open spaces.

Currently, there are no standards put in place regarding a rental application, rental inspections and/or rental licensing for residents in the city. The general belief is that these properties need to be recorded and the public safety providers need to know when there are more than one residences in a structure. They need to know where entrances and exits for each unit are. These units need to meet certain safety standards and without any licensing process, there are no inspections of the residential units.

A rental licensing fee will be put into place to cover the cost of rental inspection.

If the Planning Commission approves of adding a Rental Properties Ordinance, Staff will work with the City Attorney to draft a sample ordinance.

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

Foss said that this should be in each property whether it is either one family or more. A Rental Credit form is when you need to be licensed.

Edmonds said he has a rental property and has a generic form that tenants fill out and pay a deposit. He gives them Rent Credit Paid form annually.

Foss said annual inspection would be done where entrances are not blocked and detectors are working.

Zimmer said if the Fire Chief and Police Chief have concerns that we need to look at he understands. What would be the fee.

Foss said she would speak to Lynn Paulson (City Building Inspector) or Loren Kohen (Metro West Inspections) and see what they charge. She is not sure how long the license would be renewed, maybe two years or maybe at turnover time of a new renter.

Reynolds asked if senior housing would apply for this also.

Foss said that would be looked into. It would have to be written on apartments.

Reynolds suggested looking at other towns our size and see what they have in place.

Foss said she will see what it details to have someone inspect and such. She will put something together next month.



E. Mini Storage Units Building Size Adjustments – Jared Hansen
Community Development Assistant Memo:

Jared Hansen, owner of the proposed Mini-Storage Units located at 1800 15th Street North, has an Interim Use Permit and Site Plan Review on April 20th, 2015. The approved building size for each of the three units was 8,000 square feet (40' x 200").

The applicant has put up one of the buildings and now is requesting to change the size for the next two buildings to 195' x 41'. The 8,000 square footage for the two buildings will stay the same as what was approved.

Staff is okay with this building size adjustment as long as it stays 8,000 square feet or under. The applicant understands that the agreed setbacks have to stay in place and that the next two buildings are not pole style. The building permit was for the first mini-storage unit only. New plans would be submitted for the last two mini-storage units.

If the Planning Commission Board is okay with the request, please make a motion so we have it in our records.

Enclosed: Two Site Plans

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

DeWitt informed the Planning Commission Board that the building size change is to have longer units to accommodate a boat and such. The new building size is five feet less than the original plans. DeWitt ask that if the Planning Commission is okay with the building size adjustments for the next two mini-storage units, that in the motion they also include the next two units have to be frame built. The first unit was pole barn built and that is not allowed in our Ordinance. It had been missed when the permit was issued.

REYNOLDS MOVED, ZIMMER SECOND, TO APPROVE THE MINI-STORAGE UNITS BUILDINGS SIZE ADJUSTMENT TO 195' X 41' AND THE BUILDING MUST BE FRAME BUILT. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

COMMUNICATION AND REPORTS:

A. Verbal Report

1) Pole Barn Construction

Foss received a call from a resident that is interested in building a pole type building because it is cheaper. Foss will gather information on a pole barn and a non-pole barn and see if we should edit the restrictions. Maybe have a requirement of a cement floor and different siding. She will draft something up.

2) Golf course

Foss said the Princeton Golf Course has a potential buyer, Greg McGuiggan. McGuiggan is working with the bank and has \$20,000 to put down on the property, but needs another \$20,000 for the grounds upkeep. He is inviting the public to hear his business plan to bring the Princeton Golf Course back to its former glory. There are a couple meetings, Thursday, January 28th at 10:00 AM, Friday, January 29th at 10:00 AM, and Thursday, February 4th at 7:00 PM. For those that invest into the golf course in the amounts of \$1,000 up to \$5,000, there will be incentives.

Foss will send out a City wide email. If McGuiggan does not raise the funds, the Golf Course will close.

3) Steak and Shake

Steak and Shake is looking to expand in Minnesota. She talked to the Site Manager and he is coming to Princeton in February. They want to partner with someone. They are based in Indianapolis. She will get some information out to them. They would be a great draw to the City.

4) Running Aces

Foss said a resident spoke to her about a facility called Running Aces. This person goes to Running Aces and believes it would be great for Princeton. The individual knows the owner of the one he goes to and told him that he should bring one to Princeton. It is a casino and horse drawn carriages. They have only cards, no slot machines. Foss thinks it would be a big draw in town.

Foss asked Jim Kusler (Princeton Township Representative) what he thinks of this.

Kusler said he has no reaction to this. That industry is regulated by the State.

Edmonds said there is one by Forrest Lake.

Foss said she will look into this.

B. Updated Residential Zoning District and Definitions Handouts for Zoning Books

DeWitt said the handouts are the updates for their Zoning books. Please replace the sections with these.

C. City Council Minutes for December, 2016

The Planning Commission Board had no comments.



REYNOLDS MOVED, SECOND BY ZIMMER, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:30 P.M.

ATTEST:

Jack Edmonds, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant