

**THE REGULAR MEETING OF THE PLANNING COMMISSION BOARD HELD ON  
JULY 18, 2011, AT 7:00 P.M., AT THE CITY HALL CHAMBERS**

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The meeting was called to order at 7:00 P.M., by Dave Thompson. Members present were Jack Edmonds, Mitzi Mellott, Ben Hanson, and Dick Dobson. Township members present were Jim Kusler (Princeton Twsp.) and Randy Atwood (Baldwin Twsp.) Staff present were Carie Fuhrman and Mary Lou DeWitt.

**APPROVAL OF MINUTES OF THE REGULAR MEETING ON JUNE 20, 2011**

DOBSON MOVED, SECOND BY HANSON TO APPROVE THE MINUTES OF JUNE 20, 2011. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

**PUBLIC HEARING:**

**A. #03-11 Preliminary & Final Plat for Walmart**

Fuhrman informed the Planning Commission Board that the applicant, Walmart requested to extend the City's review period and postpone all the application reviews until the August Planning Commission meeting. The reason for the extension request is to meet with the City Engineer and work out the traffic concerns that were raised in the WSB memo dated July 6, 2011. Being the public hearing notices have already been posted and mailed to adjoining property owners, the Planning Commission is requested to open the public hearing and keep it open until the August Planning Commission meeting, where full review of the applications is requested.

Those present for the Walmart discussion were invited to address the Planning Commission with comments.

Jane Odgers, 9542 18<sup>th</sup> Street, owns property close to the proposed Walmart site. Odgers stated there is a snowmobile trail east of 21<sup>st</sup> Avenue that has been presentable and maintained and would like to know that it will be kept in that condition. She also wanted to address any dumpsters that Walmart would have be kept from view.

Dan Howard, Thousand Acres Dev., asked what the delay regarding the traffic is.

Fuhrman said Walmart requested to meet with staff and go over everything before the public hearing.

Mike Nielson, City Engineer was present and responded that it is nothing significant. A right turn lane needs to be put in the plans. An independent traffic study needs to be done for a 20 year projection for traffic. There is one drainage issue that needs to have attention.

Odgers asked if Walmart had given a time table on when they would be open and the Planning Commission Board responded they have not been given a time table.

DOBSON MOVED, SECOND BY HANSON TO CONTINUE THE PUBLIC HEARING ON ITEM #03-11 PRELIMINARY & FINAL PLAT FOR WALMART UNTIL THE AUGUST 15, 2011, PLANNING COMMISSION MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

**B. #04-11 Vacation of drainage & utility easements for Walmart**

DOBSON MOVED, SECOND BY HANSON TO CONTINUE THE PUBLIC HEARING ON ITEM #04-11 VARIANCE OF DRAINAGE & UTILITY EASEMENTS FOR WALMART UNTIL THE AUGUST 15, 2011, PLANNING COMMISSION MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

**C. #05-11 Conditional Use Permit for Retail Store over 50,000 Sq. Ft. & Site Plan Review for Walmart**

DOBSON MOVED, SECOND BY HANSON TO CONTINUE THE PUBLIC HEARING ON ITEM #05-11 CONDITIONAL USE PERMIT FOR RETAIL STORE OVER 50,000 SQ. FT. & SITE PLAN REVIEW FOR WALMART UNTIL THE AUGUST 15, 2011, PLANNING COMMISSION MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

**D. #06-11 Conditional Use Permit for Sterling Pointe Mix Use**

Fuhrman informed the Planning Commission Board that Sterling Pointe Senior Living, has submitted an application for a Condition Use Permit in order to operate a mixed use health care living facility, including both residential and commercial uses, that include a drug/convenience store; religious facility/chapel; beauty salon/barber shop; coffee shop; and food service kitchen and dining room. This property is located at 1250 Northland Drive and zoned MOR (Medical Office Residential) District.

The MOR District does require a Conditional Use Permit for a mixed use health care living facility. The Site Plan application submitted last year did indicate the proposed use was for an elderly residential housing development with services, a Conditional Use was never processed. The Sterling Pointe facility complies with the intent of the MOR District. The proposed uses are compatible with the Zoning Ordinance provisions, and the Conditional Use Permit meets the review standards according to the Ordinance. Staff recommends approval of the Conditional Use Permit for Sterling Pointe Senior Living.

Roger Fink, applicant for Trident Dev., was present and spoke to the Planning Commission Board. Fink said the private amenities were included in the plans from the very beginning. That is why this site was zoned the MOR District. The need for the Conditional Use Permit was brought to their attention by Fuhrman when the stylist for the beauty salon came to City Hall to have Fuhrman sign a form for the State regarding a zoning confirmation. The facility will primarily have the chapel, beauty salon/barber, and drug/convenience store for the residents on site. Fink said there is an open house scheduled for September 11, 2011, and hopes the Planning Commission Board will be able to attend.

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

EDMONDS MOVED, SECOND BY HANSON TO APPROVE ITEM #06-11 CONDITIONAL USE PERMIT FOR STERLING POINTE MIX USE. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

The Findings of Fact were reviewed by the Planning Commission Board:

1. Are there characteristics of the proposed use that may violate the health, safety or general welfare of Princeton residents? No.
2. Does the proposed use present any unique concerns regarding erosion, runoff, water pollution or sedimentation? No.
3. Could the proposed use create any special problems with parking? No.
4. Would the proposed use cause any problems with access or traffic generation? No.
5. Is the proposed use incompatible with other uses located in the zoning district? No.

The Commission recommends approval of a Conditional Use Permit, based upon the Findings of Fact.

### **OLD BUSINESS:**

Thompson mentioned that with the storm damage at the beginning of the week, Princeton Public Utilities were repairing lines by Whole Sale Auto. The utilities truck was parked in the Whole Sale Auto's parking lot and caused some damage to the lot. Thompson would like to suggest that in the City Ordinance, the definition about material used in parking lots has to withstand a certain weight.

Fuhrman will look into this and bring it back to the Planning Commission Board.

### **NEW BUSINESS:**

#### **A. Sign Review for Family Pathways**

Family Pathways Teen Center has applied for a permit for a wall mounted sign to be placed on the front elevation of the Family Pathways building located at 605 Rum River Drive South. The property is zoned B-2, General Business District and is owned by Coborn's Inc. Family Pathways has a lease agreement with Coborn's.

The Zoning Ordinance requires wall-mounted business signs be permitted by the Planning Commission if they meet the ordinance requirements. The proposed wall sign is four feet by eight feet, or 32 square feet in size and will be located on the building elevation facing Rum River Drive South. The sign will indicate the Teen Center's entrance around the corner. The background of the sign is proposed to be maroon, and the lettering will be white. The sign is being made by the same company as the existing Family Pathways sign, and so the color and font will be consistent, as required by the Ordinance.

The multi-tenant building sign provisions (Chapter VII.4B.2b) apply in this case being there are two tenants that encompass the building – the Thrift Store and the Teen Center. Each tenant is allowed one wall sign not exceeding ten percent of the area of the building wall, including doors and windows, to which the sign is to be affixed, or 200 square feet, whichever is smaller. The wall dimensions are roughly 16 feet by 214 feet, or 3,424 square feet. Ten percent is 342 square feet, so the 200 square feet requirement would apply. The proposed 32 square foot wall sign is well under the Ordinance requirement.

The proposed sign appears to meet zoning requirements, and staff would recommend approval of the sign permit based on the condition that a building permit is approved prior to installation.

Andrew Lange, representative for the Teen Center was present and spoke briefly of how happy they are to be able to provide a Teen Center for the City of Princeton and are hoping the signage will let the youth be aware of the facility.

EDMONDS MOVED, SECOND BY MELLOTT TO APPROVE THE SIGN REVIEW FOR FAMILY PATHWAYS. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

**B. Site Plan Review for United States Distilled Products Addition**

Fuhrman informed the Planning Commission Board that Jaeger Construction, on behalf of United States Distilled Products (USDP), has submitted an application for a Site Plan Review in order to construct a 186,181 square foot warehouse addition on the property described as Lot 1, Block 1, Princeton Industrial Park Third Addition, directly west of USDP's current building operations, located at 1607 12<sup>th</sup> Street South. The property is zoned MN-1 Industrial District and contains 10.78 acres.

A Site Plan Review by the Planning Commission is required for all plans and specifications pertaining to a site use design before any building permit is issued for a principal use in this district. The subject property is located south of 12<sup>th</sup> Street South, west of vacated 17<sup>th</sup> Avenue South, north of 14<sup>th</sup> Street South, and east of 18<sup>th</sup> Avenue South.

The overall project includes a proposal to connect the new building with the westernmost existing building via two connections. These two connections are proposed to cross over the property line. A variance is required for this request as the lot line setbacks cannot be met when construction is proposed to take place over the lot line. A variance application was not received in time for the public hearing deadline, and so the variance application will be considered at a later Planning Commission meeting.

In the review of this application, it was also discovered that USDP's entire existing operation is located on at least seven lots (Lot 1, 2, 3, 4, 10, 11, and 12, Block 4, Princeton Industrial Park), with some buildings crossing over lot lines. Once this was discovered, staff suggested that the property owners re-plat their entire property so that all of their buildings and operations, including the proposed addition, were located on one parcel, which would eliminate the need for a variance request and would "clean up" the other parcels owned by USDP. Staff is not aware if the variance process was required at the times when the previous additions took place, but this offers a good opportunity to combine the separate parcels into one parcel and clean up the situation with the buildings crossing property lines.

USDP had indicated that they are not interested in re-platting the property into one large parcel because they want to keep the option open for selling off the various buildings in the future. Staff understands this concern and would like to point out that the property owners would still have the option of subdividing the property in the future, when the time comes for selling the buildings.

The proposed building meets setback requirement, minus the connections, however the proposed height exceeds the height maximum allowed by Ordinance. The maximum height allowed by

Ordinance is 30 feet, as measured to the eaves; while the building is proposed to be 34 feet. A variance application will be needed in order for the height to exceed the height maximum allowed by Ordinance.

The subject property is located in Zone C of the Airport Safety Zones. The height restriction in Zone C states that no structures may be taller than 150 feet above the airport elevation, which is 981.0 feet. The height of the proposed building 1,016.0 will be well below the 1,131.0 restriction.

The site plan proposed six loading and unloading spaces, which meets the Ordinance requirement of at least five spaces. The spaces are required to be at least 10 feet by 50 feet, with a clearance of at least 14 feet in height. This provision shall be met as a condition upon approval.

The applicants shall be required to submit a revised Landscape Plan that meets the Ordinance requirements. At this time, the proposed expansion does not require an Environmental Assessment Worksheet. According to Minnesota Rules 4410.4300, Subpart 14, the construction of a new or expansion of an existing warehousing or light industrial facility equal to or in excess of 300,000 square feet requires a mandatory EAW in a fourth class city. Since the previous expansion was done in the past three years, this also needs to be counted in the total square footage: 186,181 SF (proposed expansion) + 44,635 SF (2010 expansion) = 230,816 square feet.

The proposed exterior is to be a ribbed pre-cast painted panel with some smooth areas that would match the previous addition. There are also some metal panels at the loading dock that would match the previous addition. The canopy at the main entry would be metal along with the arched inset. The proposed exterior building materials meet the requirements of the Ordinance.

The applicant has indicated that no signage is proposed at this time, but there is a plan to place signage at the main entry above the door in the future. A condition shall be added upon approval that a sign permit be obtained prior to the installation of any signage.

According to the Development Agreement dated October 5, 1999, between the City and USDP, the "buyer will be required to encase any existing utilities located under 17<sup>th</sup> Avenue before any building or structure may be constructed on the vacated portion of 17<sup>th</sup> Avenue. Developer (USDP) shall be responsible for the cost of any such encasement which is currently estimated to approximate \$30,000 to \$40,000." This shall be added as a condition upon approval when the building connections are reviewed.

Fuhrman is requesting that the Planning Commission take this opportunity to discuss the proposal as submitted, ask any questions of the applicant, and raise any concerns that you may have. Fuhrman is also recommending that the Planning Commission table the request for the Site Plan Review at this time until the variance applications have been applied for and adequate notice has been provided.

Edmonds asked if lots were cleaned up by a re-plat if that would eliminate the need for a side lot variance.

Fuhrman said yes. USDP would like to keep the lot lines as is in case in the future they would like to sell this building.

Edmonds commented that if they build on the lot line it could make resale more difficult.

Fuhrman said they could remove these connections if they were to sell.

Hanson asked where the employees park now.

Geisness said there is a gravel lot the employees park on now. In this plan there is an additional 150 parking spaces.

Thompson is concerned with the utilities. If the watermain is encased then USDP will have to encase this fire service also. USDP will own up to the gate valves. The sanitary sewer will be televised before buildings are put up, so if there is any issue now it could be repaired. It should be defined in the Developers Agreement who will be responsible for the cost for repairing the sewer in the future. The concrete pipe should last 50 years and when it would need to be replaced there would be a 42 inch pipe from current roadway. He also believes the roadway pond should be expanded. The lightening plan has a couple issues and can be addressed in a meeting between the Engineer and the Princeton Public Utilities.

Mike Nielson, City Engineer with WSB, was present and said that additional storm sewer may be required on 12<sup>th</sup> Street South to handle the additional discharge from the parking areas. Consideration should be given to draining the parking areas into the drainage swale and pond. Nielson commented if there is adequate street width to back in trucks without causing significant delays and off-street staging area should be provided.

MELLOT MOVED, SECOND BY DOBSON TO TABLE THE SITE PLAN REVIEW FOR UNITED STATE DISTILLED PRODUCTS ADDITION UNTIL THE SPECIAL PLANNING COMMISSION MEETING ON AUGUST 1, 2011. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

### **C. Sign Review for Princeton Mobility**

Fuhrman informed the Planning Commission Board that this sign review is being added to the agenda. The applicant brought the sign request into City Hall this morning. Princeton Mobility Medical Products has applied for a permit for a wall-mounted sign to be placed on the front elevation of the Princeton Mall building located at 116 Rum River Drive South. The property is zoned B-1, and is owned by J & B Properties. The Zoning Ordinance requires wall-mounted business signs be permitted by the Planning Commission if they meet the ordinance requirements.

The proposed wall sign is 3 feet by 5 feet, or 15 square feet, in size and will be located on the building elevation facing Rum River Drive in between the existing CentraCare Kidney Program and Total Hair Care signs. The sign is proposed to be black with orange and white lettering.

The multi-tenant building sign provisions (Chapter VII.4.B.2b) apply in this case being it is located within the shopping mall. Each tenant is allowed one wall sign not exceeding ten percent of the area of the building wall, including doors and windows, to which the sign is to be affixed, or 200 square feet, whichever is smaller. The proposed 15 square foot wall sign is well under the Ordinance requirement.

The proposed sign appears to meet zoning requirements, and Fuhrman would recommend approval of the sign permit based on the condition that a building permit be approved prior to installation.

EDMONDS MOVED, SECOND BY DOBSON TO APPROVE THE SIGN REVIEW FOR PRINCETON MOBILITY MEDICAL PRODUCTS. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

### **COMMUNICATION AND REPORTS:**

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

Fuhrman informed the Planning Commission Board that she had contacted Dunkley's that owned the site with the crushed material in the old Smith System site. Dunkley's are going to fill out an extension on the Interim Use Permit. Fuhrman has spoken to the City Council and they are in favor of issuing an updated Interim Use Permit. This crushed concrete could be used for road improvements along Smith System road where hopefully it would save on material cost. Fuhrman said there will need to be an ordinance amendment to allow the storage of material in the B-3 District.

Edmonds asked if the pile of concrete will meet the requirements for the road.

Nielson said he is waiting for a report from Dunkley on what the material testing results were. They have it.

Other ordinance amendments that Fuhrman will be working on is the Flood Plain. This needs to be completed by November, 2011. This will be on the August Planning Commission Agenda. Another ordinance update she will be working on is temporary signage. Fuhrman said the ordinance does not address free standing temporary signs. She would like to have something written in the ordinance regarding a time period for temporary signs. Fuhrman did review other communities and it is address in different ways. Fuhrman will have some language put together for the next Planning Commission meeting.

Dobson would like the setbacks addressed for temporary signage also.

Thompson mentioned Zapp's Sporting Goods has had a temporary sign up for a length of time and believes this should be addressed.

Dobson would like the wordage separated from banners and pennants.

Hanson said adopt language that has the special event wordage also.

Thompson said that sandwich board signs should be addressed in the ordinance to clean up the wordage.

Fuhrman said she could look into sandwich signs and see what the City has adopted and see if the wording can be cleaned up better.

Dobson commented that Karnowski had brought the sandwich signage to the City Council sometime back for updating the ordinance.

Fuhrman will bring a draft copy of the ordinance change to the August Planning Commission meeting and then have a public hearing in September.

Thompson said the parking lots standards should be updated at the same time. Do both the signs and parking.

Fuhrman said she seen that the political signage needs to be updated also. The primary date needs to be changed. She will also have the variance language changed to meet State Statute. The ordinance for roofing materials is another item that should be addressed in the residential areas. Some of this may have to wait until the September meeting because the agenda for August could be lengthy because Walmart will be on the agenda.

The Planning Commission Board said the September meeting will be fine to go over some ordinance changes.

Fuhrman asked the Planning Commission Board to bring their USDP addition plans that were in tonight's packets back to the special meeting of August 1, 2011. Also, bring the plans that were in tonight's packets for Walmart to the August 15, 2011 meeting.

**B: City Council Minutes for June, 2011**

The Planning Commission Board had no comments.

DOBSON MOVED, SECOND BY HANSON TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. THE MEETING ADJOURNED AT 8:11 P.M.

ATTEST:

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Dave Thompson, Chairperson

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Mary Lou DeWitt, Comm. Dev. Assistant