

**CITY OF PRINCETON
Planning Commission
Agenda
July 28th, 2014
7:00 P.M., City Hall**

PLEASE NOTE MEETING DATE CHANGE

- 1. Call to Order**
- 2. Approval of Minutes of Regular Meeting on June 16, 2014 – Tab A**
- 3. Agenda Additions/Deletions**
- 4. Public Hearing:**
 - A. #14-05 Variance for Princeton Public Utilities Fence in the Public Right-of-Way – Tab B**
 - B. Sign Ordinance – Tab C**
- 5. Old Business:**
 - A. Caribou Coffee Revised Site Plan & Pylon Sign Review – Tab D**
- 6. New Business:**
 - A. Erdman Automation Building Addition Site Plan Review – Tab E**
- 7. Communication and Reports:**
 - A. Verbal Report**
 - B. City Council Minutes for June, 2014 – Tab F**
- 8. Adjournment**

MEETING PROTOCOL

1. The chair of any board or commission has the same rights as the other board or commission members in that he/she can both make and second motions.
2. The chair of any board or commission also has the right to vote on all motions that come before the body. Historically, if there's a roll call vote (as opposed to the standard voice vote) the chair sometimes opts to vote last.
3. Generally, a board or commission member should vote on all issues before the group unless they have a disqualifying personal interest in the issue. In cases where the member has a conflict of interest, the member should:
 - A. Advise the board of their intent to abstain and state the conflict before the vote is taken.
 - B. If the member has a true disqualifying personal interest they should take the liberty of seating him/herself in the audience for the duration of the discussion (from where the member can comment on the proposal) until the vote is recorded.
4. On a voice vote, if a member does not vote 'aye' or 'nay', then the member is considered to have voted with the prevailing side. In other words, on a 5 person board, if only 2 members vote 'aye' and the others don't say 'aye' or 'nay', then the vote should be recorded as passing unanimously.
5. If the chair, or one of the member, is not sure of the outcome after a voice vote is taken the chair or member can request a roll call vote whereby the chair asks each member to indicate their preference and the final tally is taken from the results of that polling.
6. It is incumbent on all board and commission members to exhibit professionalism and maintain the respectful decorum required of a assemblage representing the public. Members (as well as the public) should raise their hand and be recognized by the chair before commenting on the issue before the body. Members should also refrain from engaging in member to member debate. The public discussion of issues should not deteriorate into an argument between members. Comments of members and of the public should be directed to the Chair, not to individual board or commission members or other members of the public. The members should also treat their fellow board/commission members and staff with respect.

TAB A

THE REGULAR MEETING OF THE PLANNING COMMISSION BOARD HELD ON JUNE 16, 2014, 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, Eldon Johnson, Mitzi Mellott, Chad Heitschmidt, and Jim Kusler (Princeton Twsp. Rep). Staff present were Mike Nielson (City Engineer with WSB & Assoc.), Carie Fuhrman (Comm. Dev. Director), and Mary Lou DeWitt (Comm. Dev. Assistant).

APPROVAL ON MINUTES OF THE REGULAR MEETING ON MAY 19, 2014

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE MINUTES OF MAY 19, 2014. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS/DELETIONS:

Fuhrman asked the Planning Commission Board if New Business items could be reviewed before the Old Business items, since there are people present for the New Business items.

HEITSCHMIDT MOVED, SECOND BY JOHNSON, TO APPROVE MOVING THE NEW BUSINESS ITEMS ON THE AGENDA TO BE REVIEWED PRIOR TO THE OLD BUSINESS. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING:

A. #14-03 Variance for Drive Thru & Site Plan Review for Caribou Coffee

Community Development Director Memo:

United Properties Investment, LLC has submitted an application for a site plan review for the construction of a Caribou Coffee shop and variance for a drive-thru service lane at 703 Northland Drive. The property is legally described as Lot 3, Block 1, Princeton Crossing Second Addition, Sherburne County. An aerial map and survey have been provided to the Planning Commission to review. The property is owned by Ashland Inc., who has submitted written approval of the applications.

The property is zoned B-2 Neighborhood Commercial and designated as Highway Commercial on the Comprehensive Plan Future Land Use Plan.

The site is located west of Rum River Drive, south of McDonald's, and east of Shopko. The lot is triangular-shaped, 30,615 square feet or 0.7 acres in size, and is currently undeveloped. A portion of the lot contains paving from the adjacent Shopko parking lot. It contains a 30 foot drainage and utility easement along the east property line, a 24 foot wide driveway, drainage, and utility easement along the west property line, and a 5 foot easements along the north and south property lines. To the east of the site, in the Rum River Drive right-of-way, will be the future location of the city's trail.

The project includes the construction of a 1,750 square foot building, 20 feet in height, with a drive-thru lane on the north side of the building and outdoor patio with seating for 16 to the west of the building. The building meets all setback and height requirements.

Access & Traffic Flow: Access will be off of Northland Drive through an easement, which was established when the lot was platted back in the 1990's. Patrons will enter between Shopko and McDonald's through an existing curb cut and travel south to the site.

The drive-thru lane will be accessed via the southernmost entrance into the parking area off of the easement, indicated with a directional sign. This will allow vehicles to travel east, and then north to the menu board, located to the east of the building. The actual drive-thru window will be on the north side of the building, where drive-thru patrons will exit through the same access easement. The drive-thru has stacking room for five vehicles. Fuhrman prefers drive-thru patrons enter through this southernmost opening as the parking stalls closest to the building will likely be business with more vehicles entering and leaving, causing more traffic disruptions. The City Engineer is recommending additional signage to steer vehicles in this direction.

Parking: The site plan proposes 35 parking stalls, with one handicap stall, which meets the Ordinance requirement, one space per three patron seats, plus one space per employee on the largest shift. The coffee shop will have 48 interior seats and 16 outdoor patio seats, for a total of 64 seats. Maximum number of employees will be eight. The majority of the parking will be 90 degree stalls, with some 60 degree parking along the north property line.

The stall sizes and aisle widths meet Ordinance requirements as well. Parking is proposed within easement areas, which is allowed with the understanding it is the property owner's responsibility if access were to be required. Bicycle racks are required to accommodate bicycle parking.

Landscaping: The Landscaping Plan proposes landscaping within several of the parking lot islands, as well as surrounding the outdoor patio to the west, north of the building, and to the east of the building, which appears to meet Ordinance requirements.

Signage: The applicant is not seeking signage approval at this time. The applicant will likely utilize wall, awning, directional, and a pylon sign however;

Wall Signs: Up to 3 wall signs are allowed.

Pylon Sign: The applicant is tentatively considering a pylon sign in the northeast corner of the property. If it is less than 900 feet from the Highway 169 and Rum River Drive interchange, the sign can be up to 150 square feet and 60 feet tall. However, Fuhrman has made the applicant aware of the multi-tenant business (MTB) sign provision of our Sign Ordinance, which is intended to allow commercial identification of businesses sites in a manner that coordinates traffic safely and to minimize individual pylon signs by clustering two or more signs on a single MTB sign at major intersections. Pending Shopko's approval, the applicants may wish to advertise on the Shopko sign.

Awning Signs: The total awning sign area on any one side of a building may not exceed 5% of the building façade, or 40 square feet, whichever, is greater.

Directional Signs: On-premise directional signs are allowed and may contain the name or logo of the establishment, but no advertising copy, and must be less than nine square feet in area.

Permits shall be pulled prior to signage installation. A new freestanding sign or MTB sign requires Planning Commission approval.

Building Materials: The building is proposed to be constructed on tan/light EIFS with concrete boulder accents along the bottom of the building, which are approved materials. The building will also contain canopies/awnings on three of the four building walls. The bottom of the awnings appear to be about 9.5 feet over the walking area, which meets the minimum eight foot clearance.

Trash Enclosure: The 138 square foot trash enclosure is proposed in the southeast corner of the lot. It shall match the exterior building materials, but cannot be of a permanent construction type, such as concrete block, as it is proposed within the drainage and utility easement area. It is allowed with the understanding it is the property owner's responsibility if access is ever required in that area.

The City Engineer has reviewed the application and submitted comments via a memo dated June 10, 2014 and June 16, 2014. He has requested additional information for the sanitary sewer and storm water prior to the Planning Commission meeting. The applicant has been working with city staff in regards to the sanitary sewer hook-up. Pending what is decided for sanitary sewer hook-up, if digging in the street is required, an escrow be required, as well as a two year warranty.

City Engineer: Mike Nielson (WSB & Associates, Inc.) Memo dated June 10, 2014

Site plans were submitted by Alliant Engineering, dated 5/29/2014. The plans include Sheets C-0, Existing Topo and Sheets C1-C4, L-1, and L-2.

General Comments: The proposed development is a Caribou Coffee establishment with a drive through window. The site is currently vacant with a significant amount of bituminous paving that was apparently done by the former Pamida Store which is now owned by Shopko.

The site includes 0.70 acres with 4,509 square feet of pervious area for a total impervious percentage of 85%. The previous development that included the Pamida Store and McDonalds provided stormwater storage for the entire site. Additional storage will not be required for this site. Additional stormwater treatment will be required for sediment control from the parking lot. The applicant is proposing sumped catch basins at the NE corner of the parking lot to trap sediment. This meets the intent of the Stormwater Management plan.

There is also an existing storm sewer system including a series of 5 catch basins that serve the pre-developed area and portions of the Pamida parking lot. This drainage needs to be maintained to meet the existing offsite runoff and additional runoff proposed by this development.

The applicant has removed a series of 3 catch basins and a 27" pipe that drains to the existing stormwater pond adjacent to Rum River Drive. This system has not been replaced with this plan submittal. A revised set of plans with stormwater calculations for all storm piping will be required prior to approval.

Sheet – Alta Survey: The limits of the existing conditions need to be expanded to show the sanitary sewer connection point and inverts of the existing sewer.

Sheet C-1, Site Plan: A recommendation to sign the drive through toward the south entrance was made to improve internal traffic flow was made at a previous design meeting. This has not adequately done. Additional signage should be added to mark the entrance clearly to the south to avoid congestion directly south of the store. Modifications may be required to the head in parking to allow a full access lane to the drive through and bypass lane as shown on the attached review drawings. The dual exit lanes may cause some confusion with 2 cars trying to make the same rt-turn. Channelization should be considered at this location.

Sheet C-2 – Grading and Drainage Plan:

1. Storm sewer was removed from under the building including 3 catch basins and a 24" storm sewer pipe. This drainage system has not been replaced and must be provided for in an equal or greater capacity.
2. The inlet protection shown must be around all existing and proposed catch basins.
3. Storm Sewer drainage maps and calculations must be provided for all existing, replacement and proposed piping systems.
4. The Site Data Block shows the disturbed area as 0.07 acres. This should be corrected to 0.70 acres.

Sheet C-3 – Utility Plan:

1. Replace the existing storm sewer system matching or exceeding the existing capacity.
2. Provide detailed design information including storm sewer design, pipe grades and invert elevations. Ponding in the parking lot should not exceed 1' in depth for the 100-year storm. This is a landlocked basin and you should assume a 50% clogging factor for all storm inlets.
3. Provide detailed information for sanitary sewer connection points including invert elevations, pipe size and grades. Details should be provided for connection to existing system and location should be shown on the drawings.
4. A bituminous replacement detail needs to be provided for the driveway repair adjacent to McDonalds.

5. All watermain materials must meet the Princeton Public Utility Specifications and a 48 hour notice must be made prior to connection to allow time for proper inspection by the PUC.

Sheet C-4 Detail Sheet

1. Details should be added for water and sewer construction.

Sheet L-1, Landscape Plan

1. Erosion Blanket must be provided for on all areas adjacent to Rum River Drive.

Sheet L-2, Photometric Plan

No photometric's have been included in the plan. Please submit.

City Engineer: Mike Nielson (WSB & Associates, Inc.) Memo dated June 16, 2014

Revised site plans were submitted by Alliant Engineering, dated 6/12/2014. The plans include Sheets C-0, Existing Topo and Sheets C1-C4, L-1 and L-2. Storm water calculations have also been submitted for the proposed storm sewer system.

General Comments:

The previous comments noted that the applicant has removed a series of 3 catch basins and a 24" pipe that drains to the existing stormwater pond adjacent to Rum River Drive that was not replaced in the original submission. The revised plans have replaced the existing pipe with an 18" pipe and 2 catch basins. It is my recommendation to maintain the 24" pipe size even though the 18" pipe with greater slope meets the 10 year design storm. This will alleviate any future argument that it floods more now than when the 24" pipe was in place. Also I am requiring that a 3rd catch basin be installed to replace the 3 that were removed.

Sheet C-0 – Cover Sheet (NO COMMENTS)

Sheet – Alta Survey

Comments Addressed.

Sheet C-1, Site Plan

A recommendation to sign the drive through toward the south entrance was made to improve internal traffic flow was made at a previous design meeting. This has not adequately done. Additional signage should be added to make the entrance clearly to the south to avoid congestion directly south of the store. Modifications may be required to the head in parking to allow a full access lane to the drive through and bypass lane as shown on the attached review drawings. The dual exit lanes may cause some confusion with 2 cars trying to make the same rt-turn. Channelization should be considered at this location.

Sheet C-2 – Grading and Drainage Plan

1. Storm sewer was removed from under the building including 3 catch basins and a 24" storm sewer pipe. This drainage system has not been replaced and must be provided for in

an equal or greater capacity. The revisions are not adequate. The 24" pipe size should be maintained and the 3rd catch basin should be replaced.

2. My previous comments suggested that ponding in the parking lot should not exceed 1" in depth, however in this case it might be more appropriate to limit the maximum ponding depth to 0.5'. It is my recommendation that 0.5' maximum ponding depth. This can be accomplished by changing the north curb line to drain from the NW corner to the NE corner with the highpoint removed.

Sheet C-3 – Utility Plan

1. Replace the existing storm sewer system matching or exceeding the existing capacity. Change the 18" storm sewer to a 24" as currently exists.
2. Add a 3rd catch basin as currently exists.

Sheet C-4 Detail Sheet

1. Comments Addressed.

Sheet L-1, Landscape Plan

Comments Addressed.

Sheet L-2, Photometric Plan – Plan submitted.

VARIANCE:

Variance Review Standards: The Zoning Ordinance lists the following standards to review a variance application by:

1. Is the variance in harmony with the general purposes and intent of the Zoning Ordinance?

Comment: The general purpose and intent of the B-2 District is to offer basic, convenience-type goods and services to the immediately surrounding area in which it is located.

2. Is the variance consistent with the Comprehensive Plan?

Comment: The Comprehensive Plan designates this area as Highway Commercial. A coffee shop with a drive-thru service lane is consistent with the Highway Commercial designation, which allows a large mix of retail, office, and other business uses with generally more stringent development standards. Integrated neighborhood design with pedestrian and automobile facilities should be encouraged.

3. Does the property owner propose to use the property in a reasonable manner not permitted by the Zoning Ordinance?

Comment: A drive-thru lane on a coffee shop is a reasonable use of a commercial property alongside a major highway.

4. Are there circumstances unique to this property not created by the landowner?

Comment: The B-2 Zoning District is intended to serve those commercial areas in close proximity to residential areas, such as the commercial node just north of the roundabout

and the areas south of downtown along Rum River Drive. The B-2 Zoning District currently lists coffee shops and with no drive-thru service as a permitted use. Although, the property is zoned B-2, Neighborhood Commercial, it is designated as Highway Commercial on the Future Land Use Plan. At the time the Comprehensive Plan was updated back in 2008, the zoning district should have been updated to match the land use designation, but it was not. This site, along with the adjacent commercial sites, should be zoned B-3, Highway Commercial, to match the Highway Commercial future land use designation.

Fuhrman has discussed this with the applicants and will be contacting the adjacent property owners to make them aware of this. The rezoning will be coming back in front of the Planning Commission to update this piece. The B-3 Zoning District does allow drive-thru service lanes as a permitted use. If the rezoning had already occurred, a variance would not be required. However, because the rezoning has not occurred yet, a variance is required from the B-2 standard.

5. Will issuance of the variance maintain the essential character of the locality?

Comment: Yes, the issuance of a variance to allow a drive-thru will maintain the essential character of the locality as it is within the middle of a highway commercial development. Shopko to the west and a McDonald's with a drive-thru service lane to the north. A drive-thru coffee shop will serve travelers along Highway 169.

6. Does the alleged practical difficulty involve more than economic considerations?

Comment: Yes, the alleged practical difficulty that a coffee shop off a highway should provide safe and expeditious service to its customers is more than just an economic commode of doing business in a setting next to a highway.

CONCLUSION:

Site Plan Review: Based upon the above review standards, Fuhrman would recommend approval of the site plan review, subject to the following conditions:

1. Bicycle racks shall be placed near the entrance.
2. The signage shall be reviewed and permits obtained prior to installation. Planning Commission review is required for a new pylon sign or utilization of the MTB signage.
3. The trash enclosure shall match the exterior building materials in color. The trash enclosure shall not be of concrete block construction.
4. Additional information shall be provided for the City Engineer's review.
5. The conditions of the City Engineer memo dated June 10, 2014 shall be met prior to the issuance of the Building Permit or Certificate of Occupancy.
6. If digging in the street is required for the sanitary sewer hook-up, an escrow will be required, as well as a two- year warranty.
7. If access is required within any of the easements, the financial costs of removal and replacement shall be the responsibility of the property owner (parking, trash enclosure, signage, etc). An agreement between the City and applicant may be required by the City Attorney.

8. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: building, signage, Water Access Charge (WAC), and Sewer Access Charge (SAC).

9. Any consultant costs over and above the original escrow fee shall be the responsibility of the applicant.

Variance: Fuhrman would recommend approval of the variance for a drive-thru service lane, based on the following findings of fact:

1. The variance is in harmony with the general purposes and intent of the Zoning Ordinance;
2. The variance is consistent with the Comprehensive Plan;
3. The property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance;
4. There are circumstances unique to this property not created by the landowners;
5. The issuance of the variance shall maintain the essential character of the locality, and;
6. The alleged practical difficulty involves more than economic considerations.

-----End of staff memos-----

Fuhrman introduced the application and went through highlights of the staff memo.

Mike Nielson, City Engineer, informed the Planning Commission Board that he did an updated memo after the applicants revised their plans. The current storm sewer serves Shopko parking lot area and access and easement area for this site. They were going to build over the storm sewer lines and they revised the plans so they will not be building over it. Nielson said the revised plans have the storm sewer removed from under the building including the three catch basins and 24" storm sewer pipe. He wants the 24' pipe size maintained and the three catch basins should be replaced. Provide the catch basins as a total of five. The storm sewer is designed for a ten year storm and Nielson would like the maximum ponding depth to 0.5'. It would be best for the operations of the parking lot.

Rick McKelvey, United Properties, was present to represent the project and said he is fine with the conditions from the City staff.

Edmonds opened the public hearing. There were no one present to address this item.

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

JOHNSON MOVED, SECOND BY REYNOLDS TO APPROVE ITEM #14-03 VARIANCE TO ALLOW A DRIVE-THRU SERVICE LANE FOR A COFFEE SHOP (CARIBOU COFFEE) IN THE B-2, NEIGHBORHOOD COMMERCIAL ZONING DISTRICT, LOCATED IN LOT 3, BLOCK 1, PRINCETON CROSSING SECOND ADDITION SUBJECT TO THE CONDITIONS OF APPROVAL OF THE SITE PLAN REVIEW. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission Board Reviewed the Findings of Fact:

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

HEITSCHMIDT MOVED, SECOND BY JOHNSON, TO APPROVE THE SITE PLAN FOR CARIBOU COFFEE IN THE B-2, NEIGHBORHOOD COMMERCIAL ZONING DISTRICT, LOCATED IN LOT 3, BLOCK 1, PRINCETON CROSSING SECOND ADDITION, WITH THE FOLLOWING CONDITIONS:

1. BICYCLE RACKS SHALL BE PLACED NEAR THE ENTRANCE.
2. THE SIGNAGE SHALL BE REVIEWED AND PERMITS OBTAINED PRIOR TO INSTALLATION. THE PLANNING COMMISSION REVIEW IS REQUIRED FOR A NEW PYLON SIGN OR UTILIZATION OF THE MTB SIGNAGE.
3. THE TRASH ENCLOSURE SHALL MATCH THE EXTERIOR BUILDING MATERIALS IN COLOR. THE TRASH ENCLOSURE SHALL NOT BE OF CONCRETE BLOCK CONSTRUCTION.
4. ADDITIONAL INFORMATION SHALL BE PROVIDED FOR THE CITY ENGINEER'S REVIEW.
5. THE CONDITIONS OF THE CITY ENGINEER MEMO DATED JUNE 10, 2014 AND JUNE 16, 2014 SHALL BE MET PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT OR CERTIFICATE OF OCCUPANCY.
6. IF DIGGING IN THE STREET IS REQUIRED FOR THE SANITARY SEWER HOOK-UP, AND ESCROW WILL BE REQUIRED, AS WELL AS A TWO YEAR WARRANTY.
7. IF ACCESS IS REQUIRED WITHIN ANY OF THE EASEMENTS, THE FINANCIAL COSTS OF REMOVAL AND REPLACEMENT SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER (PARKING, TRASH ENCLOSURE, SIGNAGE, ETC). AN AGREEMENT BETWEEN THE CITY AND APPLICANT MAY BE REQUIRED BY THE CITY ATTORNEY.
8. ALL NECESSARY PERMITS SHALL BE APPLIED FOR AND APPROVED PRIOR TO CONSTRUCTION, INCLUDING, BUT NOT LIMITED TO: BUILDING, SIGNAGE, WATER ACCESS CHARGE (WAC), AND SEWER ACCESS CHARGE (SAC).
9. ANY CONSULTANT COSTS OVER AND ABOVE THE ORIGINAL ESCROW FEE SHALL BE THE RESPONSIBILITY OF THE APPLICANT.

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

B. #14-04 Variance to Front Setback for Home Addition at 402 7th Street North

Community Development Director Memo:

Paul and Martina Snow have submitted an application for a variance to the 25 foot front yard setback requirement in the R-2 Zoning District in order to construct a 2,800 square foot addition on to their single family home at 402 7th Street North. The addition will be 15.8 feet from the front property line. The property is legally described as Lot 1, Block 44, Princeton Original Townsite and the South ½ of Lot 2, Block 44 and West ½ of vacated 4th Avenue North adjacent.

The addition will be 15.8 feet from the front property line. The property is zoned R-2, within the Wild and Scenic District, and designated as Traditional Residential on the Comprehensive Plan's Future Land Use Plan.

The subject parcel is located on the north side of 7th Street North where the improved street dead ends. To the east of the site is additional land owned by the applicants and the Rum River. The applicants own the vacant lot to the north of their house as well. Although the street dead ends, the right-of-way is still in existence in front of the home. The site contains a single family home with an attached garage. The house was constructed in the 1940's.

An approximately 2,800 square foot addition is planned to the west of the existing house, which is approximately 30 feet from the 7th Street ROW/front property line. The property owner has submitted a description of the proposed work, which is provided for the Planning Commission's review.

Setback Standards: The R-2 Zoning District requires a 25 foot front yard setback for the living area of a single family home, a front porch can be up to 20 feet from the front property line. However, there is a provision in the Ordinance that states if at the time this Ordinance becomes effective, 50% or more of the then existing dwellings having frontages on the same side of the street or road have a predominant front yard setback different from that specified therein, then all buildings thereafter erected, altered, or moved may conform to that predominant front yard depth as a minimum.

According to the applicant's survey, the house immediately to the west is 5.49 feet from the front property line. Using aerial GIS mapping, not certified surveys, the other homes on the north side of 7th Street North are approximately 10, 15, and 20 feet from the front property line/Right-of-Way of 7th Street North. Because there was not a predominant front yard setback to use, a variance is required.

Wild & Scenic District Standards: The property is located within the Wild and Scenic District. Single family dwellings are a permitted use within the District. There are no specific setback requirements for sewerer non-riparian lots.

Variance Review Standards: Requests may be made for variances from the literal provisions of the Zoning Ordinance in instances when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.

A variance shall not be granted by the Planning Commission unless it conforms to the following standards:

1. Is the variance in harmony with the general purposes and intent of the Zoning Ordinance?

Comment: One of the purposes of the Zoning Ordinance is to establish regulations to promote the public health, safety, morals, and general welfare of the residents of Princeton,

which is accomplished through regulating the location of structures. The proposed addition is in close proximity to the front property line/right-of-way of 7th Street North. From a zoning Standpoint, this causes concerns in terms of safety, utility placement, and any possible future plans to widen the right-of-way of 7th Street North. However, due to the location of the home in its proximity to the Rm River, it is unlikely that the street may be extended in front of the home. The right-of-way, may however, be utilized for the public to access the river.

2. Is the variance consistent with the Comprehensive Plan?

Comment: The act of renovating/adding on to an existing home is consistent with the Comprehensive Plan. The Comprehensive Plan identifies on going residential activities within the Vision and Plan portion, including the improvement of neighborhoods and broadening housing styles and neighborhood design options within the City.

3. Does the property owner propose to use the property in a reasonable manner not permitted by the Zoning Ordinance?

Comment: The property owner proposes to use this specific portion of the property as a single family home addition, which is reasonable. It is the front yard setback that is not permitted by the Zoning Ordinance.

4. Area there circumstances unique to this property not created by the landowner?

Comment: Yes, the home was built in the 1940's, prior to the current setback requirements and was positioned at an angle on the lot. Adding on to the rear of the home is an option as the property owner's own the vacant lot to the north, but the lots would need to be combined.

5. Will the issuance of the variance maintain the essential character of the locality?

Comment: The issuance of the variance will maintain the essential character of the locality. Other structures located in the same block on the north side of 7th Street appear to be 5, 10, 15, and 20 feet from the front property line. A 15 foot front yard setback, as proposed by the applicants, would be in line with the character of the locality.

6. Does the alleged practical difficulty involve more than economic considerations?

Comment: Yes, the alleged practical difficulty, the current home location of the home, involves more than economic considerations.

CONCLUSION:

To approve the variance request, the City must find that the proposed uses the property in a reasonable manner, and that the applicant has demonstrated that there are practical difficulties, unique to the property not created by the property owner, that interfere in using the property in such a manner. The proposed use as a single family home addition is clearly using the property in a reasonable manner in a residential district in the City. The practical difficulty in this case, not caused by the property owner, is the current location of the home, which was constructed in the 1940's prior to the current zoning regulations.

Although, there is room to add on to the home in the rear yard if the two lots were combined, the Ordinance provision was clearly intended to take into consideration situations such as this where the homes along one side of a street do not meet the required setback, to be more lenient with the front setback requirement.

Fuhrman would recommend approval of the variance to the front yard setback required, based on the findings:

1. The variance is in harmony with the general purposes and intent of the Zoning Ordinance.
2. The variance is consistent with the Comprehensive Plan.
3. The property owner propose to use the property in a reasonable manner not permitted by the Zoning Ordinance.
4. There are circumstances unique to this property not created by the landowner.
5. The issuance of the variance will maintain the essential character of the locality.
6. The alleged practical difficulty involves more than economic considerations. And subject to the condition that a building permit be submitted and approved prior to construction.

-----End Staff Memo-----

Fuhrman introduced the application and went through highlights of the staff memo.

The applicants, Paul and Martina Snow, were present and said they have nothing else to add to what staff reviewed.

Edmonds opened the public hearing. There were no residents present to address this item.

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

Edmonds asked the applicant what they are building the addition for.

Paul Snow said that a portion of the house will be removed and then the house added on to.

There was discussion regarding which portion of the house was going to be removed to accommodate the addition.

MELLOTT MOVED, SECOND BY JOHNSON, TO APPROVE ITEM #14-04 VARIANCE TO THE 25 FOOT FRONT YARD SETBACK REQUIREMENT FOR A HOME ADDITION TO BE 15.8 FEET FROM THE FRONT PROPERTY LINE IN THE R-2, RESIDENTIAL ZONING DISTRICT LOCATED AT 402 7TH STREET NORTH, SUBJECT TO THE CONDITION THAT A BUILDING PERMIT BE SUBMITTED AND APPROVED PRIOR TO CONSTRUCTION.

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

The Planning Commission reviewed the Findings of Fact:

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

NEW BUSINESS:

A. Sign Review for Hibb's & Co.

Timothy Hibbard, on behalf of Hibb's & Co., has submitted a permit application for the placement of two signs (one monument and one pylon) at 1606 10th Street South. This site is legally described as Lot 1, Block 4, Princeton Industrial Park. The property is zoned MN-1, Industrial District.

Monument Sign (Sign #1): The monument sign will be placed on the south side of the site in the grass island area between the two driveway accesses on to 10th Street South. Placement of the sign will be out of the right-of-way. Monument signs with a maximum sign area of 100 square feet and height of 8 feet are allowed. The proposed sign size is 36" x 48" (12 square feet), well under the 100 square feet maximum sign area allowed. The sign height will be 5 feet, which meets the maximum sign height allowed. The applicant is proposing to place two small solar lights on the top of each side, which is allowed via Ordinance.

Pylon Sign: The pylon sign will be placed in the northeast corner of the site. An existing pylon sign exists, but a recent survey revealed the existing sign is outside the property lines. The new sign would be located within the property lines.

The Zoning Ordinance allows pylon signs with a maximum sign area of 150 square feet and maximum sign height of 20 feet. The proposed sign size is 96" x 144" (96 square feet), under the 150 square feet maximum sign area allowed. The sign height will be 18 feet with ten feet of clearance between grade levels and the bottom of the sign, meeting the sign height and clearance requirement. Solar lighting at the top of the sign will be used to illuminate the sign.

Fuhrman would recommend approval of the proposed signs based on the finding that both signs meet the Ordinance requirements and subject to the following conditions:

1. Property line/pins shall be located and signs placed inside the property and outside the road right-of-way.
2. A Building Permit must be applied for and approved prior to sign placement.

JONSON MOVED, SECOND BY HEITSCHMIDT, TO APPROVE THE MONUMENT SIGNAGE AND PYLON SIGNAGE AT HIBB'S & CO., LOCATED AT 1606 10TH STREET SOUTH. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

B. Site Plan Review for Fairview Northland Medical Office Building Addition

Community Development Director Memo:

Pope Architects, on behalf of Fairview Northland, has submitted a site plan review application for the construction of an addition to the existing Fairview Northland Medical Center at 911 Northland Drive.

The property is zoned HC-1, Health Care District, and designated as Medical Office on the Future Land Use Plan. Retail uses aligns with both the zoning and future land use designation. Fairview Northland owns four parcels with the building being located on 90-004-2106.

The project consists of a new two story medical office building (12,500 square feet on both levels, for a total addition of 25,000 square feet) connected to the existing 4-story Fairview Northland Medical Facility. The addition will be on the southeast corner of the existing hospital and will be connected in two locations. A courtyard will be established between the existing building and proposed addition. Some of the existing parking will be removed to accommodate the addition, and the new parking will be relocated to the east of the addition.

Access: There are currently three accesses into the site. The applicants are proposing an additional entrance onto Northland Drive to the northeast of the addition to accommodate delivery trucks. The City Engineer addresses this in his memo.

Parking: The entire parking area to the east of the current facility will be removed to accommodate the addition. It will be replaced to the east of the new addition. The site currently has 504 parking stalls and will have 520 stalls when the project is complete. According to the Ordinance, one parking space for each 200 square feet of useable floor area is required for medical office space. For a 25,000 square feet of medical office space, that would require 125 parking stalls. This is not knowing how much space is not useable, such as closets, entryways, etc. Staff is waiting for a detailed parking analysis from the applicants to determine the total number of spaces required. Additional parking spaces may be required, pending the results of the parking analysis; unless the applicant can prove that additional parking is not needed, which is required to be approved by the Planning Commission. For 90 degree parking, the aisles are required to be 26 feet wide.

Landscaping: The Landscaping Plan proposes landscaping along the south side of the new addition and landscaping "islands" and "peninsulas" within the parking lot area, which appears to meet the Ordinance requirements.

Signage: No signage has been applied for as a part of this application. Any new signs will require approval prior to installation. New freestanding signs require Planning Commission review.

Building Materials: The new addition will be of the same construction type as the existing facility. The addition will be comprised of masonry, brick and stone, glass, and metal panels, all of which are approved materials via the Ordinance.

Trail: Fairview Northland will be constructing a trail around their campus this summer. In 2017 – 2018, after receiving the federal grant, the City will be constructing the City trail, which will connect to Fairview's trail, and run along Northland Drive, to the east of the addition.

City Engineer: The City Engineer has reviewed the site plan application and submitted comments via a memo dated June 6, 2014 in regards to the new access, grading, drainage, and utilities.

Fire Inspector: The Fire Inspector has indicated that the new Fire Department Connection (FDC) needs to be shown on the plans.

Based upon the above review standards, City staff would recommend approval of the site plan review for the proposed Medical Office building addition to Fairview Northland, subject to the following conditions:

1. Additional parking spaces may be required, pending the results of the parking analysis; unless the applicant can prove that additional parking is not needed, which is required to be approved by the Planning Commission.
2. Parking aisles shall be increased to 26 feet wide.
3. Signs shall require separate review and approval.
4. The City Engineer recommendations shall be followed as indicated in the memo dated June 16, 2014 and updated plans submitted.
5. The Fire Department Connection (FDC) shall be indicated on the plans.
6. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: building, Water Access Charge (WAC), and Sewer Access Charge (SAC).
7. Any consultant costs over and above the original escrow fee shall be the responsibility of the applicant.

City Engineer: Mike Nielson, WSB & Assoc. memo dated June 6, 2014:

WSB has received plans for the above project from Loucks Associates, dated 5-27-14 and signed by Vicki J. Van Dell, PE. The review plans include Sheets C1-C8. Also submitted for review was a Stormwater Management Plan dated 5-27-14 and signed by Vicki J. Van Dell, PE

The project includes the removal of an existing parking lot located on the east side of the hospital and constructing additional medical space along with a new parking lot. The proposed improvements will require a net increase of 0.55 acres of impervious surface. The applicant is proposing to treat additional runoff with an underground Stormwater System. The proposed drainage improvements will reduce the existing runoff for the 2, 10, and 100-

year storm events, meeting or exceeding the city requirement for treatment and runoff rates.

General Comments:

Sheet C1 – Existing Conditions – No Comments

Sheet C1-2 – Demo – No Comments

Sheet C3-1 – Site Plan

The applicant is requesting an additional entrance onto Northland Drive to accommodate tractor/trailer delivery trucks. This issue has been discussed at previous development meetings. We do not encourage an additional access at the proposed location, however will recommend approval of the proposed service entrance if the following conditions are met.

1. The proposed exit is signed as RIGHT TURN ONLY.
2. EXIT ONLY or NO ENTRANCE signs be placed at the proposed entrance.
3. NO LEFT TURN signs are placed on Northland Drive prior to this entrance for approaching vehicles from east.
4. Proper sight distances are maintained at all times.
5. As traffic volumes or accidents increase, the hospital will take additional measures to reduce the use of this entrance by the general public. These measures may include gates between the parking lot and service entrance.

Sheet C3-1 – Grading and Drainage

1. The area to the west of the proposed addition is a depression with storm sewer draining the area. I have a concern about the drainage of this area. Due to a pipe blockage approximately 8-feet of water could pond in this depression before it would run out. Additional information is required for;
 - a. Back to Back 100-year storm and 10-day snow melt information should be provided.
 - b. Additional detail on wall type and footing details. It is unclear if there will be an exposed lower floor wall 13' tall.
 - c. The storm sewer under the building connection is not recommended. Further discussion on this design is needed.
2. Stormtech System – more detail is needed on this system.
 - a. Provide the standard Stormtech design sheet showing invert elevations and chamber construction.
 - b. Consider connecting the stormwater from CB 1 into the stormtech system.
3. Infiltration Garden. As shown the stormwater has direct path from inlet to outlet.
 - a. Provide an outlet structure to insure ponding in this area occurs. A reduced orifice and overflow structure will increase the infiltration.

Sheet C3-2 SWPP

1. A NPDES Permit will be required.

Sheet C4-1 Utility Plan

1. CB 9 should be relocated closer to the proposed curb to provide 10' of separation from the existing watermain.
2. The type of connection to watermain should be detailed and approved. Tapping Valves are preferred.
3. 48-hour notice to the PUC and Engineer shall be provided before making any connections. Inspection will be required by PUC or Engineering staff.
4. All fittings will require MEGA – LUGS or approved equal. Rodding on City water system is not allowed.

-----End of staff memos-----

Fuhrman introduced the application and highlighted the applicant memos. She reiterated that they are proposing 520 parking stalls and they currently have 504 parking stalls now. No signage has been applied for. The building materials will be the same as they have on the current building. The walking path will be going around their campus and connecting with the City walking path.

Raymond Pirainen, Director of Real Estate for Fairview, explained they will be expanding some services. The specialty services have grown. They would like the dirt work done in the summer. The intent is to get started as soon as possible.

David Moga, Pope Architects, said they will start the project in July or August. The Fire Department wanted the fire connection relocated for the temporary location and they have accommodated that in a single design. This addition is 90% to allow the existing services to grow and have more space. Currently the specialty services are at the clinic 2-3 times a week and this addition would make it where they can be here five days a week. There will just be a few new services added to the medical office building. They want to utilize the existing parking lot area instead of tearing up more green space.

Fuhrman said the Ordinance allows if there is adequate proof to not require more parking spaces, and the Planning Commission is okay with the amount the applicant is presenting, they can approve the reduced amount.

Nielson said the applicant is requesting an additional entrance onto Northland Drive to accommodate delivery trucks. This existing driveway and proposed driveway would connect to the primary. He does not want patients using this additional entrance and would like signage with right turn only, no left turn. He would like to reserve the right if there are accidents because of this added entrance, it would be gated off for deliveries only. For the green areas on the plans, he asked if the wall of the building is exposed?

Moga said yes, a finished product will be there.

Nielson said it is a big hole with a storm sewer under that area and could cause problems with the storm sewer. With a 13 foot hole, the leaves and other debris could collect in there and plug it up. A pipe breakage could lead into a footing failure. Nielson does not like this as part of

the plans, but does not see any other alternative, so he requests they keep the area clean. He would like the concerns from staff satisfied with the Planning Commission approval.

Edmonds said patient parking is not over there.

Moga said they are creating a separation from patient, staff and service traffic. It is for the convenience for delivery services. They will route traffic back out to Northland Drive and not this area.

Pirainen said they understand Nielson's concerns. The court yard is to maximize the windows in that area and a reasonable place to look out for patients receiving treatments.

Johnson asked if the roads will be left open?

Pirainen said yes. They have dealt with a driveway entrance for service trucks by the emergency room and it has never been a problem. Patients and staff will not be using the additional entrance.

Moga showed a large board with a sample of the materials that will be used on the exterior of the building addition.

Edmonds said the site drawings look nice.

Heitschmidt asked Nielson if he is comfortable with the courtyard and access area.

Nielson said he would like an inspection of the pipes every three to four years in the courtyard.

Moga said the storm sewer and rerouting the Fire Department service connection is the first item they will do on the site when beginning the addition.

Johnson said for the approval of the site plan as presented, the Planning Commission should note the Engineer's conditions with the courtyard and the additional access for the service vehicles.

Nielson said it is their private building and there is a risk to the reward of what they want, but as long as they are aware of it, he is fine with the courtyard area. He does not need to sign off on those plans. The conditions for the access on Northland Drive should stay in place. He wants them to provide him with drainage information with the storm sewer and the rain guard also.

Fuhrman said the motion can be based on the conditions in Nielson's memo.

JOHNSON MOVED, SECOND BY HEITSCHMIDT, TO APPROVE THE SITE PLAN FOR FAIRVIEW NORTHLAND MEDICAL OFFICE BUILDING ADDITION AT 911 NORTHLAND DRIVE, #90-004-2106, WITH THE FOLLOWING CONDITIONS:

1. ADDITIONAL PARKING SPACES MAY BE REQUIRED, PENDING THE RESULTS OF THE PARKING ANALYSIS; UNLESS THE APPLICANT CAN PROVE THAT ADDITIONAL PARKING IS NOT NEEDED, WHICH IS REQUIRED TO BE APPROVED BY THE PLANNING COMMISSION.
2. PARKING AISLES SHALL BE INCREASED TO 26 FEET WIDE.
3. SIGNS SHALL REQUIRE SEPARATE REVIEW AND APPROVAL.
4. THE CITY ENGINEER RECOMMENDATIONS SHALL BE FOLLOWED AS INDICATED IN THE MEMO DATED JUNE 6, 2014 AND UPDATED PLANS SUBMITTED.
5. THE FIRE DEPARTMENT CONNECTION (FDC) SHALL BE INDICATED ON THE PLANS.
6. ALL NECESSARY PERMITS SHALL BE APPLIED FOR AND APPROVED PRIOR TO CONSTRUCTION, INCLUDING, BUT NOT LIMITED TO: BUILDING, WATER ACCESS CHARGE (WAC), AND SEWER ACCESS CHARGE (SAC).
7. ANY CONSULTANT COSTS OVER AND ABOVE THE ORIGINAL ESCROW FEE SHALL BE THE RESPONSIBILITY OF THE APPLICANT.

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

OLD BUSINESS:

A. Fence Ordinance Discussion

Fuhrman informed the Planning Commission Board that she would like to discuss the Fence Ordinance. On her handout, she highlighted areas that need to be revised. She would like to make the language more clear. The Ordinance would still allow for property line fences if they have the property pins located or a survey. If they do not have either, they would need the signed agreement with the neighbor. Another area that needs clarification is the front yard fences. The front yard of a corner lot cannot have a fence higher than three feet in the clear zone area. A fence in the front yard cannot be in excess of three and one-half feet.

Nielson said the site distance is three and one-half feet when sitting in a car. Having a three foot fence height enables the driver to have clear view.

Fuhrman said she understands now the reasoning for the three feet in the clear view area and that will stay as is.

Edmonds commented on the fence language in the Commercial and Industrial Districts if they are within the required front yard setback, and not over six feet in height, they need to be of a chain link construction permitting maximum visibility. He believes that if the fence is meeting the required setback, they should not have to be a chain link fence.

Fuhrman said in the Commercial or Industrial District is where you see the chain link fencing.

Heitschmidt said it must have been put in there for a visibility purpose.

Fuhrman said some communities have a visibility requirement for all fences.

Reynolds said to allow the wood fence can be a maintenance issue.

Heitschmidt said it is for the visibility of the lot and not the maintenance of the fence.

Johnson commented a chain link fence is to see into the lot.

Heitschmidt said a percentage of view into the area could be in the Ordinance, like 50%.

Fuhrman will look up what other communities have for language with a percentage of visibility.

Fuhrman said the current ordinance states that a maintenance free fence may be erected upon the division line - Does the Planning Commission Board want the maintenance free fence material the only allowable material when a fence is placed on a property line or should that wordage be removed? Under the "Construction and Maintenance" section, it does specify what materials are allowed to be used. Finished wood is an allowed material. Would the Planning Commission want that as an approved material for property line fencing as well? If there was a fence that was not being maintained, staff could enforce the upkeep requirement.

Edmonds said that if a fence is going to be placed on the property line, you need a survey or property pins located. It does not matter if the neighbor approves of the placement or not.

Fuhrman said she is seeking clarification on what the Planning Commission wants in that regard. Sometimes property pins have been moved for whatever reason and are not in the right spot – the only true know to know property lines is through a licensed surveyor. We have a clause that we could ask for a survey.

Nielson said when a fence is on the property line, the owner of the adjoining property ends up maintaining it such as weed whipping along the fence. If the fence is two feet off the property line, the owner of the fence can maintain the other side of the fence.

Heitschmidt suggested that if they want the fence on the property line, they would either have to have the property pins located or a survey, otherwise have the adjoining neighbor agree on the placement.

Mellott said you need to know where the line is either by the property pins or a survey. Otherwise you need to have the neighbor's agreement on the property line. Mellott said it is adverse possession if you let someone put a fence on your property and sell it. As long as you let the new owner know this is your property, it is yours.

Fuhrman said to have it on the property line you need to have either a survey, property pins located, or neighboring property owner agrees in writing with the property line fence agreement.

Mellott said she believes if the neighbors agree that is where the property line is, and the property line fence agreement is signed, that is good enough.

Fuhrman said the City Attorney would like to see a simple disclaimer on the fence agreement between neighbors regarding the "practical location" language.

Johnson believes it should be surveyed.

Heitschmidt said if the fence is on the property line, they should either have the property pins located, or a survey, or the neighboring property owner signs the property line fence agreement.

Reynolds agrees.

Fuhrman will work on this language more and bring it back to the Planning Commission meeting in July.

Mellott said if two people are agreeing where they want the line, it should be fine. If a clause is in the agreement that you are not giving up the right to your land, it would be safe. Johnson said if you do not know where your property line is, don't put a fence up.

Edmonds said for a fence to go on the property line, they need a survey or the location of the property pins. If they do not have either of those two, they should have the signed property line fence agreement with the neighboring property. Otherwise, the fence should be two feet from where they believe the property line is.

Heitschmidt said if two neighbors agree where the fence goes and they do not have a survey, they should be able to put the fence where they want. It would stay written as it is. We might want to take out the wording that a fence *may be located adjacent to, but not on, a property line*, if one of the three situations exist.

Mellott said it can be on the line with a property line fence agreement, otherwise it has to be two feet off the property line.

Heitschmidt said we would be removing the survey and location of the property pins then.

Mellott said if you do not know where your property line is, how do you know that the fence is going two feet off the property line?

Fuhrman said the Ordinance currently states if a property owner cannot get consent from the neighboring property owner, does not have a survey or property irons marked, then the fence has to be a minimum of two feet off the property line in order to provide ample space for maintenance. Is the Planning Commission saying to remove where they need to either find the property pins or have a survey from the Ordinance language?

Mellott does not want where they need to locate the property pins or have a survey. They can do the fencing two feet from where they believe the property line is.

Fuhrman said it gives the option to find the property pins or place the fence two feet off the property line.

Mellott said if there is no signed agreement between the neighbors, then they need to find the property pins or have a survey.

Reynolds said they should have any one of the three items or adjacent to the line.

Heitschmidt said a fence on the property line needs the two property owner's agreement and if adjacent to the line, it needs to be determined how far off the line.

Mellott said two feet would be the adjacent area; either on the line or two feet off.

Nielson said they need the neighbors okay if the fence is going on the property line and they should know where the property line is.

Fuhrman said it is the property owner's responsibility to find where the property line is. It has been working so far that the owner is looking for the property line. Fuhrman will put together some language and bring it back to the Planning Commission for review. She will take out the language that the fence needs to be maintenance free material for being on the property line.

B. Sign Ordinance Discussion (Further Updates)

Fuhrman said she is looking for the Planning Commission Boards direction on wall signage and went through the information in her staff memo:

1) Wall, Projecting, Under-Canopy, and Fascia/Soffit Signs:

With the new language, up to three wall signs are allowed on a single tenant building, the Planning Commission did not discuss if they want to allow those three signs only on one building wall or on any building wall.

Example: A business may be located along an alley and may want a sign facing the street and one sign facing the alley.

Fuhrman would interpret the language that was adopted to allow for the three wall signs to be allowed on any building wall, but would like to verify that was the intent of the Planning

Commission. The language allows buildings that abut two or more streets to have three signs oriented to each abutting street.

Fuhrman would also like to address if replacing existing freestanding permanent signs, does the Planning Commission want those to come in front of the Planning Commission.

2) Currently, the Zoning Ordinance states that billboards, pylon, monument, multi-tenant signs, and video display signs all require Planning Commission review. It does not differentiate between new or replacement of existing.

We oftentimes have pylon or monument signs that are being replaced. Fuhrman would recommend these be allowed without Planning Commission review, but the Ordinance should state that. Only those that are not video display or billboard.

Changes needed:

- Section 8 – Existing Signs and Section 9 – Non-Conforming Signs need to be updated to match State Statute requirements. Fuhrman is working with the City Attorney on this.
- Format for the number of Wall, Projecting, Under-Canopy, and Fascia/Soffit Signs.
- Update Definition Section.
- Add clarification that one pylon and one monument sign are allowed on the same property.

Johnson said if the business front is facing main street and they want to put the sign on another wall of the building, he is okay with that.

Fuhrman said the multi-tenant language will be coming back in regards to billboard, pylons signs, etc. Can staff okay the sign permit if it is just replacing the signage area? Non-conforming sign language will be brought back for updates with State Statute. On a multi-tenant building, the current Ordinance says one sign per tenant. Now that we allow three signs per business, does the Planning Commission Board want to allow up to three signs per business on a wall for a multi-tenant building?

Johnson said he is fine with them having up to three signs as long as the wall area is met.

Fuhrman will make that change for multi-tenant wall signage where they can have up to three type of wall signs, but need to meet the percentage of the wall area. She will draft language accordingly and bring it to the Planning Commission for review prior to the public hearing.

COMMUNICATION AND REPORTS:

A. Verbal Report

a. Planning Commission Meeting “Cheat Sheet”

Fuhrman said she drafted a cheat sheet for public hearing procedures to help the public through the proceedings. If the Planning Commission is okay with it, she will have it on the front table when residents are signing in so they can review it.

The Planning Commission liked it.

b. Sign Ordinance (Update pages in Zoning Ordinance Books)

Fuhrman told the Planning Commission Board that they have updated Sign Ordinance pages to put in their zoning books.

B. City Council Minutes for May, 2014

The Planning Commission Board had no comments.

MELLOTT MOVED, SECOND BY HEITSCHMIDT, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 9:04 P.M.

ATTEST:

Jack Edmonds, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant



TO: Planning Commission
FROM: Carie Fuhrman, Comm. Dev. Director
SUBJECT: **Variance for Princeton Public Utilities
Fence in the Public Right-of-Way**
DATE: July 11, 2014

BACKGROUND

Connie Wangen, Princeton Public Utilities General Manager, has submitted an application for a variance to allow a fence within the public road right-of-way. The property site is 907 First Street and zoned R-3, Multiple Family Residential.

ANALYSIS

The Princeton Utilities plant and offices are located on the south side of First Street/CSAH 31. An L-shaped fence was constructed without a permit along the sidewalk in front of the office building (see attached photos), with at least a portion in the public right-of-way. The fence is 18 inches from the curb. It is 10' long running north to south, and 5' long running east to west.

Without a survey, it is difficult to determine exactly how far into the right-of-way the fence is located, unless they are aware of their front property line. According to the Mille Lacs County GIS aerial map online, it appears the sidewalk is located approximately on the front property line. However, these maps are not surveys.

According to the applicant's narrative, the nearby tree was pushing the sidewalk up, so they removed a portion of the sidewalk as they did not want anyone tripping on it. They then installed the fence so no one would step off of the sidewalk. They also intend for the fence to be used as a handrail for customers stopping in to pay their utility bills. The narrative goes on to state that PUC employees maintain the street and sidewalk in front of their buildings in the winter, and they acknowledge that if the fence is damaged from the snow plow, they would accept responsibility for repairing it. They would also like to keep the shade tree in place.

The request is a variance from Chapter VI.1.5 of the Zoning Ordinance, which states *No fences shall be permitted on public right-of-way.*

Variance Review Standards. Requests may be made for variances from the literal provisions of the Zoning Ordinance in instances when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.

A variance shall not be granted by the Planning Commission unless it conforms to all of the following standards:

1. *Is the variance in harmony with the general purposes and intent of the zoning ordinance?*

Comment: The general purposes and intent of the Zoning Ordinance is to promote the public health, safety, morals, and general welfare. One of the methods to achieve this purpose is through regulating the location and size of structures, such as fences. Fences are not allowed within the public right-of-way to help keep the right-of-way clear of any unnecessary obstructions for maintenance and safety reasons. The fence being located within the public right-of-way and in very close proximity to the actual improved road is not in harmony with the general purposes and intent of the zoning ordinance.

2. *Is the variance consistent with the Comprehensive Plan?*

Comment: One of the transportation policies identified in the Comprehensive Plan specifies to *maintain all transportation facilities (roads, walks, and trails) in good repair and keep the facilities free from a buildup of dirt, snow, and ice...* The subject variance would not be consistent with this policy as it hinders in the maintenance of both the street and sidewalk.

3. *Does the property owner propose to use the property in a reasonable manner not permitted by the Zoning Ordinance?*

Comment: A fence, in accordance with the Zoning Ordinance, is normally a reasonable use of a property, but a fence located in the right of way is not proposing to use the property in a reasonable manner.

4. *Are there circumstances unique to this property not created by the landowner?*

Comment: A tree root causing a sidewalk to upheave happens occasionally, and it is acknowledged that the PUC does have a significant amount of the public that frequent their office to pay utility bills. But, there is another alternative to addressing the concern without violating the Ordinance, such as trimming the tree root or removing the tree. These options would address the customer safety concern as it would prevent the sidewalk from upheaving and not require a fence.

5. *Will the issuance of the variance maintain the essential character of the locality?*

Comment: A fence located in the right-of-way does not maintain the essential character of the locality as fences within the right-of-way are not normally found.

6. *Does the alleged practical difficulty involve more than economic considerations?*

Comment: Yes, the alleged practical difficulty is to prevent customers from stepping off of the sidewalk because of the upheaving sidewalk due to the tree root, so the safety concern is more than an economic consideration.

County Engineer. Bruce Cochran, Mille Lacs County Engineer, commented that fences are not allowed within public right-of-way, whether in urban or rural areas of the county:

Public right-of-way, whether acquired in fee, easement or dedication, is for public purpose. Personal use of the right-of-way is not appropriate. This includes excessive landscaping and fencing of all types. In the rural parts of the county fences are not permitted in the right-of-way. For consistency and other reasons, fences are not permitted in the right-of-way in urban areas.

From a practical perspective, the fence post closest to the street will not last through a snow removal season. I suspect a snow plow wing will shear off the post. Additionally, the fence will hinder snow removal for the sidewalk in front of the PUC Building.

Please have the PUC remove the fence.

CONCLUSION

To approve the variance request, the City must find that the proposal uses the property in a reasonable manner, and that the applicant has demonstrated that there are practical difficulties - unique to the property not created by the property owner - that interfere in complying with the Zoning Ordinance. The City is concerned with keeping the public right-of-way free from obstructions. The safety of the customers of the PUC is also of concern to the City, as well as property aesthetics; however, it appears that there is an alternative to address the safety concern without violating the Ordinance. Therefore, it does not appear that there are practical difficulties interfering with compliance with the Zoning Ordinance in this case as there are alternatives to addressing the concern without violating the Ordinance.

RECOMMENDATION

Staff would recommend denial of the variance for the fence placement in the right-of-way of First Street/CSAH 31, based on the findings that it provides a safety and maintenance hazard, and the variance does not meet all six (6) of the standards required for approval of a variance:

1. The variance is not in harmony with the general purposes and intent of the zoning ordinance.
2. The variance is not consistent with the Comprehensive Plan.
3. The property owner does not propose to use the property in a reasonable manner not permitted by the Zoning Ordinance.
4. The issuance of the variance will not maintain the essential character of the locality.

If the Planning Commission denies the variance, a deadline date to remove the fence within the right-of-way should be established. If a portion of the fence is outside of the right-of-way, and the PUC would like to keep that portion, a fence permit would be required to be obtained, which requires location and identification of the property line/pins to ensure it is within the property.

Exhibit: 2 Photographs
Applicant Narrative

Cc: Connie Wangen, Public Utilities Manager



PRINCETON PUBLIC UTILITIES COMMISSION

Electricity - Water -

Community owned for community benefit.

June 16, 2014

Dear Planning Commission Chairman and Members:

Princeton Public Utilities is requesting a short "L" shaped fence be allowed in the Road Right of Way. This fence is in front of our office building located at 907 1st Street, Princeton MN. We had to remove some sidewalk because the tree near by was pushing the sidewalk up and we did not want anyone tripping on it. We then installed this cedar fence so no one would step off the sidewalk. This fence will also be used as a handrail for customers stopping in to pay electric, water and sewer utility bills. It has been well received by customers already.

The fence is located 18" from curb. It is 10' long north to south and 5' long east to west. It is about 36" high.

Princeton Public Utilities employees do maintain the street and sidewalk in front of our office in the winter, keeping snow and ice away at all times. We also realize that if this fence is damaged from the snow plow pushing snow up along the curb, we will be responsible to repair it.

Thank you for your time and consideration.

Sincerely,

Connie Wangen
Princeton Public Utilities
General Manager







MEMORANDUM



TO: Planning Commission
FROM: Carie Fuhrman, Community Development Director
SUBJECT: **Sign Ordinance Amendments (PUBLIC HEARING)**
DATE: July 11, 2014

Last month, I brought some Sign Ordinance updates/discussion items to the attention of the Planning Commission. Staff is now bringing them in front of the Planning Commission for the public hearing. The Ordinance proposes the following:

1. Multi-Tenant Building Wall Signs:
 - Allows each tenant up to 3 wall signs.
 - Requires a comprehensive sign plan only for NEW multi-tenant buildings.
2. Wall, projecting, under-canopy, and fascia/soffit Signs:
 - No substantial changes; only formatting changes.
3. Billboards, Pylon, Monument, Multi-Tenant, and Video Display Signs:
 - Clarifies that replacement of existing billboards, pylon, monument, multi-tenant pylon, and video display signs only requires staff review.
4. Monument Signs:
 - Clarifies that only one sign is allowed per property and is required to be on the property of the organization being advertised.
 - Updates the allowed sign areas and heights in the various districts for more consistency.
 - Adds sign requirements for the MOR District.
5. Existing Signs*:
 - Removes language entirely.
 - Note: Section 10 of the existing Sign Ordinance spells out the provisions for requiring the removal of signs that are erected or maintained in violation of the Ordinance.
6. Non-Conforming Signs*:
 - Updates the language to match the State Statute language in regards to non-conformities.

*City Attorney opinion is being sought in regards to these two sections.

After conducting the public hearing, staff would recommend approval of the attached Ordinance, which will then be brought in front of the City Council for two readings.

Encl: Ordinance

CITY OF PRINCETON, MINNESOTA

ORDINANCE NO. ____

AN ORDINANCE AMENDING CHAPTER VII (SIGNS) OF TITLE 11 (ZONING) OF THE PRINCETON CODE OF ORDINANCES BY AMENDING THE REGULATIONS FOR MULTI-TENANT BUILDING WALL SIGNS, MONUMENT SIGNS, EXISTING, AND NON-CONFORMING SIGNS, AND PROVIDING CLARIFICATION FOR SIGN REGULATIONS 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 coordinate the type, placement, and scale of signs within the different zoning districts.

SECTION 2. Section 4 (Signs Permitted with a Building Permit) 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):

B. General Provisions Wall-mounted business signs (Rev. 05-08-14; Ord. 707)

Wall Mounted Business Signs shall be permitted by staff, except in areas zoned R-1, R-2, and R-3, if they meet the following requirements:

1. Signs shall not contain information or advertising for any product or service not sold on the premises.
2. Wall signs:
 - a. Single tenant buildings. There shall not be more than three (3) wall signs for each principal building, except where the building abuts two (2) or more streets: three (3) oriented to each abutting street shall be permitted, provided that the design of which is approved by the Zoning Administrator. The gross surface area of the wall signs on one building wall shall not exceed (10) percent of the area of the building wall, including doors and windows, to which the signs are to be affixed, or two hundred (200) square feet, whichever is smaller.
 - b. Multi-tenant buildings shall have wall signs of similar design. Each tenant is allowed ~~one (1)~~ three (3) wall signs in accordance with 2A, ~~except that a tenant space which has its only entrance on a side of the building not abutting a public street shall be allowed one sign meeting the size requirements of 2A and located on the same wall as the tenant's only entrance. No signage is permitted for tenant entrances abutting residentially zoned property.~~ Future wall sign permits on new multi-tenant buildings, including shopping centers, shall be issued only after the building owners have submitted a comprehensive sign plan approved by the Zoning Administrator. The comprehensive sign plan shall include similar design standards involving sign material, color, style, spacing, and size.

L. Wall, Projecting, Under-Canopy, and Fascia/Soffit/Signs:

1. A combination of wall, projecting, under-canopy, and/or fascia/soffit signs is allowed.
 - a. No more than three signs in any combination (wall, projecting, under-canopy, and/or fascia/soffit signs).
 - b. Total square footage shall meet the wall sign square footage requirement.

SECTION 3. 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):

The Planning Commission may, in its discretion, issue a permit authorizing construction ~~and existence~~ of freestanding signage. The replacement of an existing sign shall require Zoning Administrator approval. The granting of a permit will be subject to the following conditions ~~and/or amendments to such conditions~~:

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):

E. Residential and Business Monument Signs – General Provisions:

3. The sign shall be located on the property where the business or organization advertised is located.
4. There shall be no more than one monument sign per lot, except as provided in Section 1.
5. The maximum allowable sign areas and sign heights for business monument identification signs and residential entrance monuments are regulated as follows:

District	Maximum Sign Area, Single Site	Maximum Sign Height, Single Site	Maximum Sign Area, Multi-Tenant Site*	Maximum Sign Height, Multi-Tenant Site*
B-1	50 sq. ft.	6 ft.	50 sq. ft.	6 ft.
B-2	60 sq. ft.	8 ft.	90 sq. ft.	8 ft.
B-3	100 sq. ft.	10 ft.	90 <u>120</u> sq. ft.	10 ft.
MN-1	100 sq. ft.	8 <u>10</u> ft.	120 sq. ft.	8 <u>10</u> ft.
MN-2	100 sq. ft.	6 <u>10</u> ft.	120 sq. ft.	6 <u>10</u> ft.
RM-1	40 sq. ft.	6 ft.	40 sq. ft.	6 ft.
R-1, R-2	40 sq. ft.	6 ft.	40 sq. ft.	6 ft.
R-3	40 sq. ft.	6 ft.	40 sq. ft.	6 ft.
HC-1	50 <u>100</u> sq. ft.	8 <u>10</u> ft.	90 <u>120</u> sq. ft.	8 <u>10</u> ft.
<u>MOR</u>	<u>60</u> sq. ft.	<u>8</u> ft.	<u>90</u> sq. ft.	<u>8</u> ft.

* Or as approved by the Planning Commission as part of a Multi-tenant Business Sign Plan

SECTION 5. Section 8 (Existing Signs) of Chapter VII (Signs) of Title 11 (Zoning) of the Princeton Code of Ordinances is hereby removed:

8. Existing Signs

~~Any sign now existing, in this municipality which violates the provisions of this ordinance may not be:~~

- ~~A. Improved or upgraded in any manner which may extend the useful life of the sign or sign structure.~~
- ~~B. Changed to another non-conforming sign or sign structure by means of changing the design, wording, shape, or lighting.
 - ~~1. Relamping is permitted provided that no change is made in the color, shape, shielding, or intensity of the light.~~
 - ~~2. Minor electrical and structural repair is permitted provided that such repair is limited to replacement of like device or member. The Zoning Administrator shall determine if the repair qualifies under this clause, and his determination may be appealed to the Planning Commission.~~
 - ~~3. Painting of the sign and sign structure is permitted provided that no change is made in shape, size, design, wording, or reflectiveness of the sign or sign structure.~~~~
- ~~C. Enlarged or expanded in any way.~~
- ~~D. Relocated unless the sign and sign structure will then conform to all other provisions of this ordinance.~~
- ~~E. Repaired, rehabilitated, or reestablished after damage or destruction amounting to 25% or more of the fair value as determined by the Zoning Administrator.~~
- ~~F. Reestablished after discontinuance or abandonment for 60 days or where the owner of a business has ceased operation for 60 days.~~

SECTION 6. Section 9 (Non-Conforming Signs) 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):

9. Non-Conforming Signs

~~Existing signs which do not conform to the specific provisions of this ordinance may be eligible for the designation "legal nonconforming" provided that:~~

- ~~A. The Zoning Administrator determines such signs are properly maintained and do not in any way endanger the public.~~

~~B. The sign was installed in conformance with a valid permit or variance, or complied with all applicable laws before the date of adoption of this ordinance.~~

~~A legal nonconforming sign may not be relocated or replaced and may not be altered in any way except toward compliance with this ordinance. This does not refer to changeable copy signs or normal maintenance. The legal nonconforming sign is subject to all requirements of this ordinance regarding safety, maintenance, and repair. However, if the sign suffers more than fifty (50) percent damage or deterioration, as based on appraisal, it must be brought into conformance with this code or removed.~~

~~Existing signs which do not conform to the specific provisions of this ordinance may be deemed "legal nonconforming" if they were legal when the zoning ordinance or amendment was adopted, in that they complied with the then existing ordinance and law. Legal nonconforming signs generally have a statutory right to continue, often referred to as "grandfather rights."~~

~~A legal nonconforming sign may be continued through repair, replacement, restoration, maintenance, or improvement, but not including expansion, unless:~~

- ~~1. The nonconforming sign is discontinued for a period of more than one year; or~~
- ~~2. The nonconforming sign is destroyed by fire or other peril to the extent of greater than 50 percent of its market value, and no building permit has been applied for within 180 days of when the property is damaged. In this case, a municipality may impose reasonable conditions upon a building permit in order to mitigate any newly created impact on adjacent property.~~

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

Ordinance #___ amends the regulations for multi-tenant building wall signs, monument signs, existing signs, and non-conforming signs, and provides clarification for sign regulations 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 ___ day of ____, 2014

Paul Whitcomb, Mayor

ATTEST:

Shawna Jenkins, City Clerk

MEMORANDUM



TO: Planning Commission
FROM: Carie Fuhrman, Community Development Director
SUBJECT: **Revised Site Plan Review & Pylon Sign for Coffee Shop**
DATE: July 11, 2014

BACKGROUND

United Properties Investment LLC has requested to amend the site plan review approval for the Caribou Coffee project at 703 Northland Drive, which was approved, along with a variance for a drive-thru service lane, by the Planning Commission at their June 16, 2014 meeting. This memo will highlight the changes from the original site plan approval. They are also requesting approval for a freestanding pylon sign.

ANALYSIS

Building Size: The applicants are now proposing a 2,500 square foot building (original site plan approval was for a 1,750 square foot building). The additional 750 square feet is requested to allow for the ability to convert the building into a Caribou/Bruegger's Bagels co-branded store in the future. The additional building area will initially be used for a conference/community room, but allows for the opportunity to one day potentially convert the area to a bagel bakery. The new building size meets setback requirements.

Parking Layout/Traffic Flow: The parking and traffic flow through the parking lot have been adjusted slightly. The revised site plan proposes 28 60-degree parking stalls (the original proposed 34 stalls). The ordinance requires one space per three patron seats, plus one space per employee on the largest shift. The coffee shop will have 48 interior seats and 8 employees, requiring 24 stalls. If the 16 outdoor patio seats are included in the calculation, 29 parking stalls would be required. However, the patio seating is only used seasonally – therefore, staff would recommend the approval of the proposed 28 stalls.

The entrance into the parking lot has been adjusted slightly so it is "enter only" on the southernmost opening, and "exit only" closest to the building and drive-thru. Vehicles will enter in to the site via the southernmost opening and exit in front of the building or go around the building/drive-thru lane and exit on the north side of the building. Drive-thru patrons will enter via the southernmost opening and exit on the north side of the building. "Do not enter" signs are proposed to assist in directing traffic, as well as painted traffic arrows and text on the asphalt.

One item to note is the parking does not meet the 3 foot setback requirement from the property lines. This shall be adjusted as a condition of approval.

Landscaping. The Landscaping Plan proposes landscaping within several of the parking lot "islands", as well as surrounding the outdoor patio to the west, north of the building, and to the east of the building, which appears to meet Ordinance requirements. Additional landscaping has been added to the southeast of the building near the drive-thru entrance.

Pylon Sign: The applicants are seeking the Planning Commission's approval of a new freestanding pylon sign. The applicants are proposing a freestanding pylon sign in the southeast corner of the site; 45 feet tall and 150 square feet in size, which meets Ordinance requirements as it is less than 900 feet from the Highway 169 and Rum River Drive interchange.

Conditions of Original Approval. The site plan and variance approval on June 16, 2014 was subject to numerous conditions, which the applicants have addressed in the following manner:

1. Bicycle racks shall be placed near the entrance.
Staff Comment: Bicycle racks have been provided near the building entrance.
2. The signage shall be reviewed and permits obtained prior to installation. Planning Commission review is required for a new pylon sign or utilization of the MTB signage.
Staff Comment: The freestanding signage details had not yet been determined at the June meeting. The applicant is proposing to install a 45 foot tall pylon sign, 150 square feet in area. Approval of the pylon sign is requested at this Planning Commission meeting.
3. The trash enclosure shall match the exterior building materials in color. The trash enclosure shall not be of concrete block construction.
Staff Comment: The trash enclosure is proposed to be a six foot tall high board-on-board fence painted to match the building EIFS color.
4. Additional information shall be provided for the City Engineer's review.
Staff Comment: Additional information has been provided to the City Engineer.
5. The conditions of the City Engineer memo dated June 10, 2014 shall be met prior to the issuance of the Building Permit or Certificate of Occupancy.
Staff Comment: The applicants resubmitted additional information on June 13, 2014. The City Engineer has reviewed the revised plans and responded in a memo dated July 10, 2014.
6. If digging in the street is required for the sanitary sewer hook-up, an escrow will be required, as well as a two-year warranty.
Staff Comment: The applicant has acknowledged this will be complied with if required.
7. If access is required within any of the easements, the financial costs of removal and replacement shall be the responsibility of the property owner (parking, trash enclosure, signage, etc). An agreement between the City and applicant may be required by the City Attorney.
Staff Comment: The applicant has acknowledged they will work with city staff on an agreement if required.
8. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: building, signage, Water Access Charge (WAC), and Sewer Access Charge (SAC).
Staff Comment: The applicant has acknowledged this requirements.
9. Any consultant costs over and above the original escrow fee shall be the responsibility of the applicant.
Staff Comment: The applicant has acknowledged this requirement.

CONCLUSION

Revised Site Plan Review. Based upon the Zoning review standards, staff would recommend approval of the revised site plan review, subject to the condition that the parking meet the 3 foot setback from property lines. The conditions of approval of the original site plan review still stand.

Pylon Sign Review. The proposed pylon sign meets Zoning Ordinance requirements, therefore staff would recommend approval of the new pylon sign, subject to the condition that a building permit be obtained prior to installation.

Encl:

- Applicant Narrative
- City Engineer Memo
- Site Drawings (8)
- Floor Plan & Exterior Elevations
- Rendering (2)
- Pylon Sign Drawings

E-mail: Maleah Miller (mmiller@alliant-inc.com), Project Engineer
Charles Schatz (CSchatz@reprisesdesign.com), Project Architect
Mike Nielson, City Engineer
Richard Schieffer, City Attorney

Cc: Lynn Paulson, Building Inspector



JUL - 8 2014

Memorandum

TO: Carie Fuhrman, Community Development Director
FROM: Maleah M. Miller, Project Manager
DATE: July 7, 2014
SUBJECT: Amend Approved Site Plan Review for Caribou Coffee

Alliant Engineering is requesting to Amend the Site Plan Review documents for the Caribou Coffee project that were previously approved before the Planning Commission meeting on June 16, 2014.

Caribou Coffee proposes to construct a 2,500 s.f. co-brand hybrid building. The additional 700 s.f. of building is requested to allow for the ability to in the future to convert the existing Caribou Coffee into a Caribou Bruegger's Bagels co-branded store. The additional building area will initially be used for a conference/community room and if in the future a co-brand remodel occurs this area will be converted to a bagel bakery.

The submitted site plan submittal has addressed the planning commissions conditions of approval dated June 16, 2014. The following is the response to the conditions of approval per Memorandum dated June 10, 2014:

1. Bicycle rack have been provided near the entrance.
2. Signage: Caribou Coffee is proposing to install a Pylon sign 45' high and 150 sf sign face. The signage application and documents have been submitted at this time for the planning commission review and approval process. Permit will be obtained prior to installation.
3. Trash Enclosure will be a 6' high board on board fence painted to match the building EIFS color. Note added to site plan.
4. Additional information has been provided to the City Engineer in regard to sanitary sewer and storm sewer design for their review and approval. Refer to response memo dated 6.13.14.
5. The conditions of the City Engineer memo dated June 10, 2014 have been addressed and resubmitted 6.13.14. Alliant Engineering will work with City Engineer to address any new comments due to the revised plans for the approval prior to the issuance of the Building Permit or Certificate of Occupancy.
6. An escrow will be provided, as well as a two-year warranty if digging in the street is required for the sanitary sewer hook-up and will be coordinated with City staff as needed.
7. If access is required within any of the easements, the financial costs of removal and replacements shall be the responsibility of the property owner (parking, trash enclosure, signage, etc.). Applicant will work with city staff on an agreement if required.
8. All necessary permits will be applied for and approved prior to construction, including, but not limited to: building, signage, Water Access Charge (WAC), and Sewer Access Charge (SAC).
9. The applicant understands any consultant costs over and above the original escrow fee will be their responsibility.



Memorandum

To: *Carie Fuhrman
Community Development Director*

From: *Michael J. Nielson, P.E.
WSB & Associates, Inc*

Date: *July 10, 2014*

Re: *Caribou Coffee Site Plan Review
WSB Project No. 2257-06*

Revised site plans were submitted by Alliant Engineering, dated 7/7/2014. The plans include Sheets C-0, Existing Topo and Sheets C1-C4, L-1 and L-2. Storm water calculations have also been submitted for the proposed storm sewer system.

General Comments

The previous comments noted that the applicant has removed a series of 3 catch basins and a 24" pipe that drains to the existing stormwater pond adjacent to Rum River Drive that was not replaced in the original submission. The revised plans have replaced the existing pipe 24" storm sewer pipe with a 24" pipe. The revised plan maintains the 5 catch basin inlets that previously existed. No calculations were provided, but drainage does not enter city streets. Any drainage capacity issues will be the responsibility of the owner to address.

Sheet C-0 – Cover Sheet (NO COMMENTS)

Sheet – Alta Survey.
Comments Addressed.

Sheet C-1, Site Plan

Parking lot flow has been revised to a one way concept directing traffic to the south where cars will queue up for the drive through or proceed into parking areas. This concept is acceptable. The site appears to be adequately signed to direct traffic.

Sheet C-2 – Grading and Drainage Plan

1. No additional comments. The previous comments have been addressed.

Sheet C-3 – Utility Plan

1. Add to Note 10. All underground utility work to be inspected by the City and Public Utility. 28 hour notice to be give prior to starting work.

Mike Nielson, P.E.
Memorandum
June 16, 2014
Page 2

Sheet C-4 Detail Sheet

1. Comments Addressed

Sheet L-1, Landscape Plan

Comments Addressed.

Sheet L-2, Photometric Plan- Plan submitted.

If you have any questions or comments regarding the above information, please contact me at (320) 534-5940.

Attachments:

CC: Connie Wangen, PUC Director



Allowable Sq Ft - 150 Sq Ft
 Sq Ft Used - 149.3 Sq Ft

VINYL COLORS:
 "blue"
 "brown"
 3M 3630-7297 Custom Blue 3M 3630-69 Duranodic "brown"

Everbrite
 Customer: Caribou Coffee
 Project No: 315163-3 Scale: NTS
 Date: 7/14/14 Drawn By: DB
 Location & Site No: Princeton, MN
 CCPRINCETON

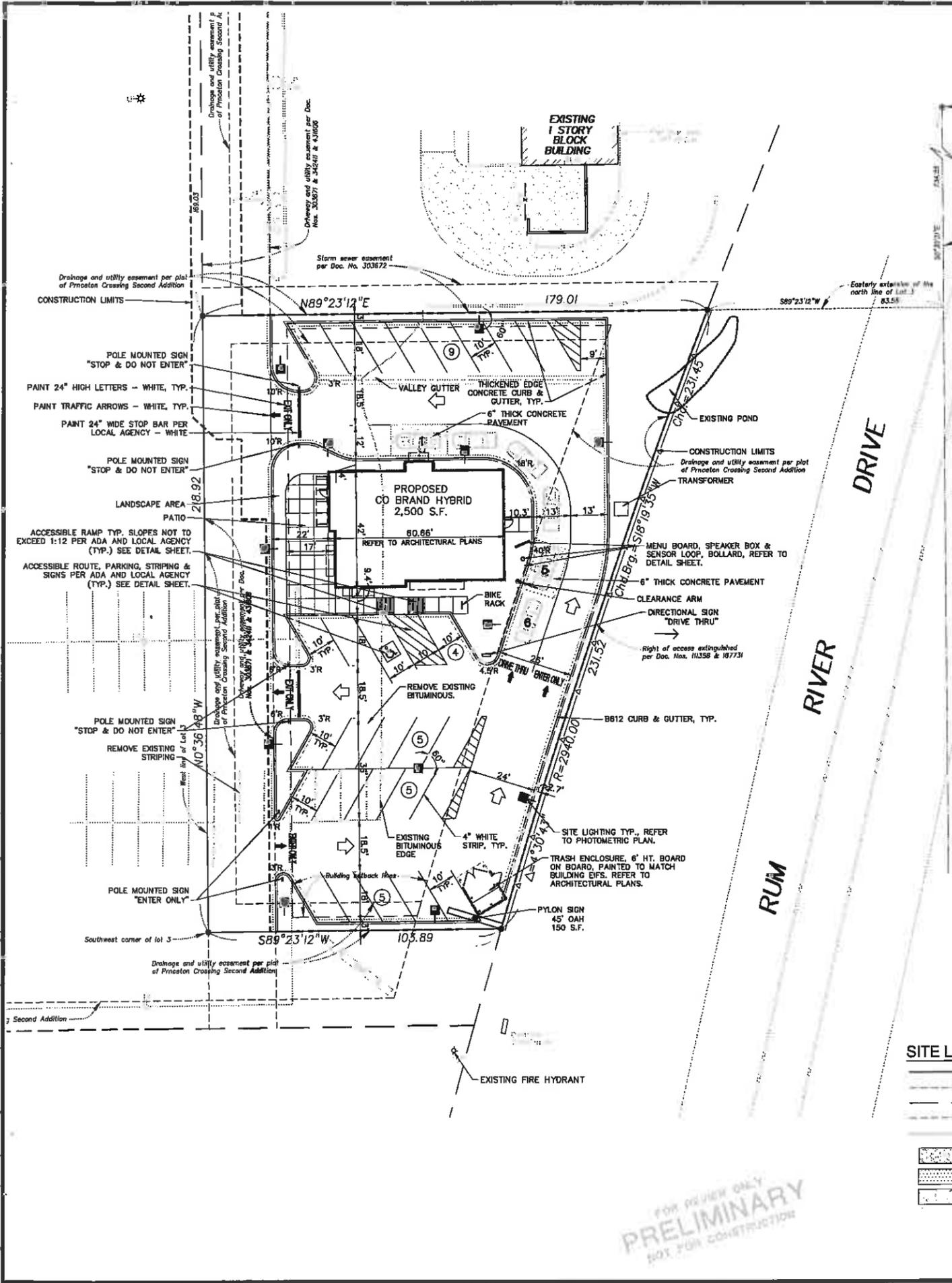
DISCLAIMER: No dimensions or graphic purposes are intended for construction purposes. For all other requirements, standard materials and industry practices shall apply unless otherwise specified. These drawings and designs are the exclusive property of Everbrite LLC. Use or duplication in any manner without express written permission of Everbrite LLC is prohibited.

Description: New Pylon; Internally Illuminated, Polycarbonate with Vinyl Decoration

Customer Approval: NOTE: Unless specified by customer, all depth of embossing will be determined by Everbrite Engineering or existing customer specifications on file. Colors and graphics on file will be used unless otherwise specified by customer.
 Please read carefully, check appropriate box and fax Sketch OK as is New sketch required back to Everbrite: _____ DATE _____

SIGNATURE _____

Drawing name: X:\2014\140047\plan sheets\Site Plan-Hybrid.bldg\140047site.dwg Jul 15, 2014 - 2:16pm



SITE DATA:

ZONING:	B-2 (NEIGHBORHOOD COMMERCIAL DISTRICT)
PROPOSED USE:	COFFEE SHOP
EXISTING LOT AREA:	30,815 S.F. (0.7 ACRES)
PROPOSED FOOTPRINT:	2,500 S.F.
PROPOSED BUILDING HEIGHT:	1 STORY (20')
LOT COVERAGE:	8.2%
LANDSCAPE AREA:	4553 S.F. (35%)
LANDSCAPE PERCENT:	35% (LOT AREA WITH EASEMENT AREA REMOVED)
PARKING DATA:	
REQUIRED PARKING:	24
PROVIDED PARKING:	26 (1 ACCESSIBLE PARKING INCLUDED)

REQUIRED PARKING CALCULATIONS:

CITY CODE: FAST FOOD ESTABLISHMENTS WITH SEATING:	
ONE SPACE PER THREE PATRON SEATS, PLUS ONE SPACE PER EMPLOYEE ON THE LARGEST SHIFT	
(48 SEATS / 3 = 16)	16
(8 EMPLOYEES)	8
TOTAL	24

SITE PLAN NOTES:

- PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE TO MAKE SURE THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED AND THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY ALL OF THE PERMITTING AUTHORITIES.
- ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS AND THE REQUIREMENTS AND STANDARDS OF THE LOCAL GOVERNING AUTHORITY.
- ALL WORK PERFORMED WITHIN THE R.O.W. SHALL COMPLY WITH THE CITY/DOT ENGINEERING DESIGN STANDARDS. GENERAL CONTRACTOR RESPONSIBLE FOR ANY REQUIRED PERMITS.
- CONTRACTOR SHALL BE RESPONSIBLE TO LOCATE ALL UNDERGROUND FACILITIES CONTACT NATION WIDE CALL SYSTEM 811 GOPHER STATE ONE-CALL SYSTEM, INC. DIAL 811, TWO BUSINESS DAYS PRIOR TO COMMENCEMENT OF WORK.
- CONTRACTOR IS RESPONSIBLE FOR DEMOLITION & REMOVAL OF ALL EXISTING STRUCTURES WHICH INTERFERE WITH NEW WORK AS SHOWN.
- ALL DIMENSIONS, GRADES, EXISTING AND PROPOSED INFORMATION SHOWN ON THE PLANS SHALL BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY THE CONSTRUCTION MANAGER IF ANY DISCREPANCIES EXIST PRIOR TO PROCEEDING WITH CONSTRUCTION FOR NECESSARY PLAN OR GRADE CHANGES. NO EXTRA COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR WORK HAVING TO BE REDONE DUE TO INFORMATION SHOWN INCORRECTLY ON THESE PLANS IF SUCH NOTIFICATION HAS NOT BEEN GIVEN.
- PROTECT EXISTING CONCRETE SIDEWALKS DURING ALL PHASES OF CONSTRUCTION. CONTRACTOR TO REPLACE ANY CRACKED OR BROKEN PANELS CAUSED BY SITE CONSTRUCTION.
- CONTRACTOR SHALL PROTECT ADJOINING PROPERTIES & STRUCTURES FROM HAZARDS ASSOCIATED WITH HIS CONSTRUCTION ACTIVITIES & SHALL BE RESPONSIBLE FOR ALL DAMAGES TO PROPERTIES & STRUCTURES THAT OCCUR AS A RESULT OF THESE ACTIVITIES.
- CONTRACTOR SHALL NOT IMPEDE EXISTING TRAFFIC CIRCULATION TO ADJACENT BUSINESSES. COORDINATE WORK WITH ADJACENT PROPERTY OWNER.
- CONTRACTOR SHALL PERFORM SWEEPING ON PRIVATE PARKING AREAS AND PUBLIC STREETS AT LEAST ONCE A WEEK, ONCE A DAY IF NEEDED.
- CONTRACTOR SHALL BE HELD FULLY RESPONSIBLE TO PREVENT AND ELIMINATE ANY DUST NUISANCE OCCASIONED BY AND DURING CONSTRUCTION UNTIL THE PROJECT HAS BEEN COMPLETED AND HANDED OVER.
- CONTRACTOR TO PROTECT THE EXISTING VEGETATION TO BE RETAINED DURING SITE AND BUILDING CONSTRUCTION PROCESS, AS APPLICABLE.
- THE INSTALLATION OF EROSION & SEDIMENT CONTROL MEASURES AND PRACTICES SHALL OCCUR PRIOR TO OR CONCURRENT WITH LAND DISTURBING ACTIVITY.
- ALL PARKING AND DRIVEWAYS SHALL CONFORM TO THE REQUIREMENTS OF THE GOVERNING AGENCY DESIGN STANDARDS UNLESS NOTED OTHERWISE.
- ALL DIMENSIONS SHOWN ARE TO TOP FACE OF CURB, EDGE OF SIDEWALK OR EXTERIOR OF BUILDING UNLESS OTHERWISE NOTED. REFER TO ARCHITECTURAL DRAWINGS FOR BUILDING DIMENSIONS AND SPECIFICATIONS FOR LOCATION OF EXITS, RAMPS, CONCRETE APRONS AND STAIRS.
- ALL CONCRETE CURB & GUTTER ADJACENT TO CONCRETE WALK SHALL BE SEPARATED BY A 1/2 INCH EXPANSION JOINT.
- CONTINUOUS CONCRETE CURB & GUTTER WHICH CHANGES TYPE SHALL HAVE A FIVE FOOT TRANSITION.
- ALL CURB & GUTTER TO BE CONCRETE 8812 TYPE CURB UNLESS NOTED OTHERWISE, PER THE GOVERNING AGENCY STANDARDS.
- BITUMINOUS PAVEMENT SECTION DESIGN TO BE IN ACCORDANCE WITH LOCAL CONSTRUCTION STANDARDS. REFER TO GEOTECHNICAL REPORT AND DETAIL SHEET.
- ALL STRIPING SHALL BE 4 INCH WHITE PAVEMENT STRIPING, PER GOVERNING AGENCY STANDARDS.
- ACCESSIBLE ROUTE SHALL BE PROVIDED FROM ACCESSIBLE STALLS TO BUILDING ENTRANCE (SEE ADAAG REQUIREMENTS). POLE MOUNT APPROVED SIGNS, ONE WAY ACCESSIBLE, CENTER ON STALL LOCATION PER GENERAL CONTRACTOR. PAINT INTERNATIONAL SYMBOL OF ACCESSIBILITY WHITE ON BLUE BACKGROUND. G.C. TO ENSURE SLOPE OF PAVEMENT AT ACCESSIBLE PARKING STALLS & ACCESS AISLE DOES NOT EXCEED 2% IN ALL DIRECTIONS.
- REFER TO PHOTOMETRIC PLAN FOR LOCATIONS, FOOTCANDLE PRINT OUT AND SPECIFICATIONS. FOUNDATION BY CONTRACTOR.
- CONCRETE DUMPSTER PAD TO BE 6" THICK CONCRETE PAVEMENT WITH 6"x6" 10/10 W.W.M. (CONSTR. JTS @ 10' O.C.) OVER 4" CLASS V AGGREGATE BASE REFER TO SOILS REPORT. MAINTAIN POSITIVE DRAINAGE. REFER TO ARCHITECTURAL PLANS FOR DUMPSTER DESIGN.
- CONTRACTOR SHALL COORDINATE WITH THE CITY FIRE MARSHAL FOR POSTING OF FIRE LANES, CURB MARKINGS & SIGNAGE. PROVIDE KNOX BOX AS REQUIRED BY FIRE MARSHAL TO BE LOCATED ADJACENT TO ENTRANCE, MOUNTED BETWEEN 48" & 90" ABOVE THE FINISHED FLOOR ELEVATION. REFER TO ARCHITECTURAL PLANS. FIRE APPARATUS ACCESS LANES SHALL BE MARKED WITH 4" RED STRIPING ON EACH SIDE OF THE FIRE LANE ALONG THE ENTIRE LENGTH OF THE LANE AND "NO PARKING FIRE LANE" SHALL BE STENCILED IN 12" LETTERS EVERY 50' PERPENDICULAR TO THE FIRE LANE. IF A CURB IS PRESENT ALONG ONE SIDE OF THE LANE THE CURB SHOULD BE PAINTED RED IN PLACE OF THE 4" STRIPING (FC 503.3).
- SIGNS ARE TO BE INSTALLED BY LICENSED SIGN CONTRACTOR UNDER SEPARATE PERMIT.

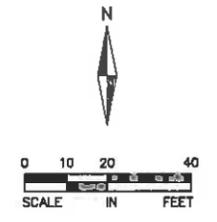
DEMOLITION NOTES:

- DO NOT BEGIN DEMOLITION UNTIL PERIMETER SEDIMENT CONTROLS ARE IN PLACE. PROVIDE AIR QUALITY CONTROL MEASURES AT THE REQUEST OF GOVERNING AGENCY AND TAKE ALL NECESSARY MEASURES TO KEEP DUST LEVELS TO A MINIMUM. PROVIDE SWEEPING OF ADJACENT PAVING AS NEEDED.
- LOCATE AND PROTECT ALL UTILITY LINES PRIOR TO AND DURING DEMOLITION. UTILITY LOCATIONS SHOWN ARE BASED ON BEST AVAILABLE INFORMATION AND ARE NOT GUARANTEED. CONTACT PRIVATE UTILITY SERVICE FOR DISCONNECTION AND REMOVAL.
- REMOVE DEMOLITION DEBRIS WITHIN 24 HOURS. BROKERAGE OF SALVAGED MATERIAL IS NOT PERMITTED ON SITE. MATERIAL PLACED IN CONTAINERS PROVIDED BY CONTRACTED DISPOSAL SERVICE IS CONSIDERED REMOVED.
- PROTECT EXISTING SITE FEATURES DURING CONSTRUCTION. REPLACE ANYTHING DAMAGED WITH NEW CONSTRUCTION.
- PAVEMENT SHALL BE SAW CUT AT LIMITS OF REMOVAL. REMOVAL MAY OCCUR AT NEAREST CONSTRUCTION JOINT BEYOND LIMITS AT NO COST TO OWNER.
- TEMPORARY STREET SIGNS, LIGHTING AND ADDRESSES SHALL BE PROVIDED DURING CONSTRUCTION.
- CONTRACTOR IS RESPONSIBLE FOR THE REMOVAL & DISPOSAL OF THE EXISTING CONCRETE &/OR BITUMINOUS. SAW CUT OR JACK HAMMERED FOR STRAIGHT EDGES. TACK SHALL BE USED ON BITUMINOUS EDGE PRIOR TO PATCHING. MATCH EXISTING GRADES.

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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed PROFESSIONAL ENGINEER under the laws of the State of MINNESOTA.

CLARK WICKLUND, PE
Date _____ License No. _____

QUALITY ASSURANCE/CONTROL

BY _____ DATE _____

CARIBOU COFFEE COMPANY
FREESTANDING HYBRID BUILDING
703 NORTHLAND DRIVE
PRINCETON, MN 55371

SITE PLAN

Caribou COFFEE

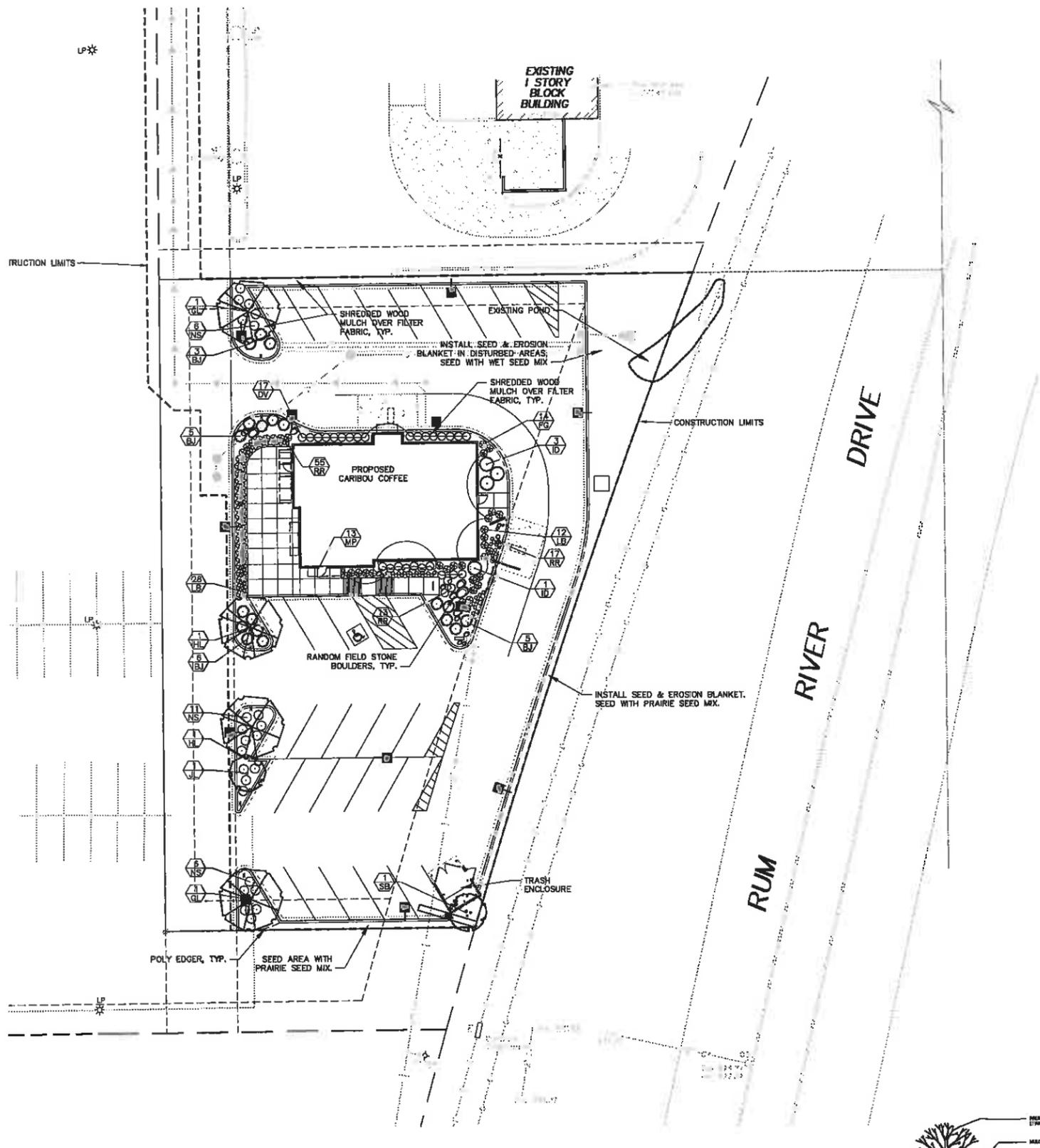
Caribou Coffee Company
3900 Lakeshore Ave N
Brooklyn Center, MN 55429

DATE ISSUED
5/29/14 SITE PLAN SUBMITTAL
5/18/14 City Comments
7/7/14 Site Plan Resubmittal
7.14.14, Rev. bldg. & parking

DRAWN BY MMM
CHECKED BY MMM
JOB NO. 214-0047
PROJECT LOCATION:
Princeton, MN

C-1

Drawing name: X:\2014\140047\plan sheets\Site Plan-Hybrid.bldg_140047\land.dwg Jul 15, 2014 - 2:00pm



LANDSCAPE NOTES:

- LANDSCAPE CONTRACTOR SHALL VISIT SITE PRIOR TO SUBMITTING BID TO BECOME COMPLETELY FAMILIAR WITH SITE CONDITIONS.
- ALL LANDSCAPING SHALL BE INSTALLED ACCORDING TO CONFORMANCE WITH ANS 260.1, THE "AMERICAN STANDARD FOR NURSERY STOCK," AND THE ACCEPTED STANDARDS OF THE AMERICAN ASSOCIATION OF NURSERYMEN. SOIL FREE OF LIME ROCK, PEBBLES, OR OTHER CONSTRUCTION DEBRIS SHALL BE PROVIDED.
- IF THERE IS A DISCREPANCY BETWEEN THE NUMBER OF PLANTS SHOWN ON THE PLAN AND THE NUMBER SHOWN ON THE PLANT LIST, THE NUMBER SHOWN ON THE PLAN SHALL GOVERN.
- INSTALL 1"-0" MIN. OF SELECT TOPSOIL TO ALL SHRUB AND PERENNIAL AREAS. CONTRACTOR IS RESPONSIBLE FOR THE FINE GRADING OF SOO AREAS.
- CONTRACTOR WILL STAKE OR MARK ALL PLANT MATERIAL LOCATIONS PRIOR TO INSTALLATION. CONTRACTOR SHALL HAVE OWNERS REPRESENTATIVE APPROVE ALL STAKING PRIOR TO INSTALLATION.
- ALL SHRUB AREAS UNLESS SPECIFIED AS OTHER, TO BE BED MULCHED WITH 4" DEPTH OF HARDWOOD MULCH OVER WEED BARRIER. EDGER TO BE VALLEY VIEW BLACK DIAMOND EDGING OR APPROVED EQUAL.
- INSTALL 3-4" DEPTH HARDWOOD MULCH, 3'-6" FROM BASE OF THE TREES THAT ARE ISOLATED FROM PLANT BEDS. DO NOT PILE MULCH AGAINST THE BASE OF A PLANT OR TREE TRUNK; PULL THE MULCH AWAY FROM THE BASE ONE TO TWO INCHES.
- CONTRACTOR SHALL COMPLETELY GUARANTEE ALL WORK FOR A PERIOD OF ONE YEAR BEGINNING AT THE DATE OF ACCEPTANCE. ANY MATERIAL WHICH DIES, OR DEFOLIATES (PRIOR TO ACCEPTANCE OF WORK) WILL BE PROMPTLY REMOVED AND REPLACED (AS PER DIRECTION OF OWNER).
- THE OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO REJECT ANY PLANT MATERIAL NOT MEETING SPECIFICATIONS.
- LANDSCAPE CONTRACTOR TO WATER AND MAINTAIN ALL PLANT MATERIALS AND SOO UNTIL INITIAL ACCEPTANCE.
- ALL MATERIAL SHALL COMPLY WITH STATE AND LOCAL CONSTRUCTION STANDARDS.
- REPAIR AT NO COST TO OWNER ALL DAMAGE TO PROPERTY RESULTING FROM LANDSCAPE WORK.
- CONTRACTOR SHALL BE RESPONSIBLE TO LOCATE ALL UNDERGROUND FACILITIES. CONTACT MINNESOTA ONE-CALL DIAL 811 TWO BUSINESS DAYS PRIOR TO COMMENCEMENT OF WORK. CONTRACTOR IS RESPONSIBLE FOR REPAIRING ANY DAMAGE TO UTILITIES, SITE STRUCTURES, ETC., RESULTING FROM LANDSCAPE WORK.
- LANDSCAPE CONTRACTOR TO COORDINATE INSTALLATION WITH GENERAL CONTRACTOR.
- AFTER COMPLETION OF WORK AND PRIOR TO LEAVING SITE, SWEEP AND WASH ALL PAVED SURFACES AND REMOVE ALL DEBRIS RESULTING FROM LANDSCAPE OPERATIONS. LANDSCAPE CONTRACTOR SHALL REMOVE ALL OF THEIR OWN DEBRIS FROM SITE.
- ALL PLANTING SOIL BELOW ROOT BALL SHALL BE COMPACTED AND THOROUGHLY WATERED PRIOR TO PLANTING.
- LANDSCAPE CONTRACTOR TO PROTECT EXISTING VEGETATION TO BE RETAINED DURING SITE AND BUILDING CONSTRUCTION PROCESS, AS APPLICABLE.
- LANDSCAPE CONTRACTOR SHALL INSTALL SOO IN DENOTED AREAS PER LOCAL INDUSTRY STANDARDS. SOO SHALL BE LAID PARALLEL TO THE CONTOURS AND HAVE STAGGERED JOINTS.
- CONTRACTOR TO PROVIDE DESIGN AND INSTALLATION OF A WATER EFFICIENT IRRIGATION SYSTEM. DESIGN SYSTEM INCLUDING CONTROLS, ELECTRICAL AND WATER SERVICE CONNECTIONS WITH 100% COVERAGE FOR SOO AND SHRUB AREAS PER GOVERNING AGENCY AND LOCAL DESIGN REQUIREMENTS. TREES AND SHRUBS WILL BE IRRIGATED BY A SEPARATE ZONE FROM SOO/GRASS. DESIGN TO INCLUDE DRAIN IRRIGATION IN SHRUB AREAS ADJACENT TO BUILDING. EXCESS WATER SHALL NOT COME IN CONTACT WITH BUILDING AND SIDEWALKS. THE IRRIGATION SYSTEM SHALL HAVE A RAIN/FREEZE SENSOR SHUTOFF. USE RAINBIRD OR APPROVED EQUAL. COORDINATE INSTALLATION WITH WORK OF OTHER SECTIONS.
- GENERAL CONTRACTOR SHALL FOLLOW THE STATE SOIL AND EROSION CONTROL SPECIFICATIONS FOR DISTURBED AREA STABILIZATION.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ANY REQUIRED PERMITS TO BE ISSUED BY REVIEWING AGENCY.

SEED PLANTING NOTES:

GENERAL CONTRACTOR TO SEED AND INSTALL EROSION CONTROL BLANKET TO AREAS SHOWN AT THE FOLLOWING RATE:

WET SEED MIX AREA:
MNDOT # 328 SEED MIXTURE DESIGNATIONS OR EQUAL - 88 LBS PER ACRE.

PRAIRIE SEED MIX AREA:
MNDOT # 325 SEED MIXTURE DESIGNATIONS OR EQUAL - 84 LBS PER ACRE.

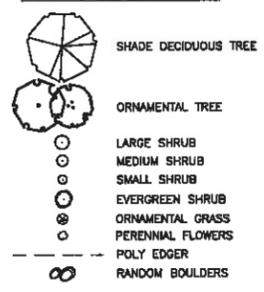
SEEDING SHALL BE APPLIED FROM APRIL 15 - JULY 20 OR SEPTEMBER 20 - FREEZE UP

INSTALL EROSION CONTROL BLANKET, CATEGORY 2, TYPE 15, ON SEEDING AREAS IN COMPLIANCE WITH MNDOT SPEC. 2000, SECTION 3885.

MAINTAIN SEEDING AREAS BY WATERING/REPLANTING AS NECESSARY TO ESTABLISH A UNIFORMLY DENSE STAND OF THE SPECIFIED GRASSES UNTIL ACCEPTED.

ANY AREAS FAILING TO ESTABLISH A STAND SHALL BE RESEED, REFERTILIZED AND REMULCHED WHENEVER 70% VEGETATIVE COVER IS NOT ACHIEVED. RESEEDING SHALL CONFORM IN ALL RESPECTS TO THESE SPECIFICATIONS. THE CONTRACTOR SHALL REPAIR ANY DAMAGE TO THE WORK AREAS RESULTING FROM EROSION AND/OR EQUIPMENT. THE CONTRACTOR SHALL REPAIR DAMAGE, INCLUDING REGRADING, RESEEDING, ETC. AS NECESSARY, BEFORE SIGNIFICANT DAMAGE OCCURS.

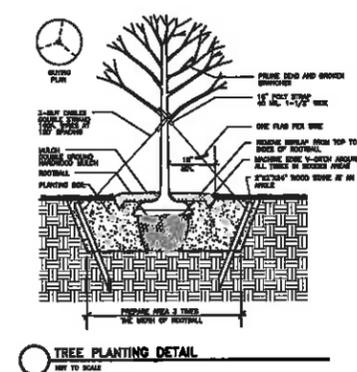
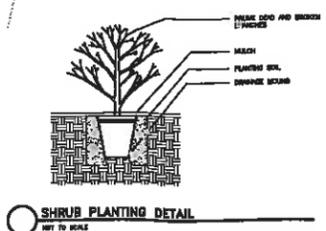
LANDSCAPE LEGEND:



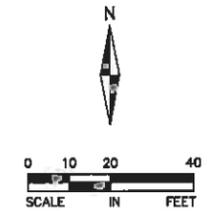
LANDSCAPE SCHEDULE

KEY	QTY.	COMMON NAME	BOTANICAL NAME	MATURE H X W	SIZE	REMARKS
L	2	TREES SKYLINE HONEYLOCUST	Gleditia triacanthos Inermis	35' X 35'	2.5" CAL. B&B	SINGLE STEM STRAIGHT TRUNK NO V-CROTCH
HL	2	GREENSPIRE LINDEN	Tilia cordata 'Greenspire'	50' X 35'	2.5" CAL. B&B	SINGLE STEM STRAIGHT TRUNK NO V-CROTCH
JL	1	JAPANESE TREE LILAC	Syringa reticulata 'Ivory Silk'	20' X 15'	1.5" CAL. B&B	SINGLE STEM STRAIGHT TRUNK NO V-CROTCH
SB	1	AUTUMN BRILLIANCE SERVICEBERRY CLUMP	Amelanchier x grandiflora 'autumn Brilliance'	20' X 15'	1" CAL. B&B	CLUMP FORM, NO V-CROTCH
NS	23	SHRUBS NEON FLASH SPIREA	Spiraea japonica 'Neon Flash'	3' x 4'	3 GAL. POT	MIN. 8 CMES.
DV	17	DWARF EUROPEAN VIBURNUM	Viburnum opulus 'Nanum'	2' x 2'	3 GAL. POT	MIN. 5 CMES.
BJ	19	BROADMOOR JUNIPER	Juniperus sabina 'Broadmoor'	18" X 5"	3 GAL. POT	MIN. 5 CMES.
ID	4	IVORY HALO DOGWOOD	Cornus alba 'Ballhalo'	5' X 5'	5 GAL. POT	MIN. 8 CMES.
MP	13	MCKAY'S WHITE POTENTILLA	Potentilla fruticosa 'McKay's White'	2' X 2'	3 GAL. POT	MIN. 5 CMES.
FG	14	PERENNIALS FEATHER REED GRASS 'KARL FOSTER'	Calamagrostis x acutiflora 'Karl Foster'	46" X 30"	1 GAL. POT	Starglit ending foliage, turns golden-brown in fall
LB	40	LITTLE BLUESTEM 'BLUE HEAVEN'	Schizachyrium scoparium 'Blue Heaven'	36" X 24"	1 GAL. POT	Blue foliage, turns red-purple in fall
RR	93	ROSY RETURNS DAYLILY	Hemerocallis 'Rosy Returns'	14"H	1 GAL. POT	Continual blooming rose-pink w/yellow trunk

NOTE: CALIPER OF TRUNK SHALL BE MEASURED 6" ABOVE THE GROUND.



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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed LANDSCAPE ARCHITECT under the laws of the State of MINNESOTA

MALEAH MILLER, ASLA
Date _____ License No. _____
QUALITY ASSURANCE/CONTROL
BY _____ DATE _____

CARIBOU COFFEE COMPANY
FREESTANDING HYBRID BUILDING
705 NORTHLAND DRIVE
PRINCETON, MN 55371

LANDSCAPE PLAN

Caribou COFFEE

Caribou Coffee Company
3900 Lakeshore Ave N
Brooklyn Center, MN 55429

DATE ISSUED
5/28/14 SITE PLAN SUBMITTAL
6/12/14 City Comments
7/7/14 Site Plan Resubmittal
7/14/14 rev. bldg/soilback

DRAWN BY MMW
CHECKED BY MMW
JOB NO. 214-0047
PROJECT LOCATION:
Princeton, MN

MEMORANDUM

TAB E

TO: Planning Commission
FROM: Carie Fuhrman, Comm. Dev. Director and Mary
Lou Dewitt, Comm. Dev. Assistant
SUBJECT: **Erdman Automation Building Addition**
DATE: July 21, 2014

BACKGROUND

R.W. Builders, on behalf of Erdman Automation, has submitted a site plan review application for the construction of an addition to an existing building at 1705 14th Street South.

The subject property is 2.25 acres, zoned MN-1 Industrial, and designated as Industrial on the Future Land Use Plan. Industrial use aligns with both the zoning and future land use designation.

ANALYSIS

The site contains an 18,000 square foot building with a loading dock and parking area to the north of the building. The Erdman's own the subject lot and both lots immediately adjacent to the east and west. There is a 50 foot easement on the rear of the lot. The project consists of a 17,280 square foot (120' by 143') one-story addition to the rear of the existing building. The addition will be used for production and warehouse. A new parking area will be placed in the northeast corner of the lot, directly to the east of the existing parking lot.

Access/Traffic Flow/Lots. Access is currently provided through one curb cut into the loading dock area and parking lot in the northwest corner of the lot.

Two 20-foot asphalt drive aisles are proposed along both sides of the building, both of which widen towards the rear of the building for access to the two overhead side doors. A second curb cut access is proposed directly to the north of the east drive aisle. The proposed west asphalt drive encroaches into the vacant lot to the west, which is owned by the Erdman's as well. If the Erdman's were to sell that lot in the future, it would be their responsibility to establish an easement for the drive aisle, or remove the portion of the drive aisle that encroaches into the adjacent lot.

According to the applicant, any potential future expansions will likely happen to the east of the existing building and onto the vacant lot, also owned by the Erdman's. Adequate room on the current site to accommodate the building addition, parking, drive aisles, and stormwater runoff is tight. If the building were to be added on to further in the future, staff would recommend combining the lots.

Parking. The existing parking lot is north of the building with 16 90-degree parking stalls that run north-south. Two parking stalls will be removed for the new access. The new parking area is proposed in the northeast corner of the lot, to the east of the existing parking, with an additional 18 stalls proposed to run east-west. The Code requires 32 parking stalls, which appears to be met by the proposed additional parking:

Manufacturing: Five plus one for each employee on the largest working shift, but not less than one per 1,000 SF.

Comment: *Approximately 12,900 SF is or will be utilized as manufacturing. This requires 12.9 stalls.*

Warehouse: Five plus one for each employee on the largest working shift, but not less than one per 2,000 SF.

Comment: *Approximately 21,510 SF will be utilized as warehouse. This requires 10.8 stalls.*

Office: One parking space for every 250 square feet of useable floor area.

Comment: *Approximately 1,875 SF is or will be office space, requiring 7.5 stalls.*

The new parking area proposes 90 degree parking stalls, which are required to be a minimum of 9 feet by 18 feet with a 26 foot aisle. The northernmost parking stalls appear to be located within the public right-of-way (according to the Elfering drawing), which is not allowed. The layout should provide the northernmost parking stalls adequate room to back out and turn to navigate south to the exit. In addition, parking lots are required to be setback 3 feet from lot lines. These shall be conditions of approval.

Landscaping. The landscape plan is attached and proposed five new trees on the north side of the property. Staff would recommend additional bushes or perennials along the west building elevation.

Signage. No signage has been applied for as a part of this application. Any new signs will require approval prior to installation. (New freestanding signs require Planning Commission review).

Building Materials. The new addition will be of the same steel material as the existing building and with the same roof line.

City Engineer. The City Engineer has reviewed the site plan application and submitted comments via a memo. Approval of the site plan shall be subject to the conditions and recommendations in the memo.

CONCLUSION

Based on the above review, staff is recommending approval of the site plan review of the Erdman Automation building addition, subject to the following conditions:

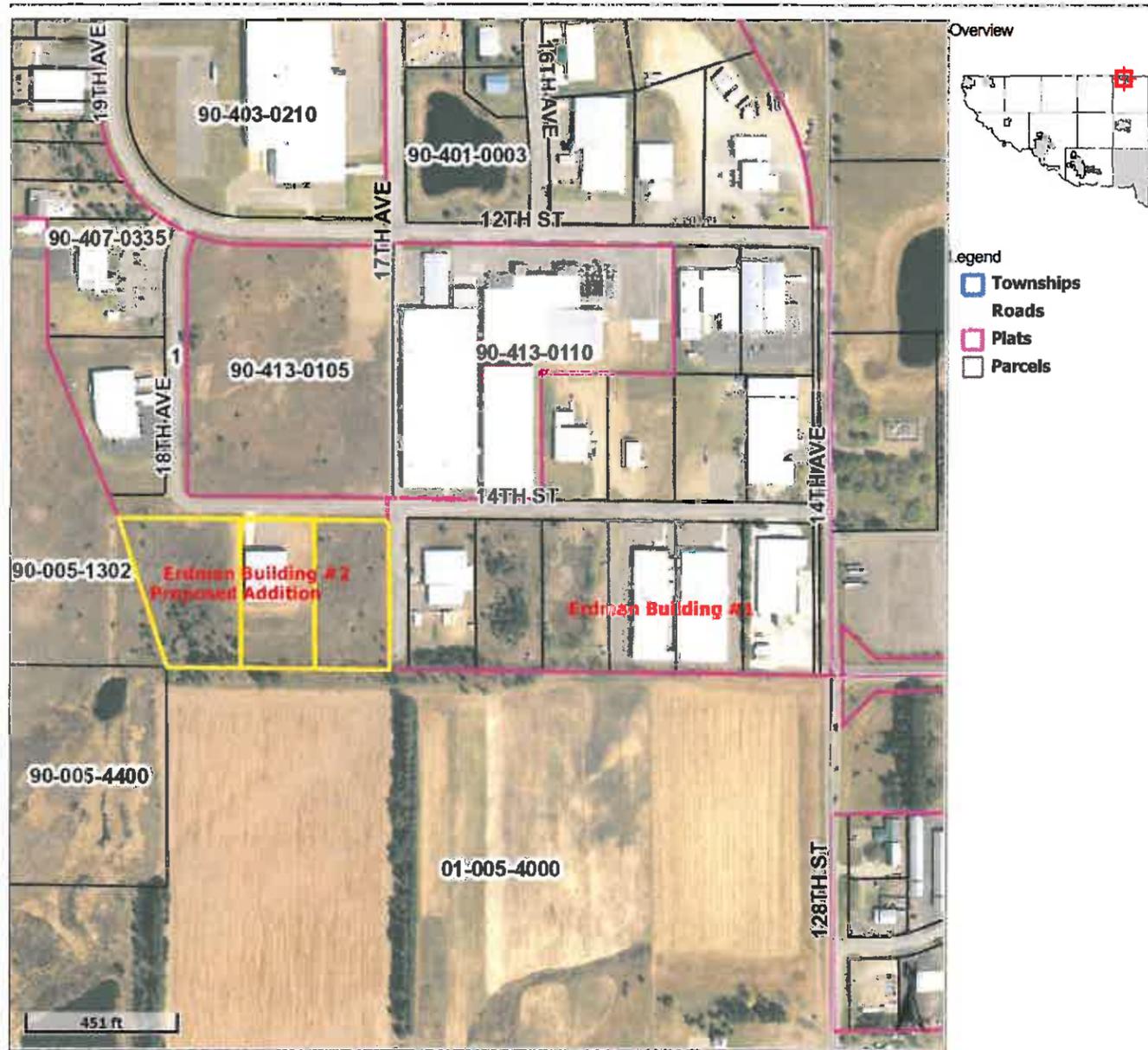
1. If the property owners were to sell the vacant lot to the west in the future, it would be their responsibility to establish an easement for the drive aisle encroachment or remove the portion of the drive aisle that encroaches.
2. The new parking area shall meet the stall size and aisle width requirements. No parking stalls are allowed within public right-of-way. The northernmost stalls should have adequate space to back out and turn south to the exit. The new parking area shall be setback 3 feet from all property lines.
3. Additional bushes or perennials shall be added along the west building elevation.
4. Any new signage shall require approval prior to installation. New freestanding signs require Planning Commission review.
5. The City Engineer and Fire Inspector's conditions and recommendation shall be followed.
6. A building permit shall be submitted and approved by the City's Building Official prior to commencement of construction.

Encl: Aerial Photo
City Engineer Memo
Floor Plan & Elevations
Site Plan (RW Builders; hand-drawn)
Landscape Plan
Erosion Control Plan (Elfering & Associates; 2 sheets)

Email: Ron Weyer, Contractor
Mike Nielson, City Engineer

Cc: Rodney & Vicki Erdman, Property Owner
Lynn Paulson, Building Inspector

Date Created: 7/11/2014



Last Data Upload: 7/11/2014 8:46:03 AM

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Memorandum

To: *Carie Fuhrman
Community Development Director*

From: *Michael J. Nielson, P.E.
WSB & Associates, Inc*

Date: *July 11, 2014*

Re: *Erdman Manufacturing Building Addition – Site Plan Review
WSB Project No. 2257-07*

Site plans were submitted by Elfering & Associates, dated 7/7/2014. The plans include Sheets 1- Proposed and Sheet 2, Storm Water Pollution Prevention Plan. Storm water calculations have also been submitted for the proposed storm sewer system. The stormwater calculations were prepared by Elfering & Associates and dated, 7/16/2014.

The plans and stormwater calculations were received via e-mail on 7/16/2014.

General Comments

The existing site is 29.5% impervious and the proposed site is 75% impervious. The applicant is proposing to construct a stormwater detention pond on site that will provide 23,510 cubic feet of storage below the 976.00 elevation. The proposed high water elevation is 975.34 and is controlled by a broad crested weir at the southwest corner of the parcel. The first floor elevation for the existing and proposed building is 976.54. This EOF provides 1.20 feet of freeboard from the high water elevation in the pond.

The applicant has used the adjacent vacant lot in the stormwater runoff calculations. As a standalone parcel the stormwater information should be provided using this lot only. At this time I cannot evaluate the proposed stormwater improvements for this development without knowing how future development will affect the runoff.

Sheet 1 – Proposed

1. Parking Lot
 - a. The 2 northern stalls are constructed in the public ROW and must be removed.
 - b. The north most stalls do not have a back out area.
 - c. The parking lot does not have the required 3-foot setback from the adjacent lot.
 - d. The Bituminous paving for the loading dock area is within the public ROW. The bituminous should be removed from the ROW area.

- e. 17 Spaces are shown for new parking. The plan should indicate all parking stalls on the property.
2. Fire Access Road.
 - a. The fire access road on the west side of the property is on the adjacent parcel. Easements should be provided from the west parcel to the east parcel.
 - b. Clarification from the fire department should be obtained on the width of the access road on the south side. It is shown as 16'. 20' is required.
 - c. If fire trucks need to be able to drive around the building turning radius should be verified and shown on the plan.
 - d. The south fire access road encroaches into the drainage and utility easement. The applicant must be notified that any removal of pavement or other improvements in the ROW must be removed and replaced at no expense to the city when drainage improvements within the easement are required.
 - e. The drainage from the fire access road drains onto the west property. Drainage easements should be provided.
 3. Pond Construction –
 - a. Roof drain discharge locations should be provided and erosion protection should be provided.
 - b. Turf reinforcement mat should be provided along the fire access road to prevent erosion.
 4. Manhole adjustment details must be provided. If the number of rings exceeds 6 a one-foot section of manhole barrel must be provided.

Sheet 2 – SWPP

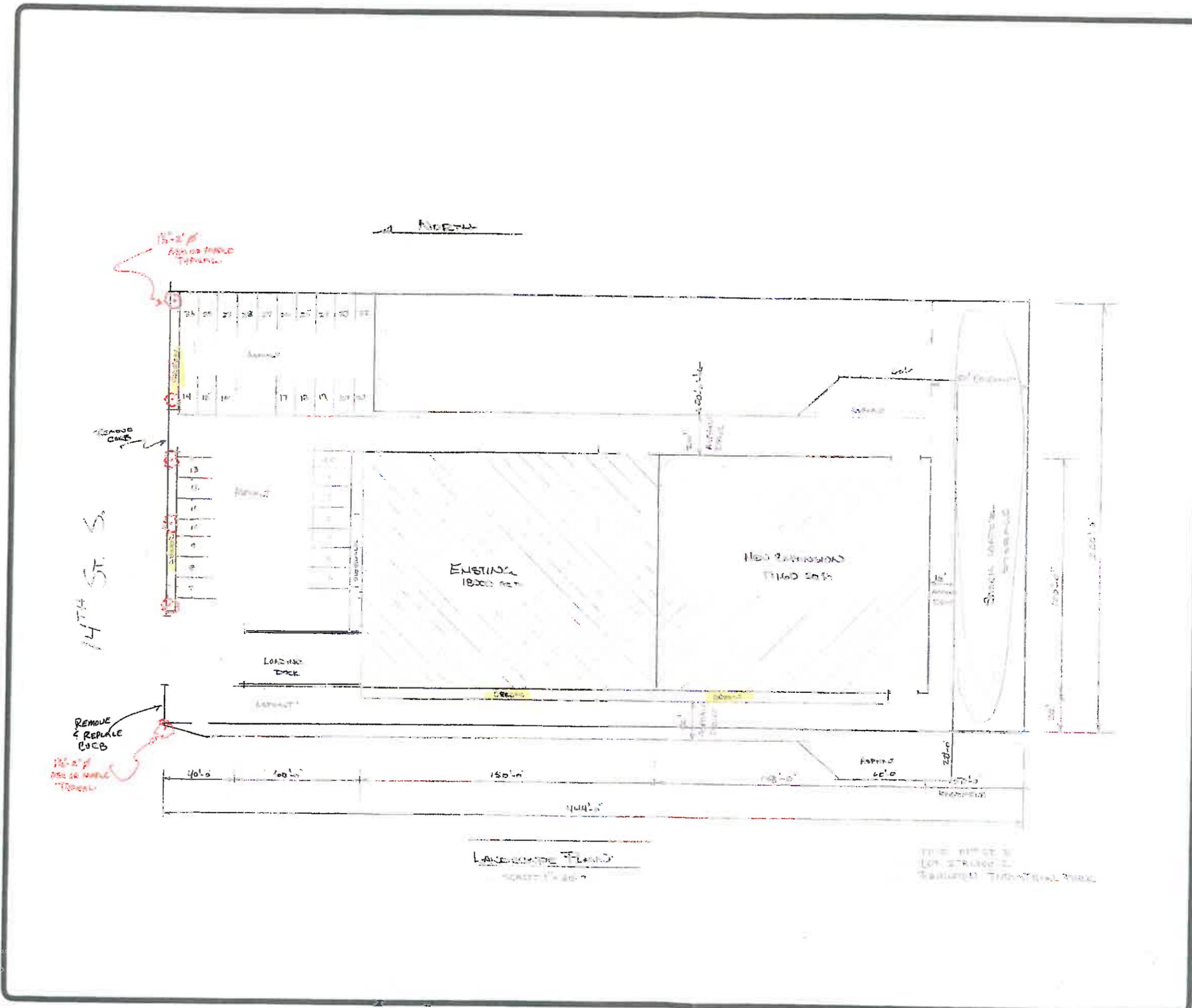
1. Catch Basin inlet protection must be provided for all downstream catch basins.
2. Turf reinforcement mat should be provided on all pond slopes adjacent to the fire access road to prevent washouts.
3. Access to the site should be identified on the plan. If access will be from adjacent lots a rock construction entrance should be provided.

At this time I cannot recommend approval of the site plan as submitted. Additional information must be provided for the stormwater runoff and modifications to the parking areas must be completed.

If you have any questions or comments regarding the above information, please contact me at (320) 534-5940.

Attachments:

CC:



REVISIONS	BY

Client: *H. [Signature]*

2014-07-18

WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS TO VERIFY ALL NOTES, DIMENSIONS & CONDITIONS PRIOR TO START OF CONSTRUCTION.

RWBUILDERS, INC.
SINCE 1974

31841 124th St. Princeton, MN 55371 763-388-1873 rwbldrsinc.com

DRAWN _____

CHECKED _____

DATE _____

SCALE _____

JOB NO. _____

SHEET _____

OF _____ SHEETS

JUL 18 2014

REVISIONS	BY

Client: FERMANZ
2010/2/20
4

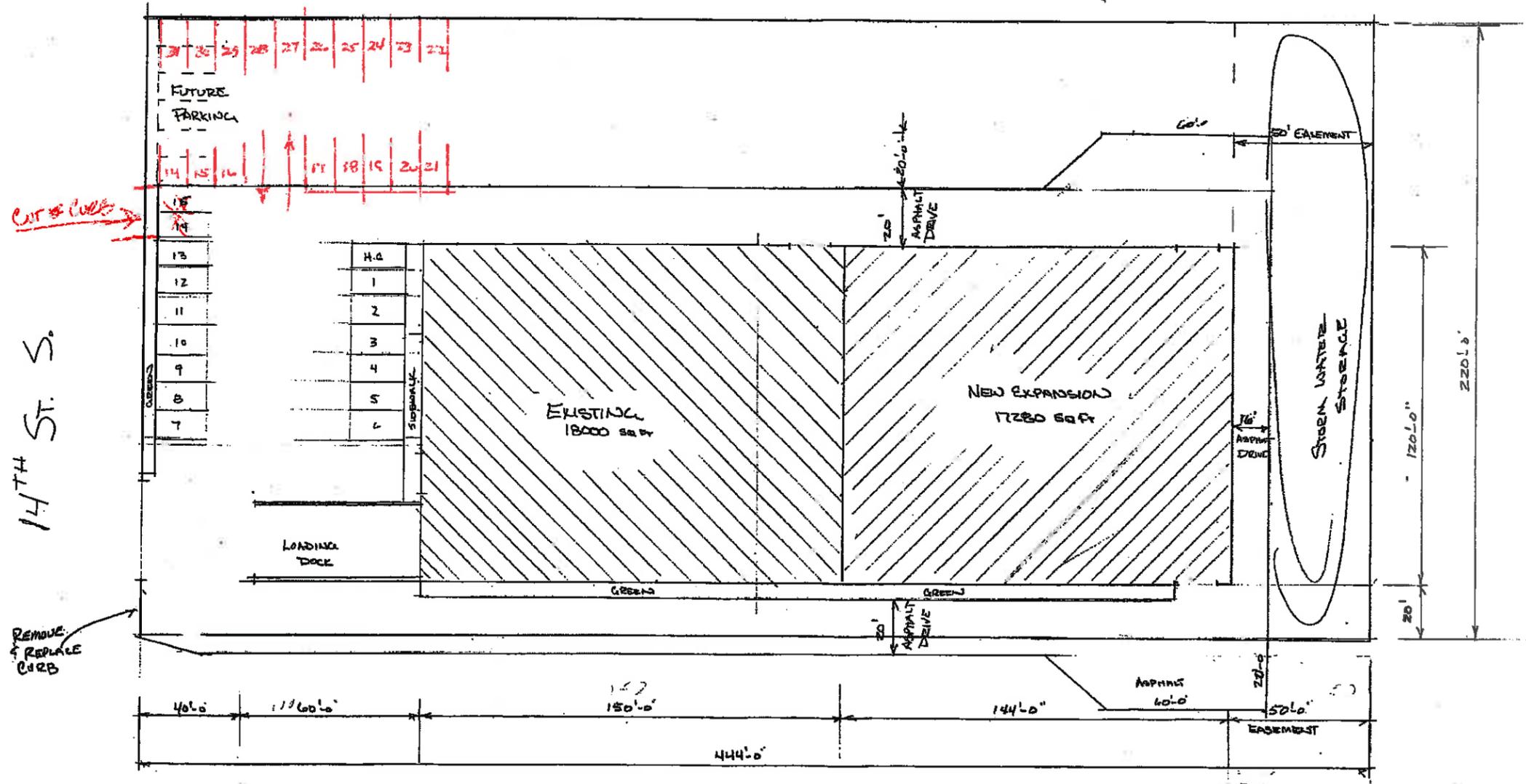
WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS TO VERIFY ALL NOTES, DIMENSIONS & CONDITIONS PRIOR TO START OF CONSTRUCTION.

RAW BUILDERS, INC.
 SINCE 1974

31841 124th St. Princeton, MN 55371 765-388-1873 rawbuildersinc.com

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DATE
SCALE
JOB NO.
SHEET
OF SHEETS

← NORTH



CUT & COVER

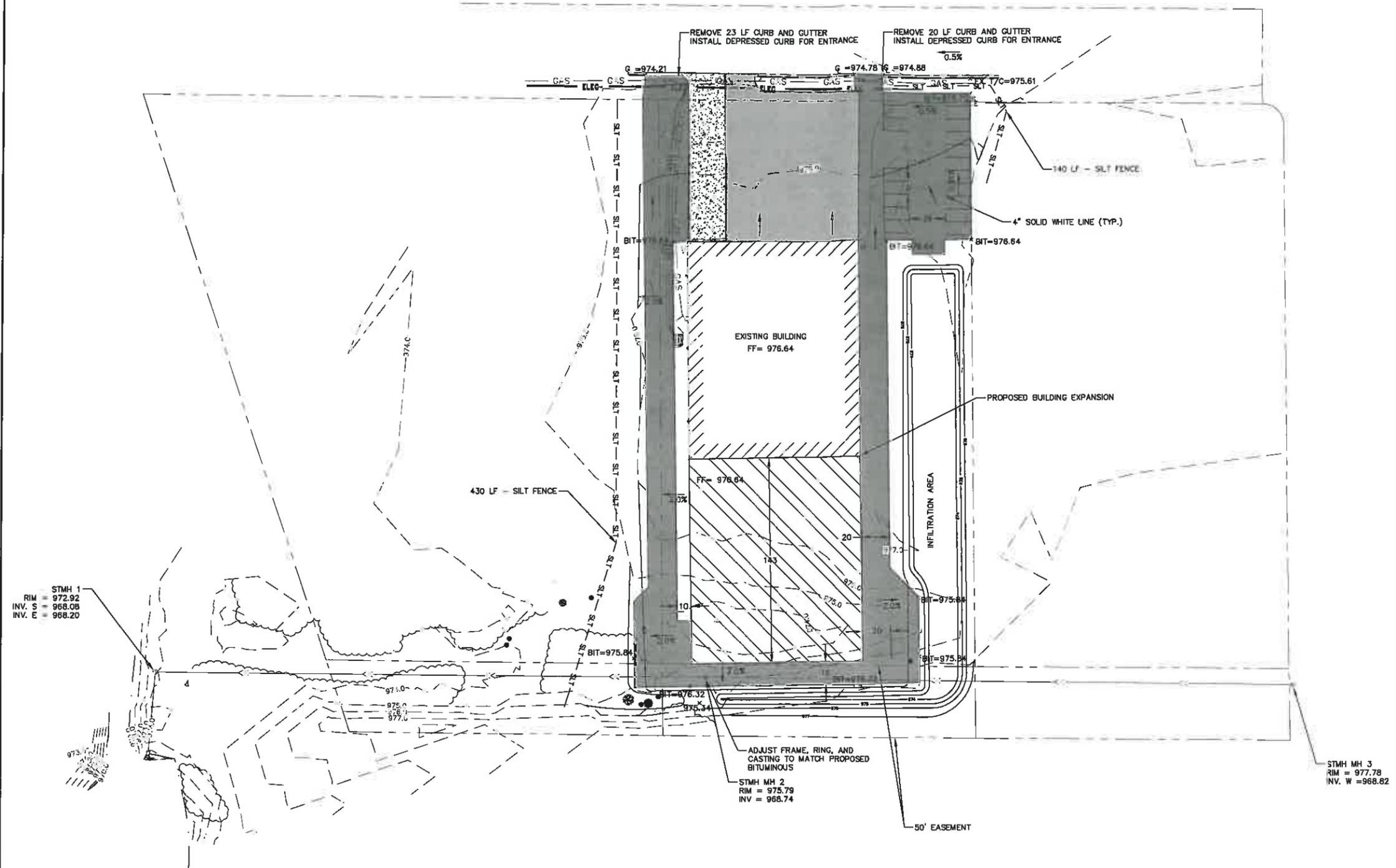
14TH ST. S.

REMOVE & REPLACE CURB

PLOT PLAN

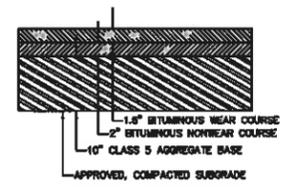
14TH ST. S.
 LOT 2 BLOCK 2
 PRINCETON INDUSTRIAL PARK

JUL 16 2014

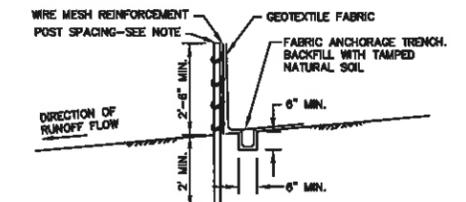


- NOTES:
- CLEAR AND GRUB TREES AS NECESSARY FOR BITUMINOUS INSTALLATION AND GRADING.
 - THE EXISTING UTILITIES SHOWN ARE APPROXIMATE LOCATIONS ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ANY AND ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGE ARISING OUT OF HIS FAILURE TO EXACT LOCATE AND PRESERVE ANY AND ALL EXISTING UTILITIES.
 - BLACK DIRT TO BE STRIPPED, SALVAGED, AND STOCKPILED FROM ALL AREAS TO BE DISTURBED PRIOR TO ANY GRADING.

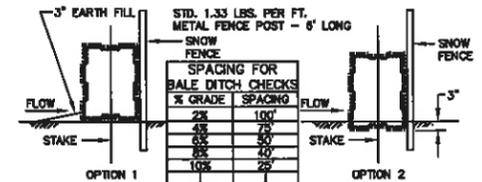
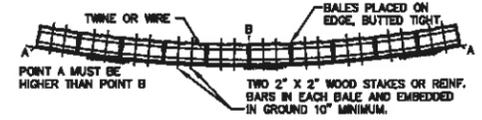
EXISTING CONCRETE
 EXISTING BITUMINOUS
 PROPOSED BITUMINOUS



PAVEMENT SECTION



- NOTE:
- SILT FENCES CONSTRUCTED WITH SUPPORT FENCES, POSTS SHALL BE SPACED AT 10' OR LESS, AND DRIVEN AT LEAST 2' INTO THE GROUND.
 - SILT FENCES CONSTRUCTED WITHOUT SUPPORT FENCES, POST SHALL BE SPACED AT 4' OR LESS, AND DRIVEN AT LEAST 3' INTO THE GROUND.



BALE HAY OR STRAW DITCH CHECK.
TO BE USED WITH SNOW FENCE AT LOCATIONS AS SHOWN ON PLAN SHEETS. ALSO TO BE USED WITH OR WITHOUT SNOW FENCE AT OTHER LOCATIONS AS DIRECTED BY THE ENGINEER. REV: 3/2006

EROSION CONTROL DETAIL

ELFERING & ASSOCIATES
 10062 FLANDERS CT NE
 BLAINE, MN 55449
 PH: (763) 780-0450
 FAX: (763) 780-0452

DESIGNED BY: KJE DRAWN BY: ANA
 APPROVED BY: KJE JOB NUMBER: 900026E
 CAD DATE: JULY 7, 2014
 CAD FILE: CAD\900026E\ERDMAN EXISTING.DWG

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 SIGNATURE: KRISTINA ELFERING DATE: 7/9/14
 PRINTED NAME: KRISTINA ELFERING LIC. NO.: 42350

NO.	DATE	BY	REVISION DESCRIPTION

PREPARED FOR:
 ERDMAN BUILDING EXPANSION
 CITY OF PRINCETON, MN

PROPOSED
 JUL 18 2014
 JUL 18 2014

SHEET NO.
 1

Storm Water Pollution Prevention Plan
Erdman Site

Project Site Address:

1705 14th Street S
Princeton, MN

In Sherburne County, Minnesota

Section 5; Township 35N; Range 26W
Lot 2, Block 2 Princeton Industrial Park Third Addition

Project Owner: Erdman
1705 14th Street S
Princeton, MN

I. Introduction

The purpose of this project is to construct a 143' building addition on Lot 2, Block 2 of the Princeton Industrial Park Third Addition. The project also includes the addition of bituminous parking and aisles adjacent to the building. Ponding will occur on the east and south side of the lot.

II. SWPPP Coordination and Duties

The Contractor shall establish a chain of responsibility for their operations and their subcontractors' operations to ensure that the Storm Water Pollution Prevention Plan is implemented over the life of the contract. The Contractor shall furnish a certified Erosion Control Supervisor. This supervisor shall be identified by name and a contact number provided. Issues that arise during construction that impact the permit will be addressed, and if necessary, the supervisor will notify the proper regulatory official.

It will be the responsibility of the Erosion Control Supervisor to implement the SWPPP during construction and maintain a quality control program. In addition, the Erosion Control Supervisor will:

- Oversee maintenance practices identified as BMP's.
- Conduct or provide for inspection and monitoring activities.
- Identify other potential pollutant services and add them to the plan.
- Ensure that any changes in construction plans are addressed in the SWPPP.

The City may have their inspector monitor and inspect the activities as well, which in no way relieves the Contractor from performing these duties.

III. Project Description

A. Existing Conditions/ Site Location

The site currently has a building and parking area to the north of the building. The lot is relatively flat except for the back portion which also has some trees. There is no storm sewer that serves the building, however there is a 50-foot easement on the rear of the lot which does have a City storm sewer main that runs within it.

B. Construction Type

This project will construct a building addition approximately 17,160 square feet and a new parking area on the northeast corner of the lot. Drive aisles will be constructed along both sides of the building.

Storm sewer improvements will include infiltration measures for rate control and to provide treatment. A rain water garden will be constructed on the east and south side of the lot to achieve this requirement. The Contractor shall use caution when working in the vicinity of the garden to not compact the soils. The Contractor shall loosen and/or rip the soils prior to final construction of the rain water garden.

All sediment and erosion control measures consist of installation of silt fence. Restoration shall be completed by seeding the disturbed vegetated areas upon completion of the grading operations.

IV. Identification of Potential Storm Water Contaminants

The purpose of this section is to identify pollutants that could impact storm water during construction operations. The possible pollutants that could be present in the storm water are listed in the following table.

Material	Physical Description	Storm Water Pollutant(s)	Location to be Used	Process for Containment
Concrete	White Solid	Limestone, sand	Curb & Gutter Structure Rings	Designated wash areas or complete removal from site
Hydraulic Oil/ Fluids	Brown oily petroleum	Mineral oil	Random leaks	Oil absorbing diapers, trained personnel
Gasoline	Colorless	Petroleum Hydrocarbon benzene	Machinery used in construction	Oil absorbing diapers, trained personnel
Antifreeze	Clear/ green/ yellow	Ethylene glycol, propylene glycol	Machinery used in construction	Trained personnel
Wastewater from Construction	Equipment washing	Water, soil, oil and grease	Not allowed within project limits	
Cleaning Solvents	Colorless, blue, or yellow-green liquid	Perchloroethylene, methylene chloride, trichloroethylene, petroleum distillates	No cleaning equipment in project limits, Trained applicators for concrete cleaning and prep work	Tarps
Permanent Fertilizer	Liquid or solid grains	Nitrogen, phosphorous, potassium, chlorides	Newly seeded areas	Organic base, slow release forms only
Erosion	Solid Particles	Soil, sediment	Project limits	Rapid stabilization measures

V. Potential Areas for Storm Water Contamination

The following potential areas were identified as possible storm water contamination areas:

- Areas with disturbed soils for grading.

VI. Storm Water Management Controls

The controls will provide soil stabilization for disturbed areas and structural controls to divert runoff and remove sediment. Currently, the project site is relatively flat and water ponds on site.

A. Temporary Erosion Control

The estimated quantities for the erosion prevention and sediment control items are as follows:

Item	Qty.
Silt Fence	570 - LF

Vegetation in areas not needed for construction shall be preserved. The allowable amount of time a site can remain without stabilization when not being worked on is 7 days.

In the case where construction activity temporarily ceases for the amount of time listed above, stockpiles and disturbed portions of the site will be stabilized with temporary seed and mulch. The temporary seed shall be Mn/DOT Mixture 110 for seeding between May 1 and August 1 and Mn/DOT Mixture 100 after August 1. The Contractor will prepare each area for permanent restoration as soon as construction in that area is completed.

VII. Best Management Practices

A. Site Wide Control Measures

To prevent soil from being transported off site, for both the undisturbed and disturbed areas of the site, the following BMPs will be implemented onsite:

- Construction sequencing will allow areas to be undisturbed until necessary for construction.
- The smallest vegetated area possible will be disturbed during construction.
- After construction in an area is completed, the Contractor shall immediately restore that area to its existing condition.
- Topsoil stockpiles will be stabilized with temporary seed and mulch no later than 3 days from the last construction activities that formed the stockpiles. The Rapid Stabilization Method 3 will be used to stabilize the topsoil. The Rapid Stabilization method includes quick temporary seed and quick release fertilizer. If necessary, this work shall be incidental to the project.
- A weekly written erosion control schedule will be required. It will discuss, among other items listed in the Construction Specifications, how related work to offsite drainage will be incorporated into the weekly erosion plan schedule, how the SWPPP is functioning and any necessary changes that need to be discussed. Remove all soils and sediments tracked or otherwise deposited onto public streets outside of the project area.

B. Construction Practices to Minimize Storm Water Contamination

The Contractor's Erosion Control Supervisor will instruct all personnel by regarding the correct procedure for waste disposal. Good housekeeping and spill control practices will be followed during construction to minimize storm water contamination from petroleum products, fertilizer, and concrete.

- All nonhazardous waste materials will be collected and stored in a secure dumpster or another approved containment method at the end of each day.
- All trash and construction debris from the site will be deposited in the dumpster.
- No construction materials will be buried onsite.
- A licensed sanitary waste management contractor will collect all sanitary waste from any portable units at a rate necessary to maintain designated function.
- Partially used fertilizer bags will be transferred to a sealable bin to prevent spills.
- All vehicles left onsite will be monitored for leaks to reduce the chance of contamination.
- Petroleum products will be stored in tightly sealed, properly labeled containers. An effort will be made to store only enough product required to complete the job.
- Products will be kept in their original containers with the original manufacturer's label. Manufacturers' recommendations for proper use and disposal will be followed.
- Concrete trucks will not be allowed to wash out or discharge surplus concrete or water on the site except at designated cleaning areas setup by the Contractor to properly contain the concrete and water for proper disposal.
- Materials and equipment necessary for spill cleanup will be kept in the temporary material storage trailer onsite.
- All spills will be cleaned up immediately upon discovery. Spills large enough to reach the storm conveyance system will be reported to the MPCA State Duty Officer at 1-800-422-0798.
- The Contractor shall comply with applicable State and local waste disposal, sanitary sewer, or septic system regulations. In the event of a conflict with other government laws, rules and regulations, the more restrictive laws, rules or regulations shall govern.

C. Rain Water Garden

The Contractor will not be allowed to drive any type of construction vehicles over the ponding areas unless the soil is loosened prior to final restoration.

- Contractor shall exercise care to minimize compaction of soils. If compaction occurs soil shall be scarified to 2-foot depth below the bottom contour.
- Final grade only upon stabilization of upstream areas.

VIII. Coordination of BMPs with Construction Activities

Structural BMPs shall be in place prior to construction. The following is a sequence of the major activities on the project:

1. Silt Fence shall be installed before any grading begins.
2. Grading operations are commenced.
3. Bituminous section installed.
4. Complete grading and stabilize disturbed areas as soon as possible according to the SWPPP.
5. Permanent erosion control measures shall be installed (seeding) by the Contractor.
6. Complete rain water garden construction.
7. Remove temporary erosion control materials once construction has ceased.

Construction is anticipated to begin in 2014.

IX. Maintenance/Inspection Procedures

A. Inspections

The following inspection and maintenance practices will be used to maintain erosion and sediment controls:

- All erosion control measures shall be inspected at least once per week and within 24 hours of all storm events greater than 0.5 inches. All measures will be maintained in good working order.
- Built up sediment shall be removed from silt fence within 24 hours when it has reached 1/3rd the height of the fence.
- Temporary and permanent seeding and/or planting will be inspected for bare spots and washouts.
- If construction activities or design modifications are made to the site plan that could impact storm water, this SWPPP will be amended appropriately. The amended SWPPP will have a description of the new activities that contribute to the increased pollutant loading and the planned source control activities.

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Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Dick Dobson, Jules Zimmer and Victoria Hallin. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Carie Fuhrman, Clerk Shawna Jenkins, Police Sergeant Joe Backlund, Police Investigator Todd Frederick, Liquor Store Manager Nancy Campbell, Attorney Dick Schiefer, Engineer Mike Nielson and Public works Director Bob Gerold.

Pet Store Licensing

Karnowski reported that it has been suggested by several parties that the city should adopt an ordinance requiring that pet stores be licensed by the city. At a recent Council meeting, the Council asked that staff research what other cities have done and come back with a proposal for Council consideration.

The Council was provided two examples of pet store licensing ordinances. The first, from the city of Shakopee, doesn't appear to have some of the provisions Princeton may want to assure that pet stores are operated humanely. The second example (from the city of Fargo) is very extensive but would require a significant amount of ongoing oversight on the part of the city.

The proposed language for a Princeton ordinance is attached and is a combination of some of the better features from both ordinance examples.

If the Council is okay with the proposed language, it could be introduced as a 'first reading' at your study session. If not, staff can make the requested modifications and bring the revised version back to the Council at your June 17th meeting (moved from June 12th).

Dobson asked if there are any state laws or regulations in regard to Pet Stores. Tina Struck from Paws Up 4 You said she has done a lot of research and she has not found anything in the state laws.

Hallin said she would like some additional language in the Princeton Ordinance that speaks to operators and agents washing their hands before and after handling each infectious or contagious animal. Dobson asked if it could be required that they wear gloves as well.

Zimmer questioned why other cities do not seem to have ordinances that regulate pet stores. Karnowski responded that in his experience, many ordinances are drafted when there is an issue that needs to be addressed. Therefore, if a municipality has not had any issues with pet stores, they may have not needed to draft one.

Walker questioned what type of disinfectants are being used in these types of facilities and would they affect the Waste Water Treatment Plant. Struck said there are many all natural products that will kill animal diseases that will not harm the environment or the water supply. She said her store uses 3 of them. Gerold responded that if there was a very large number of all natural products being dumped it may slow the plant down a little, but would probably not otherwise affect it.

Struck said in the research she has done, it appears ventilation is key. Having a pet store below or near residential apartments can present a problem. She also did some research on the amount of space animal wise that is recommended, and basically you measure the animal from the tip of nose to tip of tail, and add a foot on each side. That provides a good idea of the square footage needed for the amount and type of animals. Also, there are a lot of products that can't be crossed over from species to species, so that is something operators should be aware of as well.

Karnowski said the space recommendations are wonderful, but he can't see staff going in and measuring each animal to make sure they are in compliance with that. He added he tried to create an ordinance to do what it needs to do, but be enforceable as well.

Zimmer stated he thinks this pro-active approach is a good one.

Walker asked if there is any specific group that provides recommendations for these types of businesses. Struck responded that in all her research, she could not find a specific group that would be a good resource for businesses like this.

Fuhrman added that in speaking with Struck, her biggest concerns were the ventilation, medical records on each animal and keeping the businesses from being adjacent to residential. She stated there is a section in this draft ordinance about some spaces not being suitable, but it does not prohibit them from being adjacent to residential.

Staff will add the requirement about hand washing, that it not be housed in the same building as residential and that medical records be kept on each animal.

DOBSON MOVED TO INTRODUCE THE PET STORE ORDINANCE WITH THE CHANGES AS DISCUSSED. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Feral Cat Issue

Karnowski reported that in the past month or so City Staff has taken a several calls from property owners concerned about an apparent growing number of wild (feral) cats in a couple of residential areas in the city. One area is in the trailer park on the north end of the city and the other, and more troublesome location, is near the river in the 4th Street South area of the city.

The callers are requesting that the city take care of the problem. The callers cite that the cats are taking up residence in their garage(s) and elsewhere on their property. They also have concerns about the possibility of the cats having rabies.

According to Title 5 of the city ordinances (see except below), it's not only dogs but cats that are supposed to be licensed and are prohibited from running at large:

500.02 Dogs and Cats.

- (A) **Running at large prohibited.** *It shall be unlawful for the dog or cat of any person who owns, harbors or keeps a dog or cat to run at large.....*
- (B) **License required.** *All dogs or cats over the age of six months kept, harbored or maintained by their owners in the city shall be licensed and registered with the city.... No license shall be granted for a dog or cat that has not been vaccinated against distemper and rabies, as evidenced by a certificate by a veterinarian qualified to practice in the state in which the dog or cat is vaccinated.*

In the past, the city has provided live traps to folks who are concerned about the feral cat problem and the captured cats are then taken to a the Princeton Vet Clinic where they are

held for the required 5 days to give a cat owner a chance to reclaim their cat. If the cat is not claimed and it's a domestic cat, the Vet Clinic is usually able to adopt the cat out to either a private party or an animal shelter. They indicate that they are usually able to adopt out the domesticated cats but the feral cats are usually so wild that they're unadoptable.

The Vet Clinic also advised that another concern about feral cats is that bites from a cat often get infected. So a small child that sees a 'kitty' and tries to pet it can be bitten and then need additional medical attention.

Currently the Vets Clinic charges the city a flat impound fee of \$60 per animal. If they subsequently need to euthanize the animal, there is no additional fee.

The current system appears adequate, but the city has since been contacted by another party who is suggesting that the city, instead, institute a "Trap/Neuter/Release" (TNR) program. The intent of that program is to trap the cat(s), have it neutered by the vet and then release them back into the wild.

In checking with the Vet Clinic, the charge for neutering a cat plus the cost of a rabies shot would be almost \$120 per cat. But that still wouldn't address the potential cat bite issues or the other issue which is the number of songbirds that outside cats kill or address the city's prohibition of cats running at large.

Unless directed otherwise, staff's intent would be to continue dealing with stray cats has we have in the past. He asked how the Council wished to proceed.

Hallin suggested the police pick up a few more live traps so there are some available for people to use if they so choose.

Backlund stated they have used a company to trap them in the past. Karnowski said if some of the residents are willing to help, we can utilize them. Whitcomb added that if someone was hired to come in, there could be an issue with someone's pet being caught as they would not be familiar with the local pets like the residents may be.

Walker stated he caught a stray in a live trap once and the vet clinic would not take it.

Whitcomb said he agrees with the police department purchasing a few more traps. Backlund added that the police department is required to post all animal impounds and those are posted at the station.

WHITCOMB MOVED TO APPROVE THE POLICE DEPARTMENTS PURCHASE OF A FEW MORE LIVE TRAPS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER SUGGESTED A FRIENDLY AMENDMENT TO HAVE THE POLICE KEEP 5 WORKING TRAPS AT ALL TIMES, SO IF ONE WERE TO BREAK THEY CAN PURCHASE ANOTHER ONE TO REPLACE IT. WHITCOMB AND HALLIN ACCEPTED THE AMENDMENT

Funding City Match for Fed Trail Grant

Fuhrman reported that the City's is Transportation Alternatives Program (TAP) application

for the Princeton Trail Connection project was selected for funding. Our project was awarded \$509,691 in federal funds for fiscal year 2018, which is from July 1, 2017 to June 30, 2018.

At least approximately \$287,000 will be local responsibility – this does not include attorney fees or acquisition costs. (Engineering, attorney fees, and easement acquisitions were not eligible under this grant program). The breakdown is as follows:

20% Match Required: \$127,422.85
Engineering: \$159,278.57
Attorney Fees: ?
Easement Acquisition: ?
TOTAL: \$286,701.42

Staff would recommend pursuing other grant programs to help cover the local costs:

- o Local Trail Grant Program
- o Regional Trail Grant Program
- o Federal Recreational Trail Program
- o Trail Legacy Grant Program
- o Otto Bremer Foundation
- o Other Programs

Another option that some cities are pursuing as an alternative source of funding is franchise fees. *Minnesota Cities* recently included an article regarding Franchise Fees from two communities' input.

Park dedication funds was asked about at a previous Council meeting; however, the Park Board does wish to utilize these funds for other projects. (The Park Board has already dedicated \$25,000 of the park dedication funds for the grant match for the south trail (water treatment plant down to 313th Avenue) to be paved this summer).

At this time, staff is bringing this information forward for discussion. Staff would recommend that we begin pursuing the grant options as they come up (especially to get the engineering started); the park dedication and franchise fee options are just reminders of what some other options are.

Dobson stated that the Park Board has done a very prudent job over the years by replacing equipment and they have some long range plans. Therefore, he would not be in favor of utilizing the Park Dedication fees. Hallin agreed and added that she is a little nervous about a franchise fee on electric.

Karnowski said when they started talking about a franchise fee a month ago, he has brought it up at a few meetings and he has heard all negative responses. He spoke about an instance they were used and the city's residents were in support of it, but he is not hearing support from those in Princeton.

Whitcomb asked about satellite's and if they can do a franchise fee with them, as is done with the cable since those are considered a luxury item and not a necessity.

Walker said the only additional franchise fee he would be interested in would be in regard to garbage trucks. He feels 5 different garbage trucks going down the same alley is negatively

affecting the roads and the City should collect fees to cover those additional road repair and maintenance expenses.

Karnowski said an electric franchise fee would be paid by all properties, and not just those paying property tax. For the average residential property, it would only be about \$1.50 a month, but it could be thousands each month for some industrial properties that rely in large machines in their businesses.

Nielson said the Trail project could start in July 2017, but it must under contract in June 2018. In Federal Funding programs such as there, there are some additional studies and engineering that needs to be done. A couple other issues is getting the trail under Highway 169, which will take some work.

Zimmer commented that the Council could start levying some funds for it next year if we need to. Walker suggested we create a CIP for sidewalks and trails so we also have funds available for future repairs and trails. Zimmer agreed and said this is a great way improve the city.

Karnowski said staff can add a line item in the 2015 in the CIP budget, and each are foot-noted where funding will be utilized. The good news is when you have a half a million dollar grant for trails, it appears that other organizations are more likely to approve other grant requests. Fuhrman hopes we can get a few grants to minimize the funds needed to be levied for the City's portion.

Fairview's proposed Trail

Fuhrman reported that Fairview Northland is planning to construct a walking path through their campus for employees, patients, and the general public to utilize. This is partly in response to the Community Health Assessment that they undertook that identified one of the main health needs in the Princeton community was affordable exercise options.

Fairview received a grant to construct their walking path, which they are planning to build at 8.5 feet wide. A portion of their trail will be adjacent to Northland Drive. Since finding out we were awarded the federal Transportation Alternatives Program (TAP) funding, the City is requesting that Fairview construct this portion to federal/state standards so it can be part of the City's trail system (10 feet wide with clearance requirements).

The costs to build the portion of their trail along Northland Drive to federal/state standards is \$18,000. Fairview Northland plans to start construction in the next few weeks so it can be available for users yet this summer.

Staff is requesting the City Council consider paying for half of the costs to construct the portion along Northland Drive (\$9,000), so it can be a part of the larger trail system. In speaking with Fairview staff, I did request that the Fairview Board then consider contributing towards the larger City trail match, or at least the rest of the portion in front of Fairview, when it comes time for the City to construct the larger trail. Fairview staff agreed that they see the larger trail as a community asset; they have been very willing to work with city staff throughout this process.

Hallin asked for clarification on what the city's cost would be on that section. Carie responded that the overall cost is \$18,000, so if the City picked up half it would be the \$9,000.

HALLIN MOVED TO APPROVE THE CITY PAYING THE \$9,000 TO WIDEN THAT SECTION OF THE FAIRVIEW TRAIL TO MEET THE FEDERAL AND STATE STANDARDS. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Princeton Health and Fitness additional handicap parking space request

Karnowski reported that Princeton Health and Fitness is requesting an additional handicap parking space be added in front of their building. Hallin said there is an additional space available for another handicap space. Walker asked if there was anything involved besides paint and a blue handicap sign. Gerold replied that there was not.

HALLIN MOVED TO APPROVE THE ADDITION OF ANOTHER HANDICAP PARKING SPACE IN FRONT OF PRINCETON HEALTH AND FITNESS. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Airport Items

Contract Approval for Taxiway Rehab Project: Karnowski reported the Council may recall, the Airport's Capital Improvement Plan (CIP) designates two projects to be undertaken in 2014. The first is the Taxiway Rehab Project. That project involves tearing up and replacing the asphalt taxiways between the hangars in the older section of the airport. The proposed contract is the standard contract language the FAA requires. The FAA will be funding 90% of the total cost (including engineering) for this project. The good news is that MnDOT has also agreed to fund 5% of the total cost...so the city's share will be the remaining 5%. The total estimated cost of the project is \$180,000. So the city's share of the project will be about \$9,000.

WALKER MOVED TO APPROVE THE CONTRACT WITH SEH FOR THE TAXIWAY REHAB PROJECT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Contract Approval for Airport AGIS consultant: Karnowski reported that the second CIP project for 2014 is doing a master plan for the airport. This is a comprehensive look at the current facilities at the airport and an outline of what changes and/or improvements the city would like to see at the airport over the next 20 years or so. It will include a re-make of the Airport Layout Plan (ALP). The first step in doing the Master Plan is to hire a consulting firm to do the Airport Geographic Information Systems (AGIS) work. The city did a Request For Qualifications (RFQ) and received three proposals. At this past Monday's Airport Board meeting, the members reviewed the proposals and recommended that AGIS work be done by Martinez Geospatial out of Eagan, Minnesota. The airport engineers agreed that Martinez is probably the firm best suited to do the work for the city.

If the Council concurs with that recommendation, a motion to approve the hiring of Martinez Geospatial to do the AGIS work in the Airport Master Plan would be in order.

WALKER MOVED TO APPROVE THE HIRING MARTINEZ GEOSPATIAL TO DO THE AGIS WORK IN THE AIRPORT MASTER PLAN. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

City Facebook Page – Business recognition

Fuhrman reported that the City Council recently adopted a policy regarding comments on the City's Facebook page.

As the Council knows, the City's Facebook page is relatively new, and so far, the only specific business recognition that has been done is when the City has been involved in business subsidy projects; otherwise, it has basically limited to government information or general business support topics.

As a small gesture to be more welcoming to new businesses, staff is proposing to allow for a "Welcome to Princeton" message on the City's Facebook page when a new business opens in the city limits proper, or greater Princeton community.

Side note: The City's website currently has a local business directory, and it is updated approximately quarterly. This is limited to only businesses in the city limits as staff time is limited to keeping this updated and could be viewed as a "perk" of being located in city limits.

The Facebook message would be quite simple – likely just a welcome message along with the business location. It would not allow for advertising any specials, sales, etc.

A further option that was discussed briefly by staff was the potential for congratulating businesses on any expansions – whether it be an expansion in services or goods offered, or an actual physical expansion. Another option would be recognition of a business relocation. Parameters on this should be established if this option is preferred.

Hallin and Dobson said they like the idea of welcoming the new businesses and mentioning the expansions of others. Karnowski suggested some sort of guidelines be put together to help determine what to post and what not to. Walker felt it would also be a good idea to add their businesses websites if they are highlighted on the City's page.

Recommended 2013 Funds Transfer

Jackson reported that after final adjustments and wrap up for the audit for 2013, it is apparent that through judicious budget and expenditure control that the General Fund will end up with a significant balance of revenues over expenditures. This results both from more revenues and less expenditures than expected. Staff is proposing that \$200,000 be transferred from the General Fund in 2013 into the Capital Improvement Program Fund (CIP). The primary logic for this transfer is that during the severe economic situation over the past few years, there was a reduction in the levy for the CIP to help reduce the overall tax levy. This transfer would also allow access to funds (upon future Council action) for some of the trail grant initial expenditures if needed.

HALLIN MOTIONED TO APPROVE \$200,000 TO BE TRANSFERRED INTO THE CIP, USING \$9,000 OF IT TO GO TO THE PORTION OF FAIRVIEWS TRAIL THAT NEEDS TO BE WIDENED TO MEET FEDERAL AND STATE STANDARDS. JULES SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 5:45 pm. 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
JUNE 17, 2014 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, Dick Dobson, Jules Zimmer, and Victoria Hallin. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Brian Payne, Police Investigator Todd Frederick, Community Development Director Carie Fuhrman, Public Works Director Bob Gerold, Clerk Shawna Jenkins and Attorney Damien Toven.

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of May 22, 2014
- B. Study Session Meeting Minutes of June 5, 2014

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MAY 22, 2014 AND STUDY SESSION MINUTES OF JUNE 5, 2014. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
 - 1. Fireworks display for Fairgrounds
 - 2. Transient Merchant License for Kenneth Velier to sell peaches
 - 3. Gambling permit for Princeton Jaycees
- B. **Personnel**
- C. **Donations / Designations**

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. PUC minutes of February 26, March 26 and April 21, 2014
- B. PAVC minutes of May 21 and June 9, 2014
- C. EDA minutes of May 15, 2014
- D. Planning Commission minutes of May 19, 2014
 - Verbal report of Planning Commission meeting of June 16 – Carie Fuhrman

Fuhrman reported that the Planning commission met last night. They approved a setback variance, a medical office expansion and a Caribou coffee that will be going in by Shopko and McDonalds

- E. Park Board minutes of May 19, 2014
- F. 4R Board minutes of May 28, 2014
- G. Airport Board minutes of June 2, 2014
- H. Fire Advisory Board minutes of June 3, 2014

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Debbie Hoeff Recognition

Karnowski reported that Chief Payne has notified staff that Debbie Hoeff is getting much deserved recognition by the Bureau of Criminal Apprehension and the State Department of Public Safety for the work she's been doing for the Princeton PD.

John Mykkanen from BCA has informed Chief Payne that Hoeff will be featured in a "TAC Corner" article that will appear in the 2014 Summer Edition of the MNJIS Connection Newsletter scheduled to be released June 2, 2014. She has received thanks for the great job she has done helping Princeton with NCIC and MNJIS audit policy and that her commitment to service is appreciated.

Being selected as an example of an employee whose exemplary work is being recognized statewide is certainly an honor.

Staff thought the Council would like to know about the recognition.

ORDINANCES AND RESOLUTIONS

A. Ordinance 708, Pet Store Licensing

Karnowski reported that the Pet Store Licensing ordinance has been modified as directed.

The provision to prohibit the location of a Pet Store sharing a building that is also used for human residential use is located under 395.06, B, 4:

1. **Proximity to Residential Uses.** No license shall be granted if any portion of the building is also used for residential purposes.

The provision requiring that the licensed store maintain vaccination records for each animal kept in the pet store is found under 395.07,

- L. **Infectious Diseases.** All animals subject to distemper and infectious hepatitis acquired by the pet store owner or operator must have been inoculated prior to delivery at the pet store by a veterinarian licensed to practice in the state of Minnesota. Nonhuman primates must have a yearly tuberculin test. The licensee shall maintain a written vaccination record for every animal kept within the pet store.

If the Council deems that the revisions provide the requested additional protections, then a motion to adopt ordinance 708 requiring the licensure of Pet Stores operating within the City of Princeton would be in order.

HALLIN MOVED TO APPROVE ORDINANCE 708, REQUIRING THE LICENSURE OF PET STORES OPERATING WITHIN THE CITY LIMITS. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Dangerous Dog Hearing request

Karnowski reported that the City has received a letter from Attorney Samuel R. Coleman requesting a hearing before the City Council regarding the police department's seizure of two dogs owned by Mr. Michael Gould.

Staff understands the hearing is being requested pursuant to city ordinance 500.11 In order to meet the required 3 week timeframe for setting a hearing, staff is recommending that the hearing be set for a time before your regular meeting on June 26th (at 6:30). Attorney Toven has spoken to Mr. Gould and they're okay with the proposed time and date. If the Council agrees with that recommendation, a motion to set the hearing as recommended would be in order.

(G) Procedure. The Animal Control Officer, after having determined that an animal is dangerous, may proceed in the following manner. The Animal Control Officer shall cause one owner of the animal to be notified in writing or in person that the animal is dangerous and may order the animal seized or make orders as deemed proper. This owner shall be notified as to dates, times, places and parties bitten and shall be given 14 days to appeal this order by requesting a hearing before the City Council for a review of this determination.

(1) If no appeal is filed, the orders issued will stand or the Animal Control Officer may order the animal destroyed.

(2) If an owner requests a hearing for determination as to the dangerous nature of the animal, the hearing shall be held before the City Council, which shall set a date for hearing not more than three weeks after demand for the hearing. The records of the Animal Control or City Administrator's office shall be admissible for consideration by the Animal Control Officer without further foundation. After considering all evidence pertaining to the temperament of the animal, the City Council shall make an order as it deems proper. The City Council may order that the Animal Control Officer take the animal into custody for destruction, if the animal is not currently in custody. If the animal is ordered into custody for destruction, the owner shall immediately make the animal available to the Animal Control Officer.

(3) No person shall harbor an animal after it has been found by to be dangerous and ordered into custody for destruction.

Payne has said they have had several dangerous dogs in the city over the years. There are stringent requirements that come in to play, and most owners choose to euthanize the dog. This owner is very emotionally attached to the dog and is willing to do what he can to keep the dog.

Hallin asked if the person bit required stitches. Payne said he does not believe so. He stated one was on a bicycle, another person was bit on the pant leg, and a PUC worker was bitten as well.

WALKER MOVED TO SET A HEARING FOR JUNE 26TH AT 6:30PM REGARDING A DOG SEIZURE. DOBSON SECONDED THE MOTION.

Walker asked if the council would make a final decision at this hearing, or can the owner appeal it elsewhere. Toven responded that they could appeal the decision with the District Court.

Hallin asked if the animal is currently in impound. Payne said both dogs are currently in impound and have been there for about 2 weeks. The vet clinic has stated they have not been very easily to deal with.

THE MOTION CARRIED UNANIMOUSLY

C. Resolution 14-24, accepting donations for Downtown Flowers

HALLIN MOVED TO APPROVE RESOLUTION 14-24, ACCEPTING DONATIONS FOR DOWNTOWN FLOWERS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. Airport CIP Projects

a. Consideration of contract for Airport Master Plan

Karnowski reported that as discussed at a previous meeting, the city will be undertaking development of an Airport Master Plan.

Because the cost of the professional services (engineering, etc.) to do the Master Plan exceeds \$100,000, the FAA requires that the city hire a qualified person (or firm) to do an Independent Fee Estimate. The cost for such a service is, typically, about \$1,000.

The purpose of the IFE is to assist the city in its efforts to negotiate a fair price for the engineering necessary for the Airport Master Plan.

The cost for hiring someone to do the IFE is an eligible grant expense.

He said he has reviewed a list of four qualified candidates that can do this work (two suggested by SEH) and am suggesting that the Council retain Lois Kramer to do the work

1. Keith Fellbaum – (independent): opted to not submit a quote
2. Lois Kramer – (Kramer Aerotek): \$1,250
3. Tricia Fantinato (TKDA): \$1,500-\$2,000.
4. Ron Roetzel (Bolton & Menk): \$2,000

If the Council concurs, a motion to that effect would be in order.

He added that it is proposed to redo the taxiway this year as well.

DOBSON MOVED TO AWARD THE CONTRACT FOR THE AIRPORT MASTER PLAN TO LOIS KRAMER FROM KRAMER AEROTEK FOR \$1,250. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Resolution 14-23, Biomatrix Tax abatement job correction

Fuhrman reported this is just a correction to resolution to 14-16 in the number of jobs the employer currently has.

DOBSON MOVED TO APPROVE RESOLUTION 14-23. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Public Safety Building Pay Estimate #10

Karnowski reported that pay estimate #10 is for \$31,661.85.

DOBSON MOVED TO APPROVE RESOLUTION 14-23. HALLIN SECONDED THE MOTION.

Walker asked what was left to do. Karnowski responded that there is the last lift of asphalt and some additional punch list items. One concern is some erosion issues on the west side of the parking lot with all the rain we have had. However, he said he is optimistic that the situation can be resolved.

THE MOTION CARRIED UNANIMOUSLY.

D. Small Cities Development Program Grant Contract Consideration

Fuhrman reported that the City has been chosen again for the Small Cities Development Program through DEED. The program goals include the rehabilitation of eight (8) owner-occupied housing units and six (6) commercial buildings in the form of 0% interest loans, which turns into a grant.

Staff is requesting a motion by the City Council approving the Contract Agreement with Lakes and Pines Community Action Council for their administration of the program, as well as a motion approving the Grant Contract with the State of Minnesota.

HALLIN MOVED TO APPROVE THE CONTRACT AGREEMENT WITH LAKES AND PINES COMMUNITY ACTION COUNCIL. ZIMMER SECONDED THE MOTION.

Zimmer asked if this was the residential and downtown commercial improvements grant project. Fuhrman confirmed that, and said there have been 8 homes and 6 commercial buildings that are signed up.

THE MOTION CARRIED UNANIMOUSLY.

HALLIN MOVED TO APPROVE THE GRANT CONTRACT WITH THE STATE OF MINNESOTA. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. Public Safety building Lobby Cabinetry CIP request

Karnowski reported that in 2014 the Police and Fire Department requested a Capital Improvement for display cabinets in the lobby of the Princeton Police and Fire building. The City Council approved the request for a total of \$4,500.00. The selected / bid estimate was from Samuelson Custom Cabinetry for a total of \$4,033.00. It should be noted that a second bid was received in the processes which was higher. Also to be noted, Samuelson Custom Cabinetry is on site at this time building cabinets for the Princeton Fire Department day room.

Samuelson will provide color 3-D shop drawings of the project for approval before work begins.

ZIMMER MOVED TO THE REQUEST TO HIRE SAMUELSON CUSTOM CABINETRY FOR THE PUBLIC SAFETY BUILDING LOBBY CABINETS FOR \$4,033.00. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

A. Hepatitis B Vaccination Policy

Karnowski reported that it was brought to our attention that, while the city offers Hepatitis B vaccinations to our employees who may be exposed to blood borne pathogens, we don't currently have a policy relating to that practice. To remedy that situation, the policy outlined below and the attached employee form is submitted to the Council for consideration and adoption.

Hepatitis B Vaccine Policy

I. Scope

This policy applies to the City of Princeton employees identified as having a high risk of occupational exposure to blood borne pathogens and other potentially infectious materials.

II. Purpose

To make available the Hepatitis B Vaccination for City of Princeton employees who have the potential for occupational exposure. The following are identified as high-risk areas and/or groups:

1. The Wastewater Treatment Plant and all related facilities
2. The City of Princeton Police Department
3. The City of Princeton Fire Department
3. The Public Works Department Staff

III. Policy

1. The Hepatitis B Vaccine shall be made available to those who have the potential for exposure after receiving appropriate training.
2. Identified employees accepting/declining the vaccination must sign a consent/declination statement.
3. The City of Princeton will provide the vaccination at no cost to employees identified as having potential for occupational exposure.
4. All medical and training records will be maintained.

HALLIN MOVED TO APPROVE THE HEPATITIS B VACCINATION POLICY. 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 \$297,432.44 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 70098 TO 70200 FOR A TOTAL OF \$305,737.75. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:26 pm. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor