The meeting was called to order at 7:00 P.M., by Jeff Reynolds. Members present were Faith Goenner, Victoria Hallin, and John Roxbury Jr. (Princeton Township Representative). Staff present were Jolene Foss (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent was Dan Erickson.

OATH OF OFFICE:
Victoria Hallin and Jeff Reynolds took the Oath of Office.

ELECTION OF OFFICERS:
REYNOLDS NOMINATED VICTORIA HALLIN FOR PLANNING COMMISSION CHAIR. REYNOLDS MOVED, GOENNER SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR VICTORIA HALLIN FOR PLANNING COMMISSION CHAIR, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

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

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

Hallin took over as Chair.

APPROVAL OF MINUTES OF REGULAR MEETING ON DECEMBER 19TH, 2016
REYNOLDS MOVED, SECOND BY GOENNER, TO APPROVE THE MINUTES OF DECEMBER 19TH, 2016. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS
GOENNER MOVED, SECOND BY REYNOLDS, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None
OLD BUSINESS:
A. Antenna / Tower Request and Solar Zoning

Community Development Director Memo:

A request was received by the City of Princeton for the construction of a mono-pole type antenna tower of 75 feet in height in the R-3 Multi-family Residential. The proposal was to locate it in City’s right-of-way.

The request prompted City staff to look into the current AT Antenna Overlay District Zoning Ordinance. The Ordinance was written and has not been revised since 2004.

After meeting with the company and gaining clarification, their request has been revised. They are requesting the opportunity to lease space on a light pole for the equipment that they need to increase data availability for the area.

I am reviewing language for a street light attachment agreement and will likely be presenting that to Council.

WSB will continue to evaluate the best locations for Tower/Antenna Overlay District, as well as Solar Zoning as we progress into the Comprehensive Plan Update this year.

Foss said she spoke to them previously about this request. Since then she met with the individual and they are not looking at constructing a tower in the right-of-way. There are light pole attachment agreements. Ours might or may not hold them and if not, they could construct a new pole that looks like the light pole and will handle the weight. She will present this to the Council. We will not address antennas at this time and it will be looked at with the Comprehensive Plan. Data is needed to be boosted in this area by Fairview, McDonalds, and Shopko where it benefits the city by leasing of space. This is not for cell phones, but for mobility data usage.

Reynolds said in the initial proposal it looked like cell phones towers.

Goenner asked if they will be very visible.

Foss said a two foot by two foot box with an antenna.

Goenner asked if more companies will want to add those antennas.

Foss said it could so they have to determine how many should be in the city.
NEW BUSINESS:
A. Pole Type Construction Prohibited in B-2

Community Development Director Memo:

Due to the fairly recent allowance of pole type construction in B-3, staff thought it would be beneficial to clarify that this type of construction will not be allowed in B-2 Neighborhood Business District.

Here is a sample of the Ordinance Amendment. If the Planning Commission is satisfied with this amendment, a Public Hearing will be noticed for the February meeting.

9. B-2 Neighborhood Commercial District

G. Exterior Building Materials

Buildings within the Neighborhood Business District shall be designed so as to be compatible with the surrounding residential uses. High quality, exterior building materials shall be limited to one or combination of the following:

a. Face brick;

b. Natural or synthetic stone;

c. Stucco or EFIS;

d. Glass and or curtain wall construction;

e. Decorative concrete block;

f. Fiber-cement siding;

g. Windows are required in the front of the building pending planning review and demonstration of need; e.g. security, etc;

h. Or other materials approved by the Planning Commission if determined to have a similar or better longevity and durability as material listed above.

i. Pole type construction prohibited.

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

Foss said we had an Ordinance amendment for alternative building materials and this was allowed in B-3 District and the Industrial Districts, but not allowed in the B-2 District. So we
want it to be clear in the B-2 District. This will go the Planning Commission for approval in February.

Reynolds said he brought a couple pole building photos to show the Planning Commission and thinks they should be allowed.

Foss said there was concern in allowing it in the B-3 District. She wanted to clarify it in B-2 District where it is not allowed.

Hallin said she understands it is not allowed because of the building materials and deciding what should be allowed.

Reynolds feels that it will look good to have a concrete pole type constructed building.

Hallin said it should be clarified in the Zoning Ordinance.

GOENNER MOVED, SECOND BY HALLIN, TO CLARIFY IN THE B-2 ZONING DISTRICT TO PROHIBIT POLE TYPE CONSTRUCTED BUILDINGS. UPON THE VOTE, THERE WERE 2 AYES, 1 NAY. AYES- GOENNER AND HALLIN, NAY-REYNOLDS.

GOENNER MOVED, SECOND BY HALLIN, TO REVISIT THE DISCUSSION ON THE B-2 DISTRICT IN REGARDS TO PROHIBITING POLE TYPE CONSTRUCTED BUILDINGS AT THE FEBRUARY PLANNING COMMISSION MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

Foss will bring back more information that shows what other cities allow in the B-2 District.

**B. Comp Plan Kick Off Joint Meeting**

Community Development Director Memo:

WSB and Associates, Inc. is beginning the work of updating the City of Princeton’s Comprehensive Plan.

They would like to invite the Planning Commission to the February 9th City Council meeting at 7:00 P.M. to have a joint meeting and discuss goals and visions.

Foss said that this is for their information only. The Planning Commission is welcome to attend. The discussion will be on the timeline of events and public engagements on this. There will be Planning Commission collaboration on this.
John Roxbury said they will have a couple representatives from the Princeton Township Planning Commission Board attending the meeting.

**COMMUNICATION AND REPORTS:**

**A. Verbal Report**

Foss said she did not have a verbal report.

**B. City Council Minutes for December, 2016**

The Planning Commission had no comments.

Roxbury asked what number is it for a quorum for the Planning Commission Board.

DeWitt said three board members is needed for a Planning Commission quorum.

GOENNER MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:25 P.M.

**ATTEST:**

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Victoria Hallin, Chair           Mary Lou DeWitt, Comm. Dev. Assistant