THE MEETING OF THE PLANNING COMMISSION HELD ON FEBRUARY 25, 2019, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS

The meeting was called to order at 7:00 P.M., by Dan Erickson. Members present were Jeff Reynolds, Eldon Johnson, Victoria Hallin, Scott Moller, and Eugene Stoeckel (Princeton Twsp). Staff present were Robert Barbian (City Administrator), Stephanie Hillesheim (Community Development Specialist), and Mary Lou DeWitt (Community Development Assistant).

ELECTION OF OFFICERS:
JOHNSON NOMINATED DAN ERICKSON FOR PLANNING COMMISSION CHAIR. JOHNSON MOVED, HALLIN SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR DAN ERICKSON FOR PLANNING COMMISSION CHAIR, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. You
REYNOLDS NOMINATED VICTORIA HALLIN FOR PLANNING COMMISSION VICE CHAIR. REYNOLDS MOVED, JOHNSON SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR VICTORIA HALLIN FOR PLANNING COMMISSION CHAIR, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

JOHNSON NOMINATED JEFF REYNOLDS FOR PLANNING COMMISSION SECRETARY. JOHNSON MOVED, HALLIN SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR JEFF REYNOLDS PLANNING COMMISSION CHAIR, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

APPROVAL OF MINUTES OF REGULAR MEETING ON NOVEMBER 19, 2018
REYNOLDS MOVED, SECOND BY HALLIN, TO APPROVE THE MINUTES OF NOVEMBER 19, 2018. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:
HALLIN MOVED, SECOND BY MOLLER, TO ADD TO THE VERBAL REPORT, WESTLING PROPERTY. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None

NEW BUSINESS:
A. Site Plan Review for West Birch Apartments Revision
Mary Lou DeWitt, Comm. Dev. Assistant Memo:

Background: On July 12, 2018 the Planning Commission Board approved Central MN Housing Partnership Site Plan and Conditional Use Permit for West Birch Apartments where the property is located in R-3 Multiple Family Residential District. The plans at the time were for an underground parking garage with two stories above the apartments where the building height exceeded the 30’ foot maximum height and a Conditional Use Permit was needed. Since then Central MN housing has revised their plans and removed the underground parking garage.
Site Plan Analysis: The project site is at 1103 West Branch Street. Central MN Housing Partnership is proposing to utilize low income housing tax credits and bond funds to build a multifamily 16-unit apartment building. The proposed building will be built directly east of their West Birch 24-unit townhome property. Central MN will also be making some minor updates to the exterior and interior of the townhomes, but that will only require a building permit for the remodeling. The new construction apartment building will consist of 2 stories. The first level will include a community room, public restrooms, office, mechanical, laundry, and rental dwelling units. The second level will include the remaining dwelling units. The building units structure is as follows: four 1-bedroom, four 2-bedroom, six 3-bedroom, and two 4-bedroom units.

Signage: Central MN Housing is also requesting the Planning Commission approval of the proposed monument sign that will be placed at the entrance of the site. The sign area will be approximately 32 sq. ft. and the maximum sign area allowed 40 sq. ft. The maximum sign height allowed is 6 ft. and that will be the height of the sign. The sign will be lit by exterior lighting that will be controlled by a clock timer. The proposed signage meets the sign requirements and a separate building permit will need to be taken out and reviewed prior to installation.

There will be a few 12” x 18” parking site signs in the parking area for “No Parking”, “Delivery Parking Only”, and “Handicap Parking”. The MN Accessibility Code requires there has to be 5’ clearance from the bottom of the sign to the ground and the plans show this will be followed. These are permitted signs without the need for a building permit.

Landscape: The Ordinance requires that landscaping be installed and restore areas affected by construction activity. The submitted landscape plan is for sod and a seed mixture in different areas and rock landscape beds. The sodding or seeding must be completed prior to issuing a temporary certificate of occupancy. If because of weather conditions sodding and/or seeding is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year. There will be 60 shrubs and a total of 20 trees that is a mix of 2” deciduous and 6” evergreen. Excavated material not required or not suitable for backfilling shall be removed from the site and if necessary, the 52’ foot retaining will be removed.

Stormwater Pondage: The City Engineer has reviewed and approved the stormwater plans.

Sidewalk: A concrete sidewalk is on the east side of the building and goes to the front entrance over a 6’ foot width sidewalk in multiple family areas.

Bike Rack: The bike rack placement is west of the front door mounted in a cement pad. The length of the bike rack is 88” (7’ feet 33” inches) and has 9 spaces.

Parking: The parking areas shall be hard-surfaced within one year of the date the permit is
issued. The off-street parking lots have adequate drainage. Multi-family parking lot requires two for each dwelling unit, and one for efficiency unit. The apartment building will host 16 units. The proposed parking plans show 34 parking spaces and 3 accessible spaces. The parking space requirement is 9 facilities designed for a capacity of five or more parking stalls have a setback from all adjoining property lines of three feet. The parking proposal meets the requirements.

**Lighting:** The plans show a total of five 20’ foot single head light poles around the hard-surfaced parking area. The Ordinance states the lighting shall be fixed, directed and designed as to not create a nuisance to any abutting residential properties. There are three door lights mounted above each of the three emergency doors and a light mounted above the front entrance. The entrance has a snow removal blue light that is close to the monument sign which has two external ground lights.

**Trash Enclosure:** The trash enclosure is located on the southeast side of the site. The plans show a concrete pad on the inside and outside of the enclosure gate with a 6’ foot fence on the other three sides. Inside the enclosure will be a 6-yard dumpster and three recycle bins.

**Fire Protection:** The plans show the fire alarm system in accordance per code. There is a fire suppression system automatic sprinkler system equipped throughout the building. The facility has smoke/carbon monoxide detectors in each unit. Installation of a Knox Box at the front door entrance. Verification of maneuverability within drives/parking area for a 46’ fire truck. A 15’ foot easement is required for the hydrant located on the parking lot island to the street.

**Princeton Public Utilities:** Applicant will need to contact the Princeton Public Utilities to get the transformer cost they will need to purchase. Sewer and water line cross needs to be corrected.

**Sewer:** Any unknown sewer lines are abandoned in a manner acceptable to the Public Works Director.

**Building Materials:** The exterior will be a mixture of vinyl siding in two colors, snow and express, along with an accent brick look that is fiber brick material. The soffit and fascia will be aluminum and the roofing will be asphalt shingles. These materials are commonly used in residential construction and are an allowed use.

**Zoning:** The site is zoned for R-3 Multi-family Residential. A 16-unit apartment building is an allowable use in the R-3 District. The maximum lot coverage is 60% and the plans show 49.7%. The required setbacks are 15’ side, rear 30’, street side 20’, and front 30’. The maximum height is 30 feet and the revised building height is 32’8”. The Conditional Use Permit Resolution #18-06 allows the construction of a 16-unit apartment structure exceeding 30’ in height.
The expiration of the CUP reads as follows: The applicant or property owner shall make a complete application for all permits necessary for operation of the conditional use permit within 12 months of the conditional use permit approval, and the project shall be substantially complete within 24 months of issuance of the first permit. The Planning Commission has the authority so grant extensions where reasonably necessary. The Condition Use Permit was adopted July 16, 2018.

The Planning Commission can review this at their July 15, 2019 meeting date if necessary.

Site Plan Review Recommendation: The Planning Commission has been requested to consider approval or denial of the Site Plan application. Staff recommends the Site Plan approval with the following conditions:

1. A separate Building Permit be submitted for the monument signage and have final approval by staff and reviewed by the Building Inspector prior to installation.

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

3. The sodding or seeding must be completed prior to issuing a temporary certificate of occupancy. If because of weather conditions sodding and/or seeding is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.

4. The parking areas shall be hard-surfaced within one year of the date the permit is issued. If because of weather conditions the hard-surfaced is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.

5. The Knox Box has to be placed by the front door entrance, and a Fire Dept. connection (FDA) be placed in front at the point water line enters the building.

6. Verify sewer & water lines meet code for separation in parking lot.

7. If digging in the street to hookup for sewer or water is needed, the applicant will need to take out a Digging Permit and put down the escrow amount.

8. The Century Link phone ped needs to be moved by Developer if necessary.

9. Suitable arrangement for the transformer purchase with Princeton Public Utilities be made.

10. An easement be created and recorded and provided to the City prior to the building permit is issued as shown on the plans.

End of Memo
Joel Springer, Project Manager for West Birch Apartments addressed the Planning Commission Board and said Item 6 has been addressed where the water line is under the sewer line and they will put a sleeve on it to meet code.

Jason Krebsback, Comm. Dev. Director for Central MN Housing Partnership, said the parking spaces have been met by the Ordinance requirements.

Deanna Hemmesch, Central MN Housing Partnership Executive Director said the garage was taken out because the cost was a million dollars over what they expected. They reduced some concrete and scope of work at the townhome site. The elevator was also removed.

Hallin asked since the elevator has been removed from the plans is the handicap units on the first floor now.

Springer said yes.

Krebsback said the project total for the townhomes updates is $772,000 and for the new construction of the apartment building is 2.5 million. They have reduced the project by one million and the majority is from removing the parking garage and elevator.

Barbian asked if the fire hookup will be okay.

Springer said they will have it be by the outside spigot.

Hallin asked if the shed will stay that is there.

Springer said that is the neighbor’s property shed.

Hemmesch said this is an approved TIF District. If they get the approval on the budgeted numbers the project would start in sixty days.

**HALLIN MOVED, SECOND BY JOHNSON, TO APPROVE THE SITE PLAN REVISION FOR WEST BIRCH APARTMENTS LOCATED AT 1103 WEST BRANCH STREET WITH THE FOLLOWING CONDITIONS:**

1. A SEPARATE BUILDING PERMIT BE SUBMITTED FOR THE MONUMENT SIGNAGE AND HAVE FINAL APPROVAL BY STAFF AND REVIEWED BY THE BUILDING INSPECTOR PRIOR TO INSTALLATION.

2. ALL NECESSARY PERMITS SHALL BE APPLIED FOR AND APPROVED PRIOR TO CONSTRUCTION, INCLUDING, BUT NOT LIMITED TO: BUILDING PERMIT, WATER ACCESS CHARGE (WAC), SEWER ACCESS CHARGE (SAC).

3. THE SODDING OR SEEDING MUST BE COMPLETED PRIOR TO ISSUING A TEMPORARY
CERTIFICATE OF OCCUPANCY. IF BECAUSE OF WEATHER CONDITIONS SODDING AND/OR SEEDING IS UNADVISABLE, A TEMPORARY CERTIFICATE OF OCCUPANCY MAY BE ISSUED SUBJECT TO AN ESCROW DEPOSIT TO ASSURE COMPLIANCE BY NO LATER THAN JULY 1ST OF THE FOLLOWING YEAR.

4. THE PARKING AREAS SHALL BE HARD-SURFACED WITHIN ONE YEAR OF THE DATE THE PERMIT IS ISSUED. IF BECAUSE OF WEATHER CONDITIONS THE HARD-SURFACED IS UNADVISABLE, A TEMPORARY CERTIFICATE OF OCCUPANCY MAY BE ISSUED SUBJECT TO AN ESCROW DEPOSIT TO ASSURE COMPLIANCE BY NO LATER THAN JULY 1ST OF THE FOLLOWING YEAR.

5. THE KNOX BOX HAS TO BE PLACED BY THE FRONT DOOR ENTRANCE, AND THE FIRE DEPT. CONNECTION (FDA) BE PLACED IN FRONT AT THE POINT WATER LINE ENTERS THE BUILDING.

6. VERIFY SEWER & WATER LINES MEET CODE FOR SEPARATION IN PARKING LOT.

7. IF DIGGING IN THE STREET TO HOOKUP FOR SEWER OR WATER IS NEEDED, THE APPLICANT WILL NEED TO TAKE OUT A DIGGING PERMIT AND PUT DOWN THE ESCROW AMOUNT.

8. THE CENTURY LINK PHONE PED NEEDS TO BE MOVED BY DEVELOPER IF NECESSARY.

9. SUITABLE ARRANGEMENT FOR THE TRANSFORMER PURCHASE WITH PRINCETON PUBLIC UTILITIES BE MADE.

10. AN EASEMENT BE CREATED AND RECORDED AND PROVIDED TO THE CITY PRIOR TO THE BUILDING PERMIT IS ISSUED AS SHOWN ON THE PLANS.

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

OLD BUSINESS:
1) Update on the Land Use Plan
Barbian said the map will be revised and the draft should be coming to the Planning Commission soon. Barbian would like to change the landuse three miles outside the city limits. This is just a plan and can change, but there needs to be something in place for future landuse. He would bring what is presented to the two townships.

Erickson asked when this would be presented to the townships.

Barbian said 2 – 3 months. He had a brief conversation with Baldwin Township and will be reaching out to Princeton Township. The transportation aspect is being looked at tonight to share with Sherburne County who is involved in updating their transportation plan currently. You want to preserve the right-of-way’s and corridors.
2) Update on the Great Northern Trail
Hillesheim said the trail has reached an agreement with the School District. The trail will come from Rum River Drive South to 8th Avenue South by Kwik Trip where there will be a flashing cross light at Northland Drive and go along the School District land where the parking lot and tennis courts are. From there you will be able to cross Rum River Drive to Coborn’s. This will be a safer route for crossing Northland Drive and also Rum River Drive. Once you cross Northland Drive you can go left on the trail towards Fairview Hospital and the trail will lead to the old railway behind the bus barn.

Barbian said the bus garage signed their easement and the School District is okay with their easement now that we adjusted the area by the fields where it is closer to the curb. There still will be enough space for the plow from the curb and the trail.

Johnson likes this safer plan.

3) Sherburne County Transportation Plan
Barbian said the Sherburne County is in the process of updating their Transportation Plan. You want to look ahead for 50 - 75 years and possible growth. The goal is connecting frontage roads and putting in other locations that will be beneficial with possible growth. Barbian showed a potential plat of Prairie Restoration’s that is by the Industrial Park and a possible road connection going through that plat and connect with Hwy 95. Barbian has some thought with the current traffic and long-range development patterns the City would like to see an ultimate build out/widening to accommodate four lanes both south bound from Smith System south, thru the intersection and then west to County Road 45 as well as in the opposite direction. This could help relieve some congestion. He will show it to Sherburne County and see what their thoughts are on it.

Barbian went through the three possibilities from the Engineer:
1) Extends South Rum River Drive to the west, south of the airport over to 136th Street. If feasible due to wetlands, it would offer an improved local connection from Hwy 169 to developing areas south and west of the airport. If this could be built, it would serve local trips and facilities development west of the airport, but it seems to fit in the local street network rather than as County Road which would typically serve longer trips.

2) Connects CR 2 to the east with CR 42 west of Hwy 169. This would require a grade separation with Hwy 169 and it would have r/w impacts between Hwy 169 and CR 45. It would complement the County’s network of major collectors and it would provide improved access through the City’s planned growth area.

3) Similar to #2, it has a grade separation with Hwy 169 but connects CR 38. This could have future utility, but being at the edge of the growth area, it’s likely a longer-term idea. It also is
closer in proximity to CR 9, which already has a grade separation with a ramp access to Hwy 169. So, from a County standpoint, wouldn’t be as valuable within their functional class system.

Item 2 has the most regional and local benefit. The Engineer sketched it on the County’s Draft Functional Class map and called it “Princeton Area Future Functional Classification”.

Stoeckel suggested Barbian should get some readings from MNDot pertaining to Hwy. 169. They decided to close County road accesses for safety.

**COMMUNICATION AND REPORTS:**

**A. Verbal Report**

1) Westling Property along 21st Avenue Corridors

Stephanie Hillesheim, Comm. Dev. Specialist Memo:

**BACKGROUND:**
Property owner, John Westling came forth acknowledging his consideration of developing his property located near between airport road and 21st Avenue. (Please see attached map). The site is a 23.19 acre parcel, of which approximately 7 acres may be buildable. The remaining 16 acres of the property is mainly wetland and not buildable.

This property currently has no road frontage, but is adjacent to the 21st Avenue connection to Airport Road and adjacent to land bought for a road corridor. The road corridor is planned for a 42-foot curb to curb width to meet traffic demand and match Airport Road and 21st Avenue widths. City staff reviewed the site to determine necessary improvements to take into consideration the implications of developing the site.

**ANALYSIS:**
At the development review meeting held on Tuesday, February 19, 2019 the committee reviewed the site and area needs to advise the City Planning Commission and Mr. Westling.

Road: In review the preliminary determination concluded that a standard road of 36 feet would be a typical development requirement with the Developer responsible for all of the cost. Although in this case the road is adjacent to City land, improving city land which is primarily the airport and therefore both parties are responsible to pay for the benefits equally. In addition the City transportation needs call for the corridor to be built to a 42 foot road. Whereas some circumstances allow for a full assessment of the width it may not be reasonable in this case. Therefor the added 6 feet of width likely becomes a city responsibility. In addition a side walk or walking trail planned for this area becomes a joint responsibility in order for development to occur.

Sewer: It appears a lift station to serve the property and adjoining properties due to the depth of the current gravity sewer systems is necessary. It is recommended that the lift station be
centrally located to serve all of the potential developable properties located along the extension. All proposed sanitary sewer improvements to serve the industrial development and airport will be assessed to the benefitting properties in a method consistent with the Princeton Assessment Policy. In order to make this determination as well as consider if a smaller less expensive pumping system can be considered an engineer would need to analyze further. Typically, the engineer expense is covered by the party wishing to proceed.

**Water:** The water is adjacent to the site and runs along the corridor. At this time any deferred assessments are being determined as well as the location of laterals to determine an appropriate plan and approach.

**RECOMMENDATION:**
Staff is recommending that the Planning Commission consider the funding approach covered above and indicate a direction in which the potential development of property owned by Westling be considered.

Hillesheim said this property is on the airport road where it stops. It is a 23 acre parcel and only 7 acres is buildable. There is no road front, but it is adjacent to 21st Avenue South that would connect to the airport road.

Barbian said that Westling approached the City to subdivide his property and staff looked at sharing the cost just to his property.

Hillesheim said Westling would be assessed for 50% of the update of the road to his site. Sewer and water along with a lift station would need to come to this area.

Barbian said there could be less expensive main and the City Engineer would have to look at it. The Developer would have to cover the cost of the Engineer. There is a big gap from the Westling property and 21st Avenue. The cost to finish 21st Avenue would be expensive.

Stoeckel asked if the FAA has released the crosswind runway.

Barbian said no, the crosswind runway is still in place.

Stoeckel said it cannot happen until the FAA releases the crosswind runway.

Barbian said Westling needs road frontage because right now you can get to the edge of his property and a road would need to be developed. Barbian wanted the Planning Commission’s thoughts on if the Developer should be responsible to cover 50% of the road cost.

Erickson questioned if we access a property owner on this how affordable would the land be. We can ask for the Developer to pay for it, but it probably will not be developed.
The Planning Commission agreed that the City cannot take on the full cost either for a development.

2) Marcia Anderson – Princeton Township Property Owner
Marcia Anderson lives at 8075 Bluff Road in Princeton Township and said she is here tonight representing a group of neighbors that are wondering what are the regulations to be annexed into the city. Is it a requirement to be connected to City sewer and water.

Barbian asked if the property site is adjacent to the city limits.

Anderson did not believe it was. They have tried to work with Princeton Township to get their roads tared and there has been a lack of response from the township for the last fifteen years. Anderson continued her conversation with Stoeckel after the meeting.

B. City Council Minutes for January, 2019
The Planning Commission Board had no comments.

HALLIN MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE MOTION, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:17 P.M.

ATTEST:

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Dan Erickson, Chair              Mary Lou DeWitt, Comm. Dev. Assistant