CITY OF PRINCETON  
Planning Commission  
Agenda  
April 17th, 2017  
7:00 P.M., City Hall

1. Call to Order

2. Approval of Minutes of Regular Meeting on March 20th, 2017 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing: None

5. Old Business:

6. New Business:
   A. Rezoning PID #90-404-0215 from B-2 District to B-3 District – Tab B
   B. Ordinance Amendment for B-3 District for Car Wash Restrictions – Tab C
   C. Solar Zoning Ordinance – Tab D

7. Communication and Reports:
   A. Verbal Report
      1) Reschedule May 15th Planning Commission meeting to May 22, 2017
   B. City Council Minutes for March, 2017 - Tab E

8. Adjournment
THE MEETING OF THE PLANNING COMMISSION BOARD HELD ON MARCH 20, 2017, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS

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

APPROVAL OF MINUTES OF THE REGULAR MEETING ON FEBRUARY 27, 2017
REYNOLDS MOVED, SECOND BY GOENNER, TO APPROVE THE MINUTES OF FEBRUARY 27, 2017. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:
REYNOLDS MOVED, SECOND BY GOENNER, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING:
A. Ordinance Amendment to B-3 Zoning District for Mini Storage
Foss said this is an Ordinance amending the B-3 General Commercial District in regards to mini-storage facilities permitted by the issuance of an Interim Use Permit to be changed to the issuance of a Conditional Use Permit.

Hallin opened the public hearing.

There was no one in the audience that wanted to discuss the Ordinance amendment.

REYNOLDS MOVED, SECOND BY GOENNER, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

REYNOLDS MOVED, SECOND BY GOENNER, TO APPROVE AND FORWARD TO THE CITY COUNCIL ORDINANCE #748, AN ORDINANCE AMENDING THE ZONING ORDINANCE CHAPTER V (ZONING DISTRICT), SECTION 10 OF THE B-3 GENERAL COMMERCIAL REGARDING MINI STORAGE FACILITIES PERMITTED BY THE ISSUANCE OF AN INTERMIT USE PERMIT TO BE CHANGED TO THE ISSUANCE OF A CONDITIONAL USE PERMIT. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

B. #17-02 Amendment to Princeton Speedway Conditional Use Resolution
Community Development Director Memo:

BACKGROUND
Princeton Speedway, Inc. is requesting an amendment to PC Resolution #16-03 for an extension
of the 11:00 P.M. curfew to 12:00 A.M. on approximately four race nights (May 12th, floating night in June, floating night in July and August 4th) of the 2017 racing schedule, at Princeton Speedway in an A-2 Agricultural District at 1400 3rd Street North (Mille Lacs County Fairgrounds) for the 61st Year of Racing. They are proposing no Saturday or Sunday races and no rain out dates.

Proposed Schedule:
April 21st and 28th
May 5th, 12th, 19th, 30th
June 2nd, 9th, 16th, 23rd, 30th
July 7th, 14th, 21st, 28th
August 4th, 11th, 18th, 25th
September 1st

ANALYSIS
Princeton Speedway, Inc. is seeking an extension of the 11:00 P.M. curfew on approximately four of the scheduled race nights.

CONDITIONAL USE PERMIT
A resolution authorizing an amendment to the Conditional Use Permit for an extended curfew until 12:00 A.M. on approximately four nights is being requested.

GENERAL CUP REVIEW STANDARDS
Subsection 3.B. of Chapter IV outlines the standards for review of a Conditional Use Permit:
1. The proposed use does not violate the health, safety, or general welfare of Princeton residents.

Comment: No characteristics of the proposed use appear that they may violate the health, safety or general welfare of the Princeton residents.

2. The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution and sedimentation.

Comment: The proposed use will have no significant effect in regards to erosion, runoff, water pollution and sedimentation.

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

Comment: Adequate parking and loading design is in compliance with the Ordinance.

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

Comment: The proposed use appears to have no negative impact on traffic generation or accessibility.
5. The proposed use can be accommodated with existing public services and will not overburden the City’s service capacity.

Comment: The proposed use can be accommodated with existing public services and will not overburden the City’s service capacity.

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

Comment: The proposed use conforms to the City’s Comprehensive Plan and is comparable with present and future land uses of the area.

STAFF RECOMMENDATION

Upon review of the Conditional Use Permit request, staff recommends that this permit be granted with the following conditions:

1. Friday night races shall end by 11:00 P.M., except on four nights of the season (May 12th, floating night in June, floating night in July, and August 4th).

2. Traffic will be encouraged to exit through the pits and away from the residential streets.

3. Litter will be picked up within a four block radius by management.

End of Staff Memo

Memo from Holly Orpen the Manager/Promoter for Princeton Speedway:

I am Holly Orpen the new Manager/Promoter at Princeton Speedway. All of our scheduled events happen on a Friday night. We are asking that four nights be granted that we can go past curfew and go until midnight if necessary. We are asking that one be in May, one in June and one in July depending on when our sprint car nights are.

We have taken into consideration and have in place traffic routing from our drivers after the event so as not to disturb all of the neighbors. It is suggested that they exit from the pits and go by Walmart to get to wherever they may need to go. As far as the litter the owner Cliff Saker and myself try to get there as soon as possible on Sunday morning to clean up what we weren’t able to Friday nights. This will continue again this year. We also make about a four block radius around the track to pick up garbage that may have blown out or that was thrown out by spectators.

Most nights last year we were done fairly early (around 10 P.M.) and we will try to
continue this again this year. There are some nights though that we are asking to extend our curfew. Not that it is a definite but we want to have that leeway to plan for the unexpected.

This will be Princeton Speedways 61st year in business and we look forward to seeing you out there.

Thanks for your consideration, Holly

End of Memo

Foss said that May and August they have the date, but for June and July, they would like to have floating dates so they can schedule them. They may not go that late on the dates requested, but want the cushion if they do.

Cliff Sasker, owner is here to answer any questions.

Hallin opened the public hearing.

Joe Vita, 1312 Meadow View Drive, said he lives near the site. He was not aware of the race track when they moved here. They are loud. Now they can go till 11:30 P.M. and to extend it to midnight is too late. When is it going to stop on extending their hours. It is so loud. Friday night at the race time it is so loud that they do not do anything outside because of the noise. He does not feel it is fair to keep approving the extensions. Have them start earlier instead of extending their hours. Start a half hour earlier. Do not extend their hours.

Paul Whitcomb, 503 4th Avenue South, said he expected a lot more people here tonight. He has been contacted by a few individuals that are not supportive of this extension. They are opposed to the extension and he is here to speak for them.

Tim Siercks, 218 11th Avenue South, said when he was running the race track there was not a Conditional Use Permit until four years ago. If you are at bar in town, they have a 1:00 or 2 A.M. liquor license. The race track is out by the highway and not in town.

REYNOLDS MOVED, SECOND BY GOENNER, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

Reynolds said back in the 1990's it would consistently go past midnight. It helps the town with having the Speedway. The restaurants, bars, and automotive repair, and more benefit with having the Speedway in town. There are rainouts that they have to schedule around. They are going to try not to go past 11:00 P.M., but if they need to, they will need the midnight deadline in place.

Goenner asked why they do not start the races earlier.
Foss said the distance they are coming from they would have to leave earlier from work.

Cliff Sarker said the grounds dry out earlier in the afternoon and it is hard to keep the track greasy.

Goenner likes the head-ups on this. She likes that the racetrack is being respectful and coming in March to ask for the extended time.

Hallin asked if it was last year that they requested the 11:30 P.M. curfew on a few nights.

Foss said yes. There was a night that it did go over the 11:30 P.M. curfew and she heard that from the Police Chief.

Erickson asked why the litter is being picked up from a four block area.

Foss is not sure, she thinks it was from Holly who ran the race track who suggested the four block area.

Erickson asked if it would be hard to change the races to Saturday so they could start earlier.

Sarker said there is a sanctuary where they have to do the races on Friday.

Foss said there will be no additional nights or rainout nights with this request. Last year there were a number of residents here for the Conditional Use Permit amendment and they spoke of the noise pollution. The economic benefit was brought up. The race track was there a long time.

Hallin said the Speedway is an asset to our community. She said last year they did not extend past their cut off, so do they need this midnight extension.

Sarker said probably not, but just in case they would like it in place.

Siercks said there were two incidents at the Speedway last year where they needed the extra time.

Erickson asked what happens if they miss the deadline.

Foss said if they miss the deadline, then the Planning Commission Board would not allow them additional extensions. If the Police said something about receiving calls on them running late, then maybe the City Attorney would need to get involved.

REYNOLDS MOVED, SECOND BY GOENNER, TO APPROVE THE CONDITIONAL USE PERMIT AMENDMENT TO PC RESOLUTION #16-03 FOR AN EXTENSION OF THE 11:30 P.M. CURFEW TO 12:00 A.M. ON APPROXIMATELY FOUR RACE NIGHTS, (MAY 12TH, FLOATING NIGHT IN JUNE,
FLOATING NIGHT IN JULY, AND AUGUST 4TH) OF THE 2017 RACING SCHEDULE, WITH THE FOLLOWING CONDITIONS:

1. FRIDAY NIGHT RACES SHALL END BY 11:00 P.M. EXCEPT ON FOUR NIGHTS OF THE SEASON (MAY 12TH, FLOATING NIGHT IN JUNE, FLOATING NIGHT IN JULY, AND AUGUST 4TH).

2. TRAFFIC WILL BE ENCOURAGED TO EXIT THROUGH THE PITS AND AWAY FROM THE RESIDENTIAL STREETS.

3. LITTER WILL BE PICKED UP WITHIN A FOUR BLOCK RADIUS BY MANAGEMENT.

Sasker said when they find a sprint event that they can sign up for then they will need the extension till midnight. Sasker will let staff know of the two dates in June and July when he has them scheduled.

UPON THE VOTE, THERE WERE 3 AYES, 1 NAY. (AYES: GOENNER, REYNOLDS, AND ERICKSON. NAY: HALLIN). MOTION CARRIED.

Vita asked when the dates are for the midnight curfew.

Foss said May 12th, and August 4th. When she finds out for the scheduled dates in June and July, she will contact Vita.

The Planning Commission Board went through the Findings of Fact.
1. Does the proposed use violate the health, safety or general welfare of the Princeton residents? No.
2. Has the proposed use been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation (if applicable)? No.
3. Is adequate parking and loading provided in compliance with the Ordinance? Yes.
4. Have possible traffic generation and access problems been addressed? Yes.
5. Can the proposed use be accommodated with existing public services and not overburden the City’s service capacity? Yes.
6. Does the proposed use conform to the City’s Comprehensive Plan and is compatible with present and future land uses of the area? Yes.
Are there conditions that could be attached to the granting of a permit that would mitigate any potential the adverse impact? Yes.

OLD BUSINESS:
A. Pole Type Construction in B-3 District
Foss said this was discussed at the February Planning Commission meeting and she feels the wording in the Zoning Ordinance in B-2 Zoning District should be left as is, “Or other materials approved by the Planning Commission if determined to have a similar or better longevity and durability as material listed above.” If we leave the B-2 Zoning Ordinance alone, then it will be
allowed if it meets all the design criteria. Pole Buildings will be allowed in B-2 and B-3 Zoning Districts. If the Planning Commission Board wants the B-2 Zoning Ordinance left as is, there is no motion needed.

The Planning Commission Board decided to leave the B-2 Zoning Ordinance as is.

NEW BUSINESS:
W.S.B. Comprehensive Plan
Molly Patterson-Lundgren, Planner with WSB Engineering introduced herself. She proceeded to go through her power point presentation on the Comprehensive Plan for the City of Princeton. Patterson-Lundgren said they want to build on what is already existing. They want to make sure they are not recreating what has already been done.

In the planning process you look at demographics, future goals, what we want, and what is the reality. Task and strategy is the process. Assigning responsibilities, the further you go into the future, it gets hazier of what is needed. Look at priorities and goals. They have the result of the goals that the City Council, staff, and other City Boards had completed. A few of the points that were mentioned that the Boards would like to have on the list of priorities and goals are; to extend 21st Avenue South, construct new restrooms at Mark Park, develop Arcadian Home site, construct a walking bridge between Riebe Park and the west side of the river, and construct a boat launch ramp at Riverside or Riebe Park. Patterson-Lundgren wants to also talk about housing. Patterson-Lundgren added two goals and those are a four lane highway for 95 east and west and a service road along Highway 95.

Goenner said we are so close to the 5,000 population, when was the last census taken.

Patterson-Lundgren said the population is based on the census and building permit information. It happens every ten years. It will happen in 2020 and we will not know the results until 2021. They separate out the long form in 2010 and it is not part of the official census. A lot of material they used in the Comprehensive Plan was from that. They do it differently in other communities.

Goenner asked if the previous goals are they still on the table.

Patterson-Lundgren said those are marked as keep, modify or discard. Those will stay fairly the same. For housing, she wants to utilize the other documents that were done. In 2014 there was a housing needs analysis done and it was for the Princeton market area and Baldwin Township market area. The housing goals right now address the needs for all ages. For a housing location you are creating a neighborhood. You want a community that brings the residents outside. We want to preserve and protect the housing we have now. Infrastructure we need to keep up to date. She has a strong background in historic preservation. There should be coordination with the townships. We should be promoting the walkable and biking
green development. Using what is already there. Do the planning, see things that are not in there and should be.

Erickson said part of the problem with housing is the unavailability of land. You cannot expand in the City. We need nicer or upscale neighborhoods. Redevelop an existing area or expand out in the township.

Patterson-Lundgren showed images of housing developments to see what type “nicer” would qualify as.

Foss said Mille Lacs County is losing more population and Sherburne is gaining.

Patterson-Lundgren said projecting demographic is a flat line in the next twenty years and we have to find activities of how to get people to move here. The number of households went up a little. There is smaller and smaller households. Even if we are adding homes, the number of family members that live in the house is smaller. Princeton will be an aging population. Highest number of households has 65 years plus age group. Demand for housing for 2014-2020 is for rental housing. In 2020 there is a higher demand for rental and for sale housing. When planning for housing, think about ages and different families with children and also grown children coming back and living with their parents, which is happening. Determine what housing is in demand.

Patterson-Lundgren said there will be a presentation to the EDA Board and also for the public.

COMMUNICATION AND REPORTS:
A. Verbal Report
Foss said she does not have a verbal report.

B. City Council Minutes for February, 2017
The Planning Commission had no comments.

REYNOLDS MOVED, SECOND BY GOENNER, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:53 P.M.

Victoria Hallin, Chair

Mary Lou DeWitt, Comm. Dev. Assistant
MEMORANDUM

TO: Planning Commission
FROM: Jolene Foss, Community Development Director
SUBJECT: Rezoning PID # 90-404-0215 from B-2 to B-3 Zoning District
DATE: April 17th, 2017

BACKGROUND
The Zoning Administrator is proposing to rezone PID # 90-404-0215 from B-2 to B-3 to better correspond with the Future Land Use Plan of the City's Comprehensive Plan and to increase economic viability of this lot.

PID# 90-404-0215 is located to the south of Shopko and Caribou Coffee. See image below.

RECOMMENDATION
The potential developer has expressed a desire to construct a carwash in this location and due to the restrictive nature of B-2, the Zoning Administrator feels that the best use of this land is to rezone it to B-3.
MEMORANDUM

TO: Planning Commission
FROM: Jolene Foss, Community Development Director
SUBJECT: Car Wash Restrictions in B-3
DATE: April 17th, 2017

City staff have recently been reviewing the restrictions for car wash facilities in the B-3 General Commercial District.

The intent of the B-3 General Business District is to create an area to serve the commercial and service needs of the general population. The objective is to provide services to both pedestrian and vehicular traffic and to accommodate those businesses which require large areas for off-street parking or generate substantial traffic originating from outside the community.

It is Staff's belief that the restrictions for car washes in B-3 are unreasonable. Staff is recommending that we modify and eliminate some of the restrictions.

B Permitted Uses

In a B-3 General Commercial District, unless otherwise provided in this ordinance, no building or land shall hereafter be erected, used or structurally altered except for one of the following, as well as similar uses:

* Any use permitted in B-1 and B-2 Districts;

* Car washes and automobile service stations provided that:

(a) The off-street loading space(s) and building access for delivery of goods shall be separate from customer parking and entrances and shall not cause conflicts with customer vehicles and pedestrian movements.

(b) The hours of operation shall be limited to 6:00 AM to 10:00 PM, unless extended by the Council as part of the conditional use permit.

(c) Motor fuel facilities shall be installed in accordance with State and City standards. Additionally, adequate space shall be provided to access gas pumps and to allow maneuverability around the pumps. Underground fuel storage tanks are to be positioned to allow adequate access by motor fuel transports and unloading operations which do not conflict with circulation, access and other activities on the site. Fuel pumps shall be installed on pump islands.

(d) A protective canopy (auxiliary canopy) located over pump islands may be an accessory structure on the property and may be located twenty (20) feet or more from the front lot line, provided adequate visibility both on and off site is maintained.

(e) All canopy lighting for motor fuel station pump islands shall be recessed or fully shielded.

(f) Litter Control. The operation shall be responsible for litter control within three hundred (300) feet of the premises and litter control is to occur on a daily basis. Trash receptacles must be provided at a convenient location on site to facilitate litter control.
(g) All pumps and any related canopy shall be set back at least three hundred (300) feet from residentially zoned or guided property, unless screened by an intervening building or located across an arterial or major collector roadway from residentially zoned or guided property.

(h) No more than one car wash bay shall be allowed.

(i) The car wash shall be designed to be an integral part of the principal building, and may not be a separate freestanding structure.

(j) The site shall provide stacking space for the car wash. The amount of stacking space shall take into account the type of car wash and the amount of time it takes to wash a vehicle. Stacking spaces shall not interfere with parking spaces or traffic circulation.

(k) The exit from the car wash shall have a drainage system which is subject to the approval of the City and gives special consideration to the prevention of ice build-up during winter months.

(l) Neither the car wash nor an accessory vacuum shall be located within three hundred (300) feet of any residentially zoned or guided property, unless completely screened by an intervening building or located across an arterial or major collector roadway from residentially zoned or guided property.

(m) Both the car wash and accessory vacuum shall conform to noise regulations as defined in Section Chapter VI, Performance Standards of this Chapter.

If the Planning Commission is satisfied with these changes, we can hold a public hearing for this amendment at the May Planning Commission meeting.
The City of Princeton has been working with interested partners to bring community solar to our residents.

Community solar is an electric array that generates renewable energy and/or bill credits to multiple subscribers within the community. Subscribers, or program participants, can include local residents, businesses and non-profit organizations. Participating customers pay to subscribe to the program, and in turn, receive a credit on their monthly electric bill based on the solar energy production of the project.

The City of Princeton does not have a solar zoning ordinance and does not address solar anywhere in the Zoning Ordinance.

Staff is recommending a Zoning Ordinance addition. A complete chapter regarding the purpose, definition, requirements and standards, and safety measures are drafted for your review.

Staff is recommending having solar energy farms and solar energy systems as an allowed use in the A-1 and A-2 Agricultural Zones. A conditional use permit would be required for this type of use in MN-1, MN-2, and B-3. It would not be an allowed use with or without a permit in R-1, R-2 and R-3.

If the Planning Commission is satisfied with the addition of a Solar Energy Chapter to the Zoning Ordinance #538, a public hearing will be held at the May Planning Commission meeting.
Chapter XI

SOLAR ENERGY FARMS AND SOLAR ENERGY SYSTEMS

1. Purpose

A. The purpose of this Chapter is to maintain the City’s attractiveness, protect the safety of the people, and to promote the general welfare by providing legislation by which solar facilities can be located within the City of Princeton. These general objectives include, among others, the following:


2. To correct and prevent conditions that adversely affect and are likely to adversely affect the safety, general welfare, and health of nearby property owners.

3. To preserve the value of land and structures throughout the City.

2. Definitions

The following terms, as used in this section, shall have the meanings stated.

A. “Community Solar Garden” – means a community solar energy system that generates electricity by means of a ground-mounted or building-integrated solar system and that is supplied to multiple community members or businesses.
residing or located off-site from the location of the solar energy system under the provisions of Minnesota statutes 216B.1641 or successor statute.

B. “Solar Collector” – means a device, structure or a part of a device or structure for which the primary purpose is to capture sunlight and transform it into thermal, mechanical, chemical or electrical energy.

C. “Solar Energy” – means radiant energy received from the sun that can be collected in the form of heat or light by a solar collector.

D. “Solar Energy System (Building-Integrated)” – means a solar energy system that is an integral part of a principal or accessory building, replacing or substituting for an architectural or structural component of the building. Building integrated systems include, but are not limited to, photovoltaic or hot water solar energy systems that are contained within or substitute for roofing materials, windows, skylights, awnings and shade devices.

E. “Solar Energy System (Ground-Mounted)” – means a freestanding solar system mounted directly to the ground using a rack or pole rather than being mounted on a building.

F. “Solar Energy System (Passive)” – means a system that captures solar light or heat without transforming it to another form of energy or transferring the energy via a heat exchanger.

G. “Solar Farm” - means a commercial facility that converts sunlight into electricity, whether by photovoltaic (PV), concentrating solar thermal devices (CST), or other conversion technology, for the principal purpose of wholesale sales of generated energy.

H. “Solar Energy Farms” – means a solar array composed of multiple solar panels on ground-mounted rack or poles which are the primary land use for the parcel on which it is located and is greater than 100 kilowatts direct current (DC) rated capacity.

3. Requirements and Standards

A. Solar Energy Farms - Solar Energy Farms shall be subject to the following performance standards:
1. Solar Energy Farms are composed of multiple solar panels on multiple mounting systems (poles or racks), and generally have a direct current (DC) rated capacity greater than one hundred (100) kilowatts. Solar Energy Farms greater than one hundred (100) kilowatts in all zones and Solar Energy Systems greater than ten (10) kilowatts in all zones except for General Agriculture (AG) require a Conditional Use Permit. Solar Energy Farms are not allowed in shoreland or residential districts. Solar Energy Farms are allowed up to ten (10) megawatts.

2. Solar Energy Farms in agricultural, commercial, and industrial zoning districts may be up to twenty (20) feet in height at maximum design tilt.

3. Location within Lot: Solar Energy Farms must meet the primary structure setbacks for the zoning district and will be measured from the closest point at maximum orientation.

4. Storm water management shall meet the requirements of the City of Princeton and the State of Minnesota.

5. Erosion and sediment control shall meet the requirements of the City of Princeton and the State of Minnesota.

6. Foundations: The manufacturer's engineer or another qualified engineer shall certify that the foundation and design of the solar panels is within accepted professional standards, given local soil and climate conditions.

7. Other standards and codes: All Solar Energy Farms shall be in compliance with any applicable local, state and federal regulatory standards, including the State of Minnesota Uniform Building Code, as amended; and the National Electric Code, and National Electric Safety Code as amended.

8. Power and communication lines: Power and communication lines running between banks of solar panels and to the point of interconnection of distribution utility or interconnections with buildings shall be buried underground as much as practical. Exemptions may be granted by the Commission in instances where shallow bedrock, water courses, or other elements of the natural landscape interfere with the ability to bury lines.

9. Application requirements: The following information shall be provided to the City of Princeton's Zoning Administrator for application of a Conditional Use Permit required in MN-1, MN-2, and B-3. (This is an allowed use in A-1 and A-2)

10. A site plan of existing applicable conditions showing the following:
a. Existing property lines and property lines extending one hundred (100) feet from the exterior boundaries.

b. Existing public and private roads and any easements.

c. Location and size of any abandoned wells and sewage treatment systems.

d. Existing buildings and any impervious surface.

e. Topography at two (2) foot intervals and source of contour interval, unless determined otherwise by the Princeton Planning and Zoning Department.

f. Existing vegetation.

g. Waterways, watercourses, lakes and wetlands.

h. The one hundred (100) year flood elevation and Regulatory Flood Protection Elevation, if available.

i. Floodway, flood fringe and/or Flood Plain (FP) district boundary, if applicable.

j. The shoreland district boundary, if any portion of the project is located in a shoreland district.

k. In the shoreland district, the ordinary high water level.

l. In the shoreland district, the toe and top of a bluff within the project boundaries.

m. Surface water drainage patterns.

11. Site Plan of Proposed Conditions:

a. Planned location and spacing of solar panels.

b. Planned location of access roads.

c. Planned location of underground or overhead electric lines connecting
the Solar Energy Farm or Solar Energy System to the building, substation or other electric load.

d. Planned new electrical equipment other than at the existing building or substation that is the connection point for the Solar Energy Farm.

e. Proposed erosion and sediment control measures as required in elsewhere in the City of Princeton Zoning Ordinance. If required, the Planning Commission may review the associated land alteration for a Solar Energy Farm or Solar Energy System and issue a Conditional Use Permit for that land alteration as part of the request for the Solar Energy Farm or Solar Energy System Conditional Use Permit.

f. Proposed storm water management measures.

g. Sketch elevation of the premises accurately depicting the proposed

h. Solar Energy Farm or Solar Energy System and its relationship to structures on adjacent lots (if any) unless determined otherwise by the City of Princeton Planning and Zoning Department.

12. Specifications and proposed installation methods for all planned major equipment including solar panels, mounting systems and foundations for poles or racks.

13. The planned number of panels to be installed.

14. A description of the method of connecting the array to a building or substation.

15. A copy of the submitted interconnection application with the local electric utility or a written explanation outlining why an interconnection application is not necessary.

16. A decommissioning plan may be required to ensure that facilities are properly removed after their useful life. Decommissioning of solar panels must occur in the event they are not in use for twelve (12) consecutive months. The plan shall include provisions for removal of all structures and foundations, restoration of soil and vegetation and a plan describing the financial resources that will be available to fully decommission the site. The Commission may require the posting of a bond, letter of credit or the establishment of an escrow during some point of the life of the project to ensure proper decommissioning.
17. The Conditional Use Permit for Solar Energy Farms shall expire at the same time that the Solar Energy Farm lease expires, but in no case shall exceed thirty years. A new Conditional Use Permit can be applied for and the City may issue a new Conditional Use Permit for an existing Solar Energy Farm under the terms the City of Princeton Zoning Ordinance. The Commission may waive the expiration requirement for Solar Energy Farms located on property owned by the City or the PUC and other unique owner operated facilities. Conditional Use Permits for Solar Energy Systems do not expire unless the Solar Energy System is removed.

18. The Commission may require a buffer between Solar Energy Farms or Solar Energy Systems and adjoining properties.

19. The Commission may require a greater setback between adjoining properties if conditions warrant.

20. Payment In Lieu of Taxes. Notwithstanding that Minnesota Statutes Section 272.02, Subdivision 24 (or its successor) classifies real property upon which a solar energy generating system is located that is used primarily for solar energy production (subject to the production tax under Minnesota Statutes Section 272.0295) as class 3a, the City may require the applicant to enter into a Payment In Lieu of Taxes Agreement to compensate the City for any prospective tax revenue that may be lost due to such reclassification.

B. **Solar Energy Systems** - Solar Energy Systems ten (10) kilowatts and under are a permitted accessory use in all zoning districts. Solar Energy Systems over ten (10) kilowatts and not exceeding hundred (100) kilowatts require a Conditional Use Permit.

Solar Energy Systems one hundred (100) kilowatts and under are a permitted accessory use in the General Agricultural (AG) zoning district.

1. Accessory Building Limit: Solar Energy Systems, either roof or ground-mounted, do not count as an accessory building for the purpose of limits on accessory buildings.

2. Height: Solar Energy Systems are subject to the following height requirements:

   a. Building or roof-mounted Solar Energy Systems shall not exceed the maximum allowed height in any zoning district.
b. Ground or pole-mounted Solar Energy Systems shall not exceed fifteen (15) feet in height when oriented at maximum tilt in residential zones and may be allowed up to twenty (20) feet in other zones.

3. Location within Lot: Solar Energy Systems must meet the accessory structure setback for the zoning district and will be measured from the closest point at maximum orientation. If attached to the primary structure the Solar Energy Systems must meet the setbacks for the primary structure.

4. Approved Solar Components: Electric Solar Energy System components must have an Underwriters Laboratory (UL) listing.


6. Utility Notification: No Solar Energy System shall be installed until evidence has been given to the Department that the owner has notified the utility company of the customer’s intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.

C. Passive Solar Energy Systems - Passive solar energy systems are exempt from the requirements of this section and shall be regulated as any other building element.

D. Ground Mounted/Building Integrated Solar Energy Systems - Ground-mounted solar energy systems shall not exceed fifteen feet (15’) in height. Building-integrated solar energy systems shall not exceed the maximum height permitted in the zoning district.

E. Solar Panel Glare - All solar farm and community solar garden facilities shall be designed and located in order to prevent reflective glare toward any inhabited buildings on adjacent properties, as well as adjacent street rights-of-way. Steps to control glare nuisance may include selective placement of the system, screening on the side of the solar array facing the reflectors, reducing use of the reflector system, or other remedies that limit glare.

F. Safety Measures - A clearly-visible warning sign concerning voltage must be placed at the base of all pad-mounted transformers and substations. All mechanical equipment, including any structure for batteries or storage cells, shall be completely enclosed by a minimum eight (8) foot high fence with a self-locking gate, and provided with screening in accordance with the landscaping provisions of Princeton’s Code.
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON MARCH 2 2017 4:30 P.M.

Mayor Paul Whitcomb called the meeting to order. Council members present was Thom Walker, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Public Works Director Bob Gerold, Community Development Director Jolene Foss, Police Chief Todd Frederick, Clerk Shawna Jenkins, and Fire Chief Ron Lawrence

Presentation by CGMC – Bradley Peterson

Bradley Peterson is with Flaherty and Hood and provided the Council with an updated on what they are lobbying for. Their 2017 Legislative priorities are LGA, Economic Development, Environment, and Transportation.

Walker asked if there was a way for the City to get some relief in regard to the Wastewater Plant. Peterson responded that it wasn’t likely, as the funds are used for communities that have not built or upgraded as yet.

Edmonds asked if there was funding available for the extension of 21st Avenue, as that would be a commerce connecting extension. Karnowski replied that once the cross wind runway is removed from the airport plan, the city can begin to look for funds.

Karnowski asked Peterson if there will be any trickle-down effect if the president is going to cut out the EPA. Peterson said he does feel there will be some changes coming, but it will likely be a while.

Peterson advised that the CGMC will be holding their summer conference in Fergus Falls, their fall conference in Alexandria and 2 labor seminars in June.

Crystal Cabinets

Foss reported that there is finally an agreement that has been reviewed by the EDA, the Attorney and Council members. She is asking for council approval.

WALKER MOVED TO APPROVE THE CRYSTAL CABINETS DEVELOPMENT AGREEMENT. EDMONDS SECONDED THE MOTION. THE MOTION WAS UNANIMOUS

Sherburne Co. DTF Joint Powers Agreement

Frederick advised that this is the agreement that has been sent to the city for review. It is the same agreement that they have with the City of Elk River. He wanted the Council to review it, as it will be a big task to put together a budget, job description and to work with the unions and get the project started in 2018.

Walker asked how long each person would work with the DTF. Frederick responded that it would be no more than 3 years. The officers would rotate and be considered an "Investigator" at that pay rate for their time with the DTF. Whitcomb asked if they would roll back to the patrol pay once their time was up. Frederick confirmed that would be the case, but everyone is still very interested and the experience is going to be invaluable.

Zimmer, Whitcomb and Reynolds all commented that the city would greatly benefit from being involved with the DTF. Karnowski added that with the task force working in the city,
many other crimes will go down in the city as well. Frederick stated that they have been in the area working lately and the Police Department has been assisting on some things.

Frederick stated that he has met with the county and the city attorney’s to inform them that the City will likely be joining the task force.

Zimmer asked how a person would be picked. Frederick responded that he will be involved, as well as having assistance from the task force in choosing an officer.

Walker asked if Frederick knew their clearance rate. Frederick responded that he was is not aware of their percentage, but he does know it takes a lot longer and the success of charging the suspects are high. He said clearance rates are difficult to pin down, as they can be very different depending on the crime.

Whitcomb suggested the council looking it over and maybe approving it at the next council meeting.

Disposition of old lawn mower – Bob Gerold

Gerold advised that public works has a new mower listed in the CIP. The legion has requested the old mower to maintain the City’s Solheim Field and he is looking for Council approval.

Kornowski added that if he recalls correctly, a law was passed to allow government special accommodations for something like this.

Walker questioned if it would make sense to just sell the mower to them for $1.

Edmonds asked what the Legion is currently using. Gerold replied that they do have a mower, but it is very old and is costing a great deal to maintain.

WALKER MOVED TO ADJOURN THE STUDY SESSION AT 5:06PM. REYNOLDS SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON MARCH 9, 2017 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, Jack Edmonds, Jules Zimmer and Jeff Reynolds. Others present: Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Development Director Jolene Foss, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, Engineer Eric Eckman, and Attorney Kelli Bourgeois

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of February 23, 2017
B. Study Session Meeting Minutes of March 2, 2017

EDMONDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF FEBRUARY 23, 2017 AND THE STUDY SESSION MEETING MINUTES OF MARCH 2, 2017. ZIMMER-SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
C. Donations/Designations
   1. Resolution 17-12 accepting donation from Crawford Equipment
   2. Resolution 17-13 accepting TV Donation for Public Safety Building
   3. Resolution 17-14 accepting donation for Public Safety Day

WALKER MOVED TO APPROVE THE CONSENT AGENDA. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. EDA Board Meeting of February 16, 2017
B. Park Board Meeting of February 27, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request from Princeton Lion’s

Karnowski advised that the Princeton Lion’s are requesting a 10 - $20 gift cards to be used for their Spring Raffle which supports local community charities. In the past 3 years, they have received $100 per year, so this is twice the amount that was donated. Zimmer said they do a lot for the community, and does not feel this is a lot to request.

ZIMMER MOVED TO APPROVE THE REQUEST FROM THE PRINCETON LIONS FOR 10 $20 GIFT CARDS TO BE USED FOR THEIR SPRING RAFFLE. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Wine and Spirits Grant Request from Kinship Youth Mentoring

Karnowski reported that Kinship Youth Mentoring is requesting a $1500 Grant to assist in their mentoring program. Karnowski responded that they received $1500 in 2015, $1000 in 2013, $680 in 2011 and $850 in 2009.
Edmonds said it appears they are losing some funding that they used to receive. Zimmer added that he understands they plan on requesting funds yearly.

Walker stated he is in support of the work that this group does.

WALKER MOVED TO APPROVE THE KINSHIP YOUTH MENTORING’S GRANT REQUEST FOR $1,500. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Ordinance 747, Lot Width in R2 - FIRST READING

Foss reported that the Planning Commission has held a public hearing and reviewed this ordinance. This amendment is just changing the table included, as the previous ordinance had the R1 table in it in error.

WALKER MOVED TO INTRODUCE ORDINANCE 747, AMENDING THE ZONING ORDINANCE CHAPTER V (ZONING DISTRICTS), SECTION 5 OF R-2 RESIDENTIAL ZONING ORDINANCE ALLOWING LOT WIDTH THAT CREATES A NON-CONFORMING LOT IN SPECIFICALLY DEFINED CIRCUMSTANCES FROM THE CITY OF PRINCETON ZONING ORDINANCE #538. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Main Street Lift Station Change Order #1

Eckman reported that there were a total of 8 items included in this change order.

Item No. 1

- The work consisted of removing an existing storm sewer manhole and extending the storm sewer through the new driveway. When excavation for the work occurred, the existing storm piping was found in a condition beyond repair.
- It was initially decided to remove the existing pipe and replace the existing storm sewer in addition to installing the contracted work. A cost was negotiated with the Contractor.
- At a later date, it was decided to eliminate the storm sewer in its entirety and perform a small amount of regrading to address the drainage.
- The plan eliminates the cost associated with future maintenance of the piping. It also facilitated an installation more consistent with the City’s standard practice of avoiding culvert type installations.
- A final cost of an additional $720 was negotiated with the Contractor to eliminate the storm sewer in its entirety and return the materials already at the site. Included in this amount is the removal of the existing storm sewer, regrading as needed, and a deduction for the extension of the storm sewer.

Item No. 2

The ground under the new building addition was found to be unstable to support the building addition. A geotechnical evaluation was prepared by Braun InterTec prior to the construction of the building addition. The geotechnical report identified soft supporting soil likely due to the compactive efforts (lack there-of) incorporated when the lift station was originally backfilled. Groundwater was also expected to be a constraint.
In order to minimize the cost associated with supporting the building foundations, a subcut and soil replacement was recommended in lieu of a deeper support. It was also recommended the geotechnical engineer observe the excavation, test and evaluate the subsoils, and provide an alternate recommendation if necessary.

Due to the groundwater encountered in conjunction with the subsoils found, the design was recommended to be modified by the geotechnical engineer. A revised subgrade section was designed to support the building foundations. The cost of the additional work was $1,400.

Item No. 3
Chain wheel actuators were decided to be added to the process valves being replaced in the drywell that had an operating height of seven feet associated with them. There were three valves total that required the actuation modification. The cost for the additional work was $690.

Item No. 4
Mechanical changes were required to facilitate the installation of the exhaust fan in the ground level room of the existing building. The roof curb detail was modified and the ducting was extended. In addition, the water meter and RPZ for the water service was relocated as well as water piping to facilitate an improved installation. The cost of this item was $2,896.15.

Item No. 5
The City decided to replace the existing High Intensity wall pack exterior flood lighting with LED lighting. The replacement lighting will save the City money in the long term due to energy consumption savings. The old lights were bulky and did not match well with the appearance of the building addition. In addition, the new lighting is more directional in nature and less of an annoyance to the nearby residences. The cost of the new exterior lighting was $756.18.

Item No. 6
The City decided to add a riser pipe and manhole off of the wet-tap installed as a means to bypass the lift station for this project. This will allow the lift station to easily be bypassed in the future. The cost for this additional work was $4,744.09.

Item No. 7
The City requested the gate be relocated to be contained within the driveway gate. In addition, the fencing was replaced to the northwest corner to facilitate height changes associated with the installation of the driveway gate. The cost for these changes was $194.25.

Item No. 8
During the excavation for the insert valve and wet tap it was determined the stoop would conflict with the maintenance of the valve in the future, if needed. The need for the stoop was reevaluated and it was decided it could be eliminated. The City was comfortable with a floating sidewalk in front of the west face of the building. The sidewalk was also extended adjacent to the wet well over to connect with the driveway. The credit amount negotiated for this modification was ($1,650).

WALKER MOVED TO APPROVE THE LIFT STATION CHANGE ORDER #1 IN THE AMOUNT OF $9,750.67. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.
B. Sylva Land Lease Agreement

Karnowski advised that he has drafted a land lease, which has been reviewed by staff and the city attorney. He has sent the agreement to Larry Doose to review and everyone has agreed with this wording.

WALKER MOVED TO APPROVE THE LAND LEASE AGREEMENT WITH SYLVA. EDMONDS-SECONDED THE MOTION.

Edmonds asked if Outlot A belongs to the City. Karnowski responded that it is owned by John Westling. The City purchased this lot when we anticipated it for a dedicated right of way. Staff is also anticipating that Outlot C will become airport property at some point if the city extends 21st Ave.

THE MOTION CARRIED UNANIMOUSLY

C. Sherburne County Drug Task Force Agreement

Karnowski asked the council how they felt about the agreement now that they have had a chance to review it since the study session. It has been reviewed by the city attorney. They are not asking for it to be approved and signed as of yet. Staff will be contacting the City of Elk River to find out what they used for a job description for this position, and will begin working towards including the funds needed in the 2018 budget.

Edmonds questioned the training that the officer will be needed. Frederick responded that the BCA has some training classes that the officer would need to attend, which will be covered by the departments training budget.

Reynolds pointed out a correction needed on the front page, to include the city of Princeton instead of “Sherburne County”. Staff will make that change.

NEW BUSINESS

A. Volunteer Firefighter openings

Lawrence reported that Princeton Fire and Rescue (PFRD) recently interviewed 8 applicants for firefighter positions. The interview panel is recommending 3 applicant finalist to move on through the hiring process. Those candidates are:

Toni Ickler
James Ahner
Mark Ellington

A formal request to hire will be requested as soon as they successfully complete the hiring process.

B. 2017 Airport Crack Seal Project

Karnowski reported The FAA and MnDOT Aeronautics has given preliminary approval of a proposed airport improvement project for our airport for this summer.

The project recommended by the Airport Advisory Board for this year is an extension of the crack sealing work performed in 2015.
The 2015 project addressed the worst cracks exhibited at the time, and since that time, cracks that were not treated and newly formed cracks are in need of repair.

All indications show that the crack seal performed in 2015 is still adequate and will not need to be addressed. The scope of work would be for cracks not repaired.

Specifically, the cold joints adjacent to full depth crack repair work completed nearly 8 years ago have not been addressed and will need attention.

The runway and taxiway are scheduled to be reconstructed in FY 2019.

The crack repair is intended to maintain serviceability of the airfield pavements until that time.

Given the age of the pavements (constructed in 1986), it is expected that there will be an increase in maintenance activity and costs toward the end of the pavements life.

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**Preliminary Project Budget**

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>Runway Crack Sealing</th>
<th>Taxiway Crack Sealing</th>
<th>Apron Crack Sealing</th>
<th>Total</th>
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<tr>
<td>Construction Costs</td>
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<td>$11,700.00</td>
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<td>Engineering Services – (Design, Construction, Administration)</td>
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<td>Administration Costs</td>
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<td>$16,200.00</td>
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<td>$55,000.00</td>
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</tbody>
</table>

**FUNDING BREAKDOWN BASED ON ELIGIBILITY CALCULATIONS**

- FAA Participation (approx. 80%)
  - Runway Crack Sealing: $27,000.00
  - Taxiway Crack Sealing: $13,500.00
  - Apron Crack Sealing: $4,500.00
  - Total: $45,000.00

- State Participation (approx. 5%)
  - Runway Crack Sealing: $1,500.00
  - Taxiway Crack Sealing: $750.00
  - Apron Crack Sealing: $250.00
  - Total: $2,500.00

- Local Participation (approx. 5%)
  - Runway Crack Sealing: $1,500.00
  - Taxiway Crack Sealing: $750.00
  - Apron Crack Sealing: $250.00
  - Total: $2,500.00

The cities' cost, assuming MNDOT is still going to participate, will be just $2500 for the city. MNDOT’s concern is that the city did do another 3 years ago, but this is a different area of the airport and they have approved this project.

Walker asked if there was discussion at the Airport Board regarding this project being smaller than they had originally wanted, so he would like to confirm that total amount. Karnowski will check on the amount and confirm.

**WALKER MOVED TO APPROVE THE 2017 AIRPORT CRACK SEAL PROJECT. EDMONDS SECONDED THE MOTION.**

Edmonds asked for clarification that the city’s portion comes out of the liquor enterprise fund. Karnowski confirmed that it does. He added that the concern is that the MNDOT funds will dry up maybe next year, but as of now they are paying a portion of the project costs.

Edmonds asked about accumulating the grant funds. Karnowski said you can accumulate for 3 years to do a larger project. Many cities will loan out some of their funds, then get them back for a larger project.

**THE MOTION CARRIED UNANIMOUSLY**

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**C. PFRD Grant Application Request**

Lawrence advised that Central Minnesota EMS is accepting grants for EMS supplies. This is a non-matching grant up to $500.00. The Fire Department would like you approval to apply for
this grant to purchase some additional EMS supplies for our department. They are short a medical bag for one of their engines.

ZIMMER MOVED TO APPROVE THE FIRE DEPARTMENTS REQUEST TO APPLY FOR THE CENTRAL MN EMS GRANT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY. THE MOTION CARRIED UNANIMOUSLY

D. Ehman Mortgage Satisfaction

Jackson reported that the Ehman's utilized NSP funds with a forgivable loan. However, because they didn't satisfy the length of the loan, a portion of those funds are paid back to the city. The Council just needs to acknowledge the payment and process the satisfaction of Mortgage.

WALKER MOVED TO ACCEPT THE PAYMENT AND APPROVE THE MORTGAGE SATISFACTION FOR CHRISTINE EHMAN. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Whitcomb thanked all the public safety people in the area for assisting with the severe damage in the Townships from the storms on Monday.

BILL LIST
ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $145,476.30 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 75181 TO 75275 FOR A TOTAL OF $421,263.13. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

WALKER MOVED TO ADJOURN THE MEETING AT 7:29 PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON MARCH 23, 2017 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, Jack Edmonds, Jules Zimmer and Jeff Reynolds. Others present: Administrator Mark Karnowski, Finance Director Steve Jackson, Development Director Jolene Foss, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, Engineer Eric Eckman, and Attorney's Damien Toven and Kelli Bourgeois. Absent was Police Chief Todd Frederick.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of March 9, 2017

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 9, 2017. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
C. Donations/Designations

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Airport Board Meeting of February 6, 2017
B. Planning Commission Meeting of February 27, 2017
C. Fire Advisory Board Meeting of March 7, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Prince-TEN Miler Race Request

Karnowski advised that this is the third year of this race. Walker said this race always seems to run very smoothly. Zimmer stated that he assumes they would use reserve officers and this is a good event for the community.

WALKER MOVED TO APPROVE THE REQUEST FROM KRIS LOGGREN TO HOLD A 5 MILE AND 10 MILE RACE ON OCTOBER 14TH AND TO PROVIDE POLICE SUPPORT TO AID IN RUNNER SAFETY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Ordinance 747, Lot Width in R2 - FINAL READING

Foss reported that the Planning Commission has held a public hearing and reviewed this ordinance. This amendment is just changing the table included, as the previous ordinance had the R1 table in it in error.

REYNOLDS MOVED TO APPROVE ORDINANCE 747, AMENDING THE ZONING ORDINANCE CHAPTER V (ZONING DISTRICTS), SECTION 5 OF R-2 RESIDENTIAL ZONING ORDINANCE ALLOWING LOT WIDTH THAT CREATES A NON-CONFORMING LOT IN SPECIFICALLY DE-
FINED CIRCUMSTANCES FROM THE CITY OF PRINCETON ZONING ORDINANCE #538. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Ordinance 748 – Mini Storage Zoning Amendment – FIRST READING

Foss advised this is amending how Mini Storage is permitted. This was in as an interim use and it has been determined that it needs to be under a conditional use.

Edmonds asked for clarification that this will only be allowed in B3. Foss said that was correct, the zoning did not change, only that it is recommended to be a conditional use.

WHITCOMB MOVED TO INTRODUCE ORDINANCE 748 AMENDING THE ZONING ORDINANCE CHAPTER V (ZONING DISTRICT), SECTION 10 OF THE B.3 GENERAL COMMERCIAL REGARDING MINI STORAGE FACILITIES PERMITTED BY THE ISSUANCE OF AN INTERIM USE PERMIT TO BE CHANGED TO THE ISSUANCE OF A CONDITIONAL USE PERMIT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Resolution 17-17 – Community Gardens

Foss reported that Randy Hatch has requested support by the City Council for an expansion of the Community Garden that was established in 2016. Genny Reynolds, County Commissioner and EDA Member and Community Development Director Foss applied for and received a Statewide Health Improvement Program grant for $1000 last year to begin a small scale Community Garden located at the Milie Lacs County Historical Depot. This garden was very successful and well received. Unfortunately, the garden is small and only allows for a limited number of volunteers to participate.

Randy has a vision for a Community Garden that is modeled after the Isanti County Community Garden in Cambridge. This type of garden allows community members to “lease” a 10x10 plot for their garden. Due to the lack of available space at the Depot, Staff is requesting the Council approve the expansion of the Community Garden at the furthest westernmost portion of the Oak Knoll Cemetery. The newly forming Community Garden Volunteer Group will be electing a Board of Gardeners to oversee the garden, assign plots, provide education, and enforce rules and other necessary tasks.

Edmonds asked for clarification that city workers would not be involved. Foss confirmed that they would not. Zimmer said he thinks it is a nice idea for those residents that do not have space for a garden on their own property.

ZIMMER MOVED TO APPROVE RESOLUTION 17-17 DECLARING SUPPORT FOR THE CREATION, PROTECTION AND LONG TERM SUSTAINABILITY OF COMMUNITY GARDENS IN THE CITY OF PRINCETON. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. Main Street Lift Station Pay Voucher #9
Karnowski reported that this pay voucher request is for $9,750.67. He added that most of the funds for this project came from a USDA Grant.

Eckman stated that this Pay Voucher is for the Change Order that was approved at the last City Council Meeting.

WALKER MOVED TO APPROVE PAY VOUCHER #9 IN THE AMOUNT OF $9,458.15. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

A. National Day Of Prayer

Karnowski reported that as the council does every year, there is a mayoral proclamation for the national day of prayer.

ZIMMER MOVED TO PROCLAIM MAY 1ST, 2017 AS THE NATIONAL DAY OF PRAYER. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. PUC Rezoning Request

Foss reported that the PUC has submitted an application to rezone from R-3, Multi-Family Residential District, to ES, Essential Services Overlay District, at 907 2nd Street South, on the property described as Lots 7-9, Block 5, Ex E 30 Feet, Carter's Second Addition, City of Princeton, Mille Lacs County, Section 33, Township 36, Range 26, (PID #24-161-0390).

This parcel was previously owned by Mille Lacs County and was used as a recycling site.

The applicant has met with the Community Development Assistant explaining the rezoning request. The applicant purchased the property in 2016. The usage for this parcel includes storage of transformers, poles, etc. The PUC intends to construct fencing similar to that which is found at the substations. Privacy measures will be put into place for screening from the nearby residential neighborhood.

The neighborhood in which the parcel is located contains mostly single family homes, some two-family homes and some multi-family housing.

The City engaged in a Comprehensive Plan update back in 2009 that identified the long-range goals for development within the City. The proposed use aligns with the goals of the Comprehensive Plan.

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

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

The Planning Commission met on February 20th, 2017 to hear this request and has made the recommendation for City Council approval.

Edmonds asked if the property where their buildings are now is also zoned as essential services. Foss replied that it is also zoned as an essential services Overlay.

WALKER MOVED TO APPROVE RESOLUTION 17-15 REZONING FROM R-3 MULTIPLE FAMILY RESIDENTIAL TO ESSENTIAL SERVICES OVERLAY DISTRICT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Proposed Anoco Purchase Agreement

Foss advised that the City was approached regarding the proposed purchase of industrial land in the Princeton Industrial Park. This parcel is adjacent to property already owned by the Powell’s and Anoco Metals.

The request for the purchase is to expand their existing facility with a 17,500 square foot addition and put up fencing around the property.

Staff has been negotiating with the Powell’s and has conferred with the City Attorney regarding this potential sale.

The lots has a current market value of $18,600. Staff is requesting a recommendation to sell to Anoco R/E for $18,000.

Development criteria for this parcel includes that it must be used for industrial expansion of current operations, that buyer submit all proposed plans to Planning Administrator for site plan review.

Edmonds asked how much land the city owns in this area. Gerold replied that there is one other vacant lot, then one with the North Ambulance Hanger and another that includes the Flight Service Station.

Walker asked if there would be an issue with the airport. Karnowski advised that this lot is not airport property, but there may be some height restrictions. The airport engineer will take a look at this, but it should not affect the expansion.

EDMONDS MOVED TO APPROVE RESOLUTION 17-16 APPROVING THE SALE OF PART OF LOT 4, BLOCK 3, PRINCETON INDUSTRIAL PARK THIRD ADDITION TO ANOCO METALS SERVICES. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY. THE MOTION CARRIED UNANIMOUSLY

D. Firehouse BBQ request

Karnowski reported that Campbell at the Liquor Store has been contacted by Firehouse BBQ to request parking her food trailer at the Liquor Store on some Fridays. She does have a license with the City.

Zimmer stated he does not see an issue with it.
Saralee Strandberg with Firehouse BBQ stated she is also licensed from the state and has been in business for 8 years. She is inspected yearly, and can be randomly inspected at any time. Currently she has been setting up in the mall parking lot depending on the weather. Her thought was to move to the Liquor Store Friday afternoons. She does have other events scheduled at times, so she may not be there every Friday.

WHITCOMB MOVED TO APPROVE FIREHOUSE BBQ TO SELL OUT OF THE MUNICIPAL LIQUOR STORE PARKING LOT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. City Surplus Property Policy

Karnowski advised that at a recent council meeting the desire to donate a surplus lawnmower to the American Legion for use at Solheim Field was discussed and staff was asked to find out if that was ‘doable’.

It turns out that, in 2016, the Minnesota Legislature passed a new law authorizing a “local government,” including statutory and home rule charter cities, to donate “surplus equipment” to a “nonprofit organization.”

The law requires that, before surplus equipment can be donated, a city “must adopt a policy on how it will determine what equipment is surplus eligible for donation and how it will determine which nonprofit organizations may receive donations.” In addition, the policy “must address the obligations of the local government to disclose to the nonprofit that the surplus equipment may be defective and cannot be relied upon for safety purposes.”

The new law also adds municipal immunity from liability for any claim “resulting from the use of surplus equipment donated by the municipality to a nonprofit organization under section 471.3459.” Immunity does not apply if “the claim is a direct result of fraud or intentional misrepresentation.”

The proposed policy is modeled after the LMC model policy and complies with the policy adoption requirement in Minnesota Statutes, Section 471.3459.

The provisions of this model policy are recommendations. Each city should carefully consider its own circumstances before adopting a policy. In particular, cities may want to impose additional requirements or restrictions on the types of nonprofit organizations that are eligible for donations, how or whether surplus equipment will be advertised, and how the city will determine which nonprofit organizations will receive donations.

REYNOLDS MOVED TO APPROVE THE CITY SURPLUS PROPERTY POLICY. WALKER SECONDED THE MOTION.

Walker asked if all surplus property is depreciated to zero by the time it’s donated. Jackson said it would be based more on the city’s use or lack thereof. He does not feel that wording needs to be part of the policy.

Zimmer stated that the benefits to a group would outweigh what the city would get if the property was sold.

THE MOTION CARRIED UNANIMOUSLY
MISCELLANEOUS

BILL LIST
ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $128,433.63 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 75280 TO 75328 FOR A TOTAL OF $157,251.75. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

WALKER MOVED TO ADJOURN THE MEETING AT 7:29 PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor

Draft