THE MEETING OF THE PLANNING COMMISSION HELD ON MAY 21ST, 2018, 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 Jeff Reynolds, Eldon Johnson, and Scott Moller. Staff present were Robert Barbian (City Administrator) and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent were Dan Erickson and Scott Moller. (Moller arrived at 7:04 P.M.)

APPROVAL OF MINUTES OF REGULAR MEETING ON APRIL 16, 2018
JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE MINUTES OF APRIL 16, 2018.
UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

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

Scott Moller arrived at 7:04 P.M.

PUBLIC HEARING:
A. #18-08  Rezoning to B-2 District at 601 6th Avenue North
Community Development Assistant Memo:

REQUEST
Nicholas and Tonia Anderson have submitted an application to rezone their property from B-2 Neighborhood Business to R-3 Multiple Family Residential located at 601 6th Avenue North.

BACKGROUND
This property started as a residential home years ago and then changed into a church and had sold for business use with a zoning changed B-2, Neighborhood Commercial in 2012. The use was a two unit Garden Supply Store and Dog Grooming Shop. Only the west side of the building is seen from Rum River Drive where the front of the building faces 6th Avenue North.

The new owner would like to bring this building back to a two unit residential rental site with built in garages that were originally there, separating the two units. A site plan of what is intended for renovation is included for your review. The renovation will be to the inside of the building, and exterior. The setback requirements for the B-2 and R-3 Districts are the same except for the front yard setback and maximum lot coverage. The property owner would need to follow the R-3 Zoning Ordinance if the rezoning were approved. The owner has spoken to the City of Princeton Building Inspector on building codes to renovate this back to a residential site and understands a building permit would need to be approved prior to any renovations.
**Water, Sewer, and Electrical Hook-up**
Currently there is one connection for water, sewer, and electrical to the building. The owner will install separate connections for all utilities where the two units will have their own meters.

**Addressing**
The proposed addressing will stay as 601 6th Avenue North with the east side of the building being Suite B and the west end labeled Suite A.

**Existing Land Uses**
The neighborhood contains a variety of land uses from commercial to single family home to multi-family homes. The commercial uses, with the exception of “Neighbors on the Rum”, are located on the southwest side of Rum River Drive, which is the same side of the road the subject property is located on.

**Futures Land Use Plan (Comprehensive Plan)**
The Future Land Use Plan designates the entire half block southwest of Rum River Drive between 6th Street North as Commercial/Residential mixed. In 2012, the neighboring site at 605 Rum River Drive North requested to be rezoned from the R-3 Multiple Family Residential District to B-2 Neighborhood Business District because they were selling the site that was used for business and too small to build a residential home on. The Future Land Use Plan and Comprehensive Plan support the proposed use for residential.

**RECOMMENDATION**
Based on the above analysis, staff recommends the Planning Commission recommend to the Council approval of the rezoning of the property at 601 6th Avenue North, based on the following findings of fact:

1. The proposal complies with the mixed Residential Use since the site is adjacent to neighborhoods.

2. The Mixed Residential is compatible with present and future land uses of the area.

A Planning Commission approval of the rezoning from B-2 Neighborhood Commercial to R-3 Multiple Residential to be subject to the following conditions:

1. The applicant shall follow all building codes and the Zoning Ordinance for the renovation of the building and a Building Permit be submitted and approved prior to renovation.

2. Each unit will have separate utility meters.

(Note: The Rezoning shall go to the Council for final approval).

************************************************************************End of Staff Memo************************************************************************
DeWitt gave a review of the rezoning request.

Nicholas Anderson, applicant informed the Planning Commission Board that this was built as a side by side unit. His plan is to bring it back to a two unit rental site with two bedrooms on each side. The side to the west is two stories and that will be Unit B and the east unit is a one story with two bedrooms and that will be Unit A. He is not changing the footprint of the building. He has a rental agency that does back ground checks on tenants. He plans to reside the building and put in all new windows. He will have separate utility meters for each unit. He plans to put $120,000 into the building so it is a nice living place.

Hallin said that is quite an investment. How long has the business use not been there.

DeWitt believes for over a year with the Dog Groomer and the Garden Supply Store never seemed to be as active. The building faces 6th Avenue North so the visibility from Rum River Drive is just the side of the building.

Hallin opened the public hearing.

Richard Long, 511 6th Avenue North, said that he also has a commercial building across the street that has had different uses. He also has a 55 foot lot by that. He is against rental property. There had been a tenant in the neighborhood that was renting a place and their guest was disrupted. He gave the Planning Commission a petition he had signed by six people in the area that are against a rental unit at this site. He inquired about this property when it was for sale and he did not think it was going to be changed from the business use. There is no setback on this land. He believes this is spot zoning. He needs some kind of rational of why the zoning change to residential. On his own 50-foot lot that was platted it was residential and now business, can he go back to residential. There are many uses this building can be repurposed too. You could have multiple offices in there, Law Office, Insurance Company, and such. He feels the highest investment for that property would be a Daycare.

Joseph Brandenburg, 510 6th Avenue North, said that he is concerned of the setbacks and fire hazards. Make sure it is fine with the current statues. He wants it looking nice. Stay with the compliances. This is a watershed area for the State. They say they are not adding on to the outside. He believes he will have to change it to make the compliances. He drove around the property and thinks it is too tight. There is no fire exit. No way for a fire fighter to get out on the area. He said it has probably been added on too and is not up to code. It does not look like the setbacks have been met.

Barbian asked Nicholas Anderson what the fire code for the separating wall.

Anderson said there will be a fire separation in the garage. It will be in compliance with the fire and building code.

Brandenburg said to make sure it meets the setbacks.
DeWitt explained that no additions are planned on the building so the setbacks would not be an issue. If they were to make additions to the site, that would be different.

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

Barbian said that the question of spot zoning has been answer where this would not be spot zoned. The Planning Commission can make a motion to table it until we find out from the City Attorney that the rezoning would conform to the zoning change and be allowed with the use converted, or it can be approved with the contingency that the City Attorney says it is okay to rezone with the change of use, or you can deny the rezoning.

Hallin asked Anderson if the Planning Commission tabled it until staff heard back from the City Attorney if that would delay the project for him.

Anderson said it would delay him from beginning the renovations, but he will do what is needed.

Brandenburg said it should be submitted to the City Attorney.

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE REZONING OF 601 6TH AVENUE NORTH (PID #24-040-1310) FROM B-2 NEIGHBORHOOD BUSINESS DISTRICT TO R-3 MULTI-FAMILY RESIDENTIAL DISTRICT, AND FORWARD TO THE CITY COUNCIL WITH THE CONTINGENCY THAT STAFF TALK WITH THE CITY ATTORNEY TO MAKE A RULING IF THIS REZONING IS IN COMPLIANCE WITH THE ZONING ORDINANCE. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission Board reviewed the Findings of Fact:
1. Is the rezoning consistent with the Princeton Land Use Plan? Yes.
2. Have there been changes in the character of the development in the vicinity? No.
3. Does the rezoning constitute spot zoning of the property? No.
Based on the findings, a recommendation to approve (after Attorney review) the rezoning will be made to the Princeton City Council.

OLD BUSINESS:
A. Concept Plan Sherburne Lakes Senior Living
Robert Barbian, City Administrator Memo:
Background:
A request for the extension of utilities has been received by the City. The request is for public services to be extended to the Sherburne Lakes concept plan. The development design concept
shows 124 manufactured homes. This number will likely decrease as infrastructure is finalized. The owners are positioning the development to hit a senior clientele.

A number of items are under review. The cost of getting the water distribution system and sewer collection system including a lift station have been estimated by the City Engineer and presented to the Developer.

As the cost estimate to get utilities to the property was in process the Princeton Gold Course owner and Engineer presented a concept to develop the property along 4th Avenue South. The added cost of road reconstruction, service laterals and a modified sewer plan may offset payments by a Golf Course Developer, should one be identified. The current owner has not indicated to the City a desire to step forward. In consideration of this, the initial plan of boring water under the road with the sewer main going a route directly to the plant may be the direction that needs further advancement. WSB will be reviewing and finalizing for the Developer. At this time preliminary information has been assembled by WSB and distributed to the Developer and their Engineer, Boggart Pederson.

To respond to the request for the extension of services, direction from the Planning Commission and City Council on the Sherburne Lakes Concept plan is requested. City & Utility supervisors have discussed various aspects of the proposal. The compilation and consensus of the recommended comments follow:

**Conditions for advancement:**
* The property is zoned R-3 Multiple Family Residential. The manufactured home use works best with a Conditional Use Permit.
* The recommended Conditional Use Permit will establish standards. The standards will be used to set home areas, drive areas, parking areas, common features, and related development items.
* That the flood plain delineation be completed in a manner which documents the allowance of the proposed uses, including manufactured homes, drives, and all utilities.
* That the Developer be responsible for the costs of extending public utilities; sewer and water to the site in a manner acceptable to the City.
* That the construction of sewer, water, and storm water be within the development be completed by the Developer with a design acceptable to the City Engineer. This to include a 10” sewer main, a 12” water main, and storm water system extended from the east edge of the property to the west edge and south edge of the property.
* All sewer and water mains be located within out-lots or easements as determined appropriate by the City Attorney with access rights clearly designating rights of entry for repair and maintenance.
* That the Developer construct a sanitary lift station to facilitate sanitary sewer for the development as well as to accommodate those areas determined appropriate by the City Engineer. With the City entering a reimbursement agreement upon collection of fees from benefiting properties over the proceeding 12 years.
* The streets proposed as private drives built by the Developer at a standard acceptable to the City Engineer allowing access by all and maintained by the owner.
* That streets allow police authority to enforce no parking zones.
* That an acceptable street light plan be constructed and maintained.
* That the owner of the Manufactured Home Park be responsible for all final payment of the individual water and sewer bills allowing non-paid bills to be assessed upon the property.
* That any and all substantial changes within the Manufactured Home Park, specifically those involving lot sizes or dimension changes, road modifications and other structural items be approved by the City.
* That no more than 30 units be completed without first providing a second access acceptable to City Engineer.
* That an acceptable Park Land Dedication agreement be completed, which may include the construction of an ASTO compliant span for pedestrians connecting the development to 4th Avenue/1222nd Street.
* That an acceptable storm shelter plan be put in place.
* That he development construction occur in no more than three phases.
* That the Developer be responsible for a portion of the cost to loop the water main pending a determination by the City.

**Recommendation:**
That the members of the Planning Commission provide direction on any specific concerns or issues which need to be addressed. That members provide direction to staff on proceeding with the development.

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Barbian said that Kent and Brent Titcomb have been working on this for a while. He invited them to give an overview on their plans.

Kent Titcomb said his son Brent lives at 12113 317th Avenue, Princeton and he lives in Florida. Kent said he grew up in the manufactured home business. He has spent time making manufactured homes attractive where they look like a house. They are built to withstand hurricanes in Florida. This development would be for “Senior Living 55+”. There would be underground utilities, sidewalks, for first class living. This will be about a five million dollar investment. The residents will buy the home and rent the land. Kind of an association fee, but it is a lot rent. They will be hooking up to City sewer and water.

Barbian asked if they will be a manufactured home mounted with a two foot crawl space underneath.

Brent Titcomb said they will have a slab underneath and dirt over it where you will not see skirting.

Barbian said it does not have sewer and water to the site so that will need to be extended. Water will come from where the twin homes are across from the golf course. It is a 64 acres
development. Bringing sewer and water to the site is moving along, about 80% completed with what needs to be reviewed. If the owners of the golf course want to jump in on this they could. They had come in and talked about building twin homes at an area at the golf course. Sewer has two different routes we are looking at that would be two different cost factors. Not sure if the golf course people are on board with moving forward. The City Supervisors have discussed conditions for this development, and zoning will stay with R-3 Multi-family Residential with a Conditional Use Permit. The City Attorney recommended that. There are suppose to be modifications to the Flood Plain Map and their Engineer has to show those changes for this to work with the City. There is a frontage road and County Road #2 to the site, and if we get sewer and water to the site, we could possibly have it move beyond.

Hallin asked they will have garages or carports.

Kent Titcomb said there will be both throughout the park. The lots are about ¼ acre. There will be a few phases that will be done for about 30-40 homes at a time. The cost will be approximately $120,000 for each modular home, and they will be about 1,300 – 1,400 square feet. If you take care of a mobile home park they will last. The number of retirees will only increase since the end of the baby boom is here. There will be a few options for a storm shelter and they are looking at a club house that could be used for that. They are even looking at a section in the home that could be used as a storm shelter.

Barbian said a storm shelter that meets the requirements. Cost for sewer and water is being looked at by the Engineer. They are covering the expense of the engineering cost right now.

Hallin likes the proposal, it is a nice development for the site.

Johnson said the pond they are looking at digging dirt from, they will have to go through the State and then leave it as a wildlife pond.

Barbian said there will be public sewer and water mains and private roads. The water will have its own shut off also. They would take over ownership of the streets inside the park. Police will look at some of the parking enforcement to make sure it is safe and accessible in there for an emergency.

Kent Titcomb said it will look pretty in the mobile home park.

Moller asked who is paying for the sewer and water or is there funding.

Barbian said the Developer would be responsible for paying the sewer and water extension.

Hallin asked on overflow parking.

Kent Titcomb there will be huge front yard setbacks and also two vehicle parking for each site.
Barbian asked the Planning Commission Board if they have thoughts on this development to share them.

Moller does not want the financial burden on the City for the sewer and water extension.

Kent Titcomb said they have paid about $15,000 on the sewer and water study so far. He will be paying for it to have it done. The City should have zero upfront cost.

Hallin asked what sewer type he likes better on site or city.

Kent Titcomb said they have a both in separate mobile home parks and he does like the city one better.

Barbian said this is a good creative use of the land. It would be convenient to put a walking trail to the golf course.

Kent Titcomb said they did think of a golf course bridge.

Barbian said park land dedication will be asked for so that bridge would be looked at. Princeton Public Utilities needs access to the water mains so that will have to be looked at in the development.

Hallin asked if dewatering will need to happen.

Barbian said at the beginning of developing, dewatering would need to happen.

Kent Titcomb said it will not affect the other homeowners in the area. There is a current ditch that will take care of the flow also.

JOHNSON MOVED, SECOND BY REYNOLDS, TO SUPPORT THIS DEVELOPMENT AND ENCOURAGE THE DEVELOPER TO PROCEED WITH THE PLANNING OF IT. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

NEW BUSINESS:
A. Downtown Design Guideline

Barbian said the EDA Board had a discussion of the downtown and using the City’s Revolving Loans Funds. There are two different kinds. Low interest loans and then there are UDAG Funds at about 3% interest loans. Some communities have façade grants. They pay 50% of a grant to a certain limit. These façade grants would be goals on what we want to perceive the downtown should look like. Mainstreet community is a community that sets up a community to reach goals, mostly in the older parts of town. This grant would help make improvements on a building. There is a City book from 2012 that has some visions, but not all, and we need
guidelines. There are some funding for planning efforts and Barbian will look into this more. Would the Planning Commission support this idea and if so, would they like the façade grant to be the downtown area or more of an area.

Hallin asked if the EDA Board would decide on the façade look.

Barbian said an architect would be needed to design the look. If the Planning Commission had guidelines and the EDA Board would oversee the loans.

Hallin was good with the Planning Commission overseeing the vision and the EDA Board reviewing the loans.

Barbian asked if the Planning Commission wants him to proceed with this.

Moller asked what constitutes as the downtown.

Barbian said he has to look into that for further if it should be B-1 District or also B-2 District. There could be some public expenditures that might be available. He has not looked into it that much. He wants a guideline and would like the Planning Commission’s support to talk to an architect. He has the MN Design Team resources and it looks good.

The Planning Commission Board were all in consensus to have staff move forward with this.

COMMUNICATION AND REPORTS:
A. Verbal Report
1) Proposed Tower and Shelter Locations
Barbian showed a draft of where the cell tower and shelter would go in the City Hall parking lot. There are different options where one has a 10’ x 20’ building with one private carrier. It could have up to four private carriers and one government. There is an example where the building would be a L shape and then fencing is still up in the air. Materials and colors for the exterior will also be looked at. Barbian is not sure of the time line yet, but it is moving forward. We will try to preserve the parking spaces also. There would be landscaping around the site. The consultant with AT&T is moving this forward and we are working on the lease and rental terms.

B. City Council Minutes for April, 2018
The Planning Commission Board had no comments.
JOHNSON MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 9:00 P.M.

ATTEST:

Victoria Hallin, Vice Chair

Mary Lou DeWitt, Comm. Dev. Assistant