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

APPROVAL OF MINUTES OF REGULAR MEETING ON APRIL 15TH, 2019
HALLIN MOVED, SECOND BY JOHNSON, TO APPROVE THE MINUTES OF APRIL 15, 2019. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:
HALLIN MOVED, SECOND BY REYNOLDS, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None

NEW BUSINESS:
A. Meadow View 1st Addition, Block 1, Lots 13-18, Concept Plan
Memo from Mary Lou DeWitt, Comm. Development

Background:
Meadow View First Addition was platted for 18 townhomes in 2000. There were 12 of the townhomes that were built and sold and the remaining Lots 13-18 have been vacant since then. The Developer let this go into forfeiture where Mille Lacs County had been the owner of the site. The lots are now owned by Tim & Mindy Siercks and they are in the process of selling the property to Adam Price.

Adam Price is requesting that the Planning Commission review this Concept Plan for the re-platting of lots 13-18 in Meadow View First Addition into four lots. The replat is for two sets of twin homes (four single family homes) instead of the six townhome plat.

Analysis:
Lot Size & Width:
A meeting was held with City staff, the Developer, and seller at which time the use of the site zoned for Townhomes was discussed to determine general concept compliance to ordinances. A main topic was utilizing the site for twin homes rather than the traditional townhomes consisting of 3 or more units attached to one another. After checking with legal counsel it was determined acceptable. Also covered at the meeting was a 4’ overlap of the end home into the SIMPA easement for utilities and drainage. The land owner expressed that a release would not be an issue. The Developer has since proceeded to have discussions with SIMPA regarding an easement release. Keith Butcher, GM of Princeton Utilities has indicated that SIMPA would be able to release 4’.
Since the meeting and with the concept plan application a close look at the concept revealed a few additional items:

1) The concept shows the end unit footing built up to the easement line to meet code. It is noteworthy that the eve of the house will be in the easement. This could be a problem for the easement holder or the end unit owner. A solution is to have SIMPA acknowledge the infringement and allow or increase the easement to the eve.

2) The minimum lot area is 5,000 sq. ft. and the two center lots are 4,958 sq. ft. (each 42 sq. ft. under the requirement) and this shortage of lot area also results in not meeting the 40 sq. ft. minimum lot width by 3 sq. ft. each.

3) The street side lot requirement is 50 sq. ft. and the lot facing 11th Avenue South is 45 sq. ft. (under by 5 ft.).

4) As previously covered, the applicant requested from SIMPA a reduction of the 100 ft. Drainage & Utility Easement. Given a more thorough review either a larger easement release is necessary or a variance will be necessary to meet the Ordinance requirements.

Other related conditions to consider:
5) There are currently six (6) existing sanitary sewer and water services that were installed for the original lot configuration. PUC policy has been to require the Developer in a replat to abandon all unused laterals at the main. Two (2) water service will need to be removed.

6) The units will enter on a private driveway which will require the completion of additional asphalt.

7) The land is part of an association. The City has a fiduciary responsibility to review the documents to verify statements made by the seller that the development proposed does not violate any terms of the association necessitation no amendments to the association or modifications.

8) Easement maintained by owner of the lot?

9) How is the access to be handled? Across easement or is this going to be part of the Association?

Recommendation:
That the Planning Commission consider how the proposed development fits within the neighborhood. That the Planning Commission consider the importance of the issues brought forward within the review process and provide direction to staff on:
Lot widths, total lot square footages, easement release requirements, infringement of eve over easement, abandonment of water laterals, curb construction and the association document legal review.

DeWitt introduced the Concept Plan and the background of the site and what the Developer is proposing for the remaining vacant lots.

Adam Price, Developer introduced himself to the Planning Commission Board. Price said that 4 units of a twin homes would work best for the site instead of a six plex townhome. This proposed plat would be for single family plats on slab on grade. He would need a four-foot easement with SMMPA to meet the Ordinance requirements. Each twin home would be 1,008 square feet with two bedrooms and one bath. Price for each would be $199,000 - $200,000.

Barbian said that this is a concept plan review to provide the Developer feedback, instead of having an issue come up with the Preliminary Plat. City Attorney said since there are more than two twin homes in a row the townhome setbacks and definition can be used. This plat meets the minimum lot size, but not the width. They will need to request a 4 foot easement release from S MMPA. The eve on the building on Lot 4 hangs over and SMMPA would have to okay that or release more of the easement so this is not an issue for the owner of the property.

Price said a six plex would need a sprinkler system and that is not feasible for this site. The Princeton Public Utilities has been in contact with SMMPA and they are okay with releasing 4’ feet of the easement and the eve of the twinhome overhanging in the easement.

Barbian said that the other items in the memo that will need to be addressed for the Preliminary Plat review. The current townhomes developed on this site is in an Association and the Developer will either have to have an agreement for joining this proposed development with that Association or provide documentation of agreement for the driveway maintenance and lawn care. Two water connections will have to be disconnected. The City Attorney will have to review any documentation.

Price said the driveway area is the front of the house. He is checking into joining the Association.

DeWitt had photos of curb cuts that is in the development across Third Street and not used and this would be the same for this development. Planning Commission said this is not an issue.

Moller commented that he would like to see these lots built on instead of sitting vacant.

Price said SMMPA would not want to release more than the 4’ feet from what Keith Butcher, General Manager at Princeton Public Utilities had said. He would like this proposed development to merge with the Association of the other townhome development.
Barbian said the City Attorney would need to review the documents from the Association. The City would need a paper release of the 4’ feet easement from SMMPA.

Hallin asked Price if he is okay with abandoning the water two water lines.

Price said yes.

Erickson said he will abstain from the vote because his asphalt business does Price’s homes.

JOHNSON MOVED, SECOND BY MOLLER, TO ACCEPT THE CONCEPT PLAN. UPON THE VOTE, THERE WERE 4 AYES, 1 ABSTAINED (ERICKSON). MOTION CARRIED.

B. Renaming Smith System Road
Memo from Ben Barton, Princeton Superintendent

To the City of Princeton:

This is a formal request from the Princeton School District to the City of Princeton to rename Smith System Road. It is our understanding that the name of the road was inspired by a company located on that street that is no longer at that location. We request that the road be renamed as Tiger (Street, Blvd, Road), Tiger Pride (Street, Blvd, Road), Tiger Way, or some other reference to the Tigers. The name change would enhance school and community spirit with little to no impact given that there are no current addresses associated with it. In addition, naming the road in association with the Tigers makes logical sense given the proximity to Princeton High School. Thank you for your consideration.

Respectfully, Ben Barton

Hiillesheim said in 2007 the City Council denied the proposal of a name change for Smith System Road. Smith System business is no longer in business and the School District would like the name changed.

Reynolds said the hospital had thought about renaming Smith System Road.

Hiillesheim said she looked up MN Statue and for renaming a road it would need to have a public hearing and then be recorded.

Barbian said there might be some cost to changing the name.

Johnson asked why we would not do it. The School District can pay the cost.

Erickson said remove Tiger Street since that is already being used in Isanti County.
JOHNSON MOVED, SECOND BY HALLIN, TO RECOMMEND TO THE CITY COUNCIL TO TAKE THE STEPS FOR RENAMING SMITH SYSTEM ROAD. TAKE OUT THE SUGGESTION OF TIGER STREET. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

C. Downtown Design Guidelines & & Façade Case Studies
Community Development Memo

BACKGROUND:
City staff has been working with the Planning Commission & Economic Development Authority to set up a couple of downtown initiatives to assist property owners to reinvest in their storefronts.

In November of 2018 the City hired the architecture firm MacDonald and Mack to conduct an architectural case study of specific downtown facades, as well as create design guidelines to direct future improvements in the downtown. The original quote from MacDonald and Mack Architects was for $11,950. The finished product included “before and after” renditions of five sites as well as 15 copies of the design guidelines formed.

Subsequently, in January of 2019, the architecture firm visited the City of Princeton and began working on case studies of buildings identified through previous projects, staff and community recommendations, as well as the architect’s consideration. City staff and MacDonalds and Mack Architects held a community meeting gathering ideas from building owners, businesses and community members.

ANALYSIS:
With input from the community, Planning Commission, EDA, and Council 7 sites were identified for façade case studies. Along with the case studies, MacDonald and Mack Architects have been devising a set of Design Guidelines to be used as guiding principles for the Façade Grant Program implemented by the city. The role of the Planning Commission moving forward on this project will be to ensure downtown redevelopment projects adhere to the guidelines created through this initiative.

RECOMMENDATION:
The recommendation from the city staff is to consider the proposed Design Guidelines for implementation as well as provide input on necessary changes to the proposal. This should be followed by providing a recommendation to the Council to implement the approved guidelines.

Barbian said this is a grant program. Not ordinance changes and it is just an incentive for them. It will be if they met the design guidelines to receive the grant. The Planning Commission would recommend what they do if they meet the guidelines.
Bob Mack introduced himself and explained that these are not historic guidelines but to maintain the City of Princeton. This is guidelines that is just standards and not a hard rule. It will be for the appearance of the buildings. The windows should be returned to the original concept and would enhance the outside appearance. They are looking at the before and after where you will see what is the minimal you can do and then what is the most progressive you could do. On the dental office at First Street, it is good to be respectful of the aesthetics. The color use would be moderate subdued. The awnings should be more energy efficient and, this will reduce the heat from the sun in the summer and could be rolled back in the winter. They had five buildings initially and then ended up with seven. The Rock Shop is more of an extreme example of what could be done. The siding could come off, and make it more accessible for someone in a wheel chair. The Napa building should remove the big blue sign and the awning would be a suggestion.

Barbian said in the Twin Cities there are more incentives.

Mack said it could be done in steps. The Antique Store could look at what is underneath the metal siding and put windows back at their full height along with a new sign. The lighting and putting the signage down to the pedestrian level would be a nice look. One challenge was the building adjacent to the old bank that is now the Dental Office. There had been a fire years back and to restore it they suggest to remove the siding and put in new windows. The air conditioning unit should be moved where it does not drip on pedestrians. If there are any changes they want to see, just let him know.

Barbian said by next month to wrap this up so it can be done.

Bob Mack will get her an electronic copy so it can go on the website for people to see.

Thom Walker asked if this is a successful program and want to expand it, what could be done for others to get a design concept for their building.

Barbian said if a business would like a design concept, they could hire MacDonald and Mack and the funds for it could go towards their loan.

Erickson said there is $2,500 is a match for the renovation loan.

Barbian said yes, the funds come from Small Cities Block Grant.

Johnson said if we had more buildings then how does he go towards it.

Mack said they would come up with choices that are feasible. These are not historical buildings.

Jerry Mueller, who owns the Napa building, said this is for 1895 and we are not a Stillwater town so why are we trying to make it look like that. He said make them look modern. His
building is brick and is breaking up and how would he make it look better. It’s the property owners money so they should be able to do what they want. Barbian said these are just directions of what they could do. This is just a guideline.

Reynolds said a property owner came up with their own plan that is practical and attractive, then we could look at it and see if they could use some grant funds.

Barbian said that the grant application goes through the EDA and the Planning Commission Board’s will look at the design.

Moller asked how much funds are available.

Barbian said $20,000 - $30,000. He is looking at other tools that the City has to make more available funds.

Erickson said this is not telling people they have to do this design, just an example of what could be done with their building.

Ed Stofferahn said he is buying the building next to the Insurance Shop on First Street and they want to return it to a more traditional look. If they pull the steel off and it is not good underneath, then what happens.

Hillesheim said the City would work with you, make it work with them as long as fits in the guidelines the Planning Commission sets.

Stofferahn said if they remove the facing then they would need to cover it up, would the Planning Commission still review it.

Barbian commented to not this this in the winter so you can see what is underneath and have time to get the project done. There is a loan program also. Not just the grant program.

Stoeckel said if you tear it off and six months later you are stuck with a mess then is there a bail out to help get it fixed.

Barbian said there are solutions and we have funds.

Johnson said he has brick on his building and they knew right away if there is going to be issues.

Thom Walker said the bricks being solid or not, there are a couple different design outlooks that can be looked at. Maybe there is a way to look at the windows and if not stabilizing the brick you might put in stucco.

Erickson asked if painting would be covered under the grant.
Barbian said it depends on what type of painting they would like to do. Not a simple yes or no answer.
Mack said one of the keys is to have people agree on the guidelines and then work on what is acceptable.

Barbian said he encourages the building owners to not wait and fill out the application so you do not have to wait for it to be approved.

COMMUNICATION AND REPORTS:

A. Verbal Report
DeWitt gave an overview of the building permit list for the month of May.

Barbian commented that the Landuse Plan is close to being done for review and would like to get it adopted soon.

Hillesheim invited them all to try out the canoe and kayak rentals at Riverside Park and a Fish Fry at the golf course. It takes about an hour to go down Rum River to the golf course. The rentals are on Saturday and Sundays for the summer. The City received an outdoor recreation grant and a dock will be put in 2020, fishing pier, and campsites.

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

HALLIN MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:25 P.M.

ATTEST:

____________________________________  __________________________________________
Dan Erickson, Chair                       Mary Lou DeWitt, Community Development