1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on July 16th, 2018 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing:
   A. #18-10 Interim Use Permit for Chickens at 420 15th Ave. S. - Tab B

5. Old Business: None

6. New Business: None

7. Communication and Reports:
   A. General Planning & Reports
   B. City Council Minutes for July, 2018 - Tab C

8. Adjournment
The meeting was called to order at 7:00 P.M., by Dan Erickson. Members present were Victoria Hallin, Jeff Reynolds, Eldon Johnson, and Scott Moller. Staff present were Robert Barbian (City Admin.) and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent Scott Moller (arrived at 7:02 P.M.)

**APPROVAL OF MINUTES OF REGULAR MEETING ON JUNE 18, 2018**
JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE MINUTES OF JUNE 18, 2018.
UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**AGENDA ADDITIONS / DELETIONS:**
HALLIN MOVED, SECOND BY JOHNSON, TO APPROVE THE AGENDA WITH NO CHANGES. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

Moller arrived at 7:02 P.M.

**NEW BUSINESS:**
A. Site Plan Review for West Birch Apartments
Administrator and Comm. Dev. Assistant Memo:

**BACKGROUND**
The property site is located in R-3 Multiple Family Residential along West Branch Street. This was where the old Arcadian Home site was located and the City purchased the property with NSP Funds and demolished the three buildings because of their inhabitable condition.

Central MN Housing Partnership, Inc. (CMHP) is proposing to utilize Low Income Housing Tax Credits and bond funds to build a multi-family, 16-unit apartment building. CMHP is the owner of West Birch Townhomes, a 24 unit, four-building property constructed in 1998. The new 16-unit apartment building will be built directly east of the townhome property. The townhomes and apartment building will together be named West Birch Estates, a 40-unit property offering a mix of apartment and townhome units with sizes from one to four bedrooms.

**SITE PLAN ANALYSIS**
**Signage:** The site plan shows the placement of a monument sign, no sign plans were provided. The applicant is aware that plans will need to be reviewed. Staff recommends delegating to staff.

**Landscape:** The plans show overall landscaping. A few details needed to complete review.

**Maximum Lot Coverage:** The Zoning Ordinance states maximum lot coverage of 60%. The plans show 47%.
Parking: The parking area, parking spaces and maneuvering lanes meet ordinance requirements of being a durable dustless surface. Storm water flows and specifications are being reviewed by the City Engineer. Documentation of the maneuverability of a 46’ fire truck is being requested as well as the posting of No Parking Signs on the drive to the underground parking. Upon submittal of verification and or revisions meeting requirements the parking area shall be completed to approve specification within one year of the date of the building permit issuance.

Fire Protection: A clear area by building fire connection and installation of Knox Box at front door. A hydrant and post indicator valve added by the building. The hydrant location to be at the southeast corner of the Center Island after confirmation of sufficient flows or along the east property line in the existing easement. The hydrant roughly centered between the northeast corner of the building and the entrance to the underground parking garage. A hydrant in the Center Island requires a 15’ easement from the road to the hydrant.

Building Materials: All siding and roofing used in residential construction shall consist of materials commonly used in residential construction but may also include other building materials which the Planning Commission finds to be in similar form, function, and esthetically pleasing. Metal roofs in residential districts required to be standing seam.

Zoning: The property is zoned R-3 Multiple Family Residential. A 16 unit apartment building is allowable in the R-3 zoning. The required setbacks are 15’ side, rear 30’ and front 30’. The setbacks are met. The maximum height in R-3 is a three story building, not to exceed 30 feet. The three story building with ground floor parking is proposed to be 46’. Therefore consideration of a Conditional Use Permit (CUP) is required. An application has been filed and an analysis of the CUP consideration follows.

CONSIDERATION USE PERMIT REQUEST:
Zoning Ordinance limit a building eve height to be no greater than 30 feet in height unless a conditional use permit is issued. An application has been filed by the developer with all appropriate notifications completed by City Staff.

Consideration of a Conditional Use is required.

ANALYSIS:
Conditional Use Review Standards: According to Section 3 of Chapter IV of the Zoning Ordinance, the Planning Commission shall grant a Conditional Use Permit if at the proposed location complies with the following standards:

1. The proposed use does not violate the health, safety or general welfare of Princeton residents?
Comment: The purposed structure is a 16 unit apartment building and will not violate the public safety and general welfare.
2. **The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation.**
   **Comment:** The City Engineer has reviewed the proposed storm water plan and provided questions and comments to obtain an acceptable storm water plan. It is recommended that approval be subject to the recommendations of the City Engineer.

3. **Adequate parking and loading is provided in compliance with the Ordinance.**
   **Comment:** Parking is provided in compliance with the Ordinance.

4. **Possible traffic generation and access problems have been addressed.**
   **Comment:** The access to this apartment site will be off of West Branch Street. The 16 unit apartment building does not pose a concern with overall traffic generation or access.

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.

6. **The proposed use conforms to the City’s Comprehensive Plan and is compatible with present and future land uses of the area.**
   **Comment:** The Comprehensive Plan has this area designated as Mixed Residential and is compatible with the present and future land uses of the area.

**CONCLUSION:**
Conditional Use Permit: To allow construction of a multi-family residential structure exceeding 30 feet in height as measured to the eaves.

**SITE PLAN REVIEW RECOMMENDATION:**
That the Planning Commission consider approval, denial or conditional approval of the Site Plan and Conditional Use Permit applications. The Conditional approval to include the following conditions:
- * That a Conditional Use Permit be issued.
- * That the City Engineer approve the Storm Water Plan with appropriate sewer/water related connection items, including appropriate fire hydrant connections.
- * That the monument sign and landscaping plan be approved by staff.
- * That all building permits be submitted and approved.
- * Documentation of authorization allowing sidewalk connections and erosion control on neighboring property.
- * Verification of maneuverability within drives/parking area of 46’ truck, clear area by building fire connection and installation of Knox box at the front door.
- * Any unknown sewer lines are abandoned in a manner acceptable to the Public Works Director.
- * That a clear area by building fire connection and installation of Knox box at front door.
CONDITIONAL USE PERMIT RECOMMENDATION:
The CUP meets the review standards in the Ordinance provided the conditions of the Site Plan Review are met. Therefore staff recommends subject to the Site Plan conditions being met approval of the CUP.

Deanna Hemmesch, Central MN Housing Partnership Executive Director, gave an overall of the project. This is a private non-profit development. They work in 16 counties in Minnesota. West Birch Estate is a 24 unit townhomes and they are doing renovations at that site along with building this 16 unit apartment building. The cost for the apartment site will be 1.8 million. There will be garages on the ground floor and the rental units are two floors above. MN Housing Finance will be the first mortgage provided.

Ryan Day, Senior Project Manager with Blumentals Architecture added that the existing townhomes are on west side of the proposed apartment site. They plan to put in a playground, trash enclosure, monument sign, and delivery area at the apartment site. There will be a sense of community between the two facilities. The community room will be shared between the townhomes and the apartments. The storm water retention will be on site. The driveway will accommodate a fire truck. Run off will be on the site. The exterior finishes will intergrade with the townhomes. The siding will be a hardy board and standing seam metal roofs.

Barbian said there is a sewer line that is no longer utilized and that will be cemented in if they come across it.

Erickson asked what size of units there will be.

Day said they will have one to four bedroom units.

Hemmesch said they have a couple families that need a four bedroom place. Central MN Housing Partnership is looking at purchasing the Belle Haven site in Princeton.

Barbian asked on the townhome units what door renovations will be done.

Day said all the exterior doors.

Hemmesch said they will put in new central air in the townhome units. There will be new windows where all the units will be energy efficient. It will be one million to upgrade the townhomes. There are no grants taken, there are investors that pool funds together and look for investment opportunities.

Barbian said that they have to apply for tax credits where Hemmesch has to provide benefits to the community and this site will be rented to low income families.
Hemmesch said 100% of this apartment site will be low income. If you income qualify when you move into the units you will never get kicked out. Rent fees are lower than the market rate. There is a very low turnover and they have a waiting list of 28 families for the townhome units, but now they may take the apartment sites. Central MN Housing Partnership has been in place since 1994. They do own Section 8 and USDA Rural Development sites also. There are property taxes on the site, but they will get low income credits. The base property taxes will be a little lower. Apartment and townhomes will be owned by one entity. They hire a market study firm and they do an income guideline and see what is needed for this area. The 16 unit apartment building will cost 2.2 million to build.

Barbian said the motions for the Site Plan Review will be done first and then followed by the Conditional Use Permit.

HALLIN MOVED, SECOND BY JOHNSON, TO APPROVE THE SITE PLAN REVIEW FOR THE 16 UNIT APARTMENT BUILDING AT 1103 WEST BRANCH STREET IN THE R-3 MULTIPLE FAMILY RESIDENTIAL ZONING DISTRICT, LEGAL DESCRIPTION: LOT 1, 2, AND 3, BLOCK 1, PRINCETON ARCADIAN HOMES, PID #24-686-0010, WITH THE FOLLOWING CONDITIONS:

- That a Conditional Use Permit be issued.
- That the City Engineer approve the Storm Water Plan with appropriate sewer/water related connection items, including appropriate fire hydrant connections.
- That the monument sign and landscaping plan be approved by staff.
- That all building permits be submitted and approved.
- Documentation of authorization allowing sidewalk connections and erosion control on neighboring property.
- Verification of maneuverability within drives/parking area of 46’ truck, clear area by building fire connection and installation of Knox box at front door.
- Any unknown sewer lines are abandoned in a manner acceptable to the Public Works Director.
- That a clear area by building fire connection and installation of Knox box at front door.

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

PUBLIC HEARING:
A. #18-09 CUP TO ALLOW THE CONSTRUCTION OF WEST BIRCH 16 UNIT APARTMENT STRUCTURE TO BE OVER THE ALLOWED 30 FEET IN HEIGHT AT THE EAVES IN THE R-3 MULTIPLE RESIDENTIAL ZONING DISTRICT

JOHNSON MOVED, SECOND BY HALLIN, TO OPEN THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

Barbian said the memo outlines the standards for the CUP review. This site is a TIF District.
Moller asked why does the Zoning Ordinance limit the 30 feet height. Barbian said that is similar to other communities. The ground floor parking is a nice feature.

HALLIN MOVED, SECOND BY JOHNSON, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

HALLIN MOVED, SECOND BY JOHNSON, TO APPROVE ITEM #18-09 CONDITIONAL USE PERMIT TO ALLOW CONSTRUCTION OF WEST BIRCH 16 UNIT APARTMENT STRUCTURE TO BE OVER THE ALLOWED 30 FEET IN HEIGHT AT THE EAVES IN THE R-3 MULTIPLE RESIDENTIAL ZONING DISTRICT, LOCATED AT 1103 WEST BRANCH STREET, LOT 1, 2, AND 3, BLOCK 1, PRINCETON ARCADIAN HOMES, PID #24-686-0010, WITH NO ADDITIONAL CONDITIONS. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission Board reviewed 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? Yes.
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 adverse impact? No.
The Commission approves the Conditional Use Permit, based upon the Findings Fact.

Hemmesch thanked the Planning Commission Board. She said they are hoping to close on the property in August or September and start construction right after that. The construction will be 9-12 months.

OLD BUSINESS: None

NEW BUSINESS:
A. Façade Improvement Grant Program
PROGRAM PURPOSE
The objective of the downtown façade grant program is to provide financial assistance for property owners or tenants seeking to improve or restore commercial properties within the
City of Princeton’s downtown. The grant program is intended to stimulate architecturally appropriate building improvements mindful of the historical significance and uniqueness of the downtown. The appearance of the downtown business area reflects not only the local business climate, but also the history, character, and quality of life of the Princeton community.

Façade Improvement Grants
APPLICATION ELIGIBILITY REQUIREMENTS
Property owners or tenants of commercial or mixed-use structures located within the downtown are eligible to apply. For purposes of this grant, the geographic boundaries will be in the B-1 District of the downtown. If a tenant is applying, the permission of the property owner is required. Property taxes and all other City account must be current. Property owners or tenants may not receive more than one award per calendar year.

ELIGIBLE IMPROVEMENTS
All grant-funded improvements are target for the external front facades although and visible rear and sides are eligible. The improvements must be permanent and fixed in type and/or nature. Improvements must meet all City of Princeton code requirements including zoning, building, and safety codes. The applicant must obtain all necessary permits and pay any corresponding fees. The City of Princeton Planning Commission reserves the right to determine the eligibility of all items in a project’s scope of work. Eligible items include, but may not be limited to:
* Façade rehabilitation
* Door and window repair and replacement, if part of larger project or historic restoration
* Exterior painting
* Masonry cleaning and/or repair
* Cloth awnings
* Lighting
* Shutters
* Gutters
* Hardscape service: decks, fountains, patios, etc.
* Signage
* Design/Architect Fees

IMELIGIBLE IMPROVEMENTS
* Cost of new construction, repair, or replacement of a new roof unless it is a significant Architectural element of the building and is visible from street level in the immediate vicinity of the building
* Tinted windows
* Landscaping
* Vinyl awnings
* Removal of architecturally significant features
* Purchase of property
* Sandblasting
* Electronic signs
* Security systems
* Paving
* Land acquisition
* Equipment
* Furnishings
* Costs for a graphic designer to develop a logo or brand
* Inventory and operating capital
* New construction or additions that would increase space
* Any activity started prior to receiving final approval of grant funds

BUY LOCAL
Whenever possible, applicants are strongly encouraged to use local contractors to complete all tasks associated with their renovation. This will not only help garner support to continue this program, but more importantly help boost our local economy.

APPLICATION REVIEW PROCESS
In order to qualify, applicants cannot start on their project until after receiving the necessary approvals. If work begins before application or approval, grant funds will not be awarded.
1. Applications and supporting documentation are submitted to the City of Princeton.
2. The application is reviewed by the Planning Commission; approved projects will receive a letter of intent committing to providing the grant funds upon completion of the project. If denied, applicants may submit a revised application.
3. Applicants sign an agreement with the City of Princeton.
4. Applicants take out appropriate building or sign permits. Projects must be completed within 12 months of the approval date. Minor changes to the project will require submittal and approval by the Building Inspector and Zoning Administrator. Significant changes, as determined by the Building Inspector and Zoning Administrator, will require approval of the Planning Commission. The City of Princeton reserves the right to withhold funding for project that are not completed on time or significantly change in scope.
5. Payment is made on reimbursement basis upon completion of the project. Applicants shall provide itemized paid invoices for the project for eligible expenses of the grant.

EVALUATION CRITERIA
The City of Princeton Planning Commission’s decision to accept an application will be based on available funds, the merits of the proposed project, and the support it provides to the general beautification of downtown Princeton. All approved projects will meet the criteria presented in this document.
* Appropriateness to the original historic façade of the building or architecturally appropriate design
* Significant improvements of the visual appearance of the building and surrounding area
* The level of investment being made to the property
* Collective participation of adjacent property owners, if applicable
* Relationship of the project to the overall existing architecture

Façade Improvement Grants
Grants will be awarded on a first-come, first-serve basis. This is a reimbursable program. Grants made under this program shall not exceed $2,500 and generally will not exceed 50% of the total project cost. Grant request for architectural or design fees and stand-alone signage shall not exceed $300.

APPLICATION SUBMISSION:
Please send the completed application form and accompanying materials to the City of Princeton.

Downtown Building Improvement Loan Program
Qualifications
✓ Building to be improved must be located downtown within the B-1 Zoning District.
✓ Building must be determined to be suitable for investment.
✓ Funds must be used to improve, rehabilitate or repair.
✓ The property must be structurally and financially feasible for rehabilitation. The sum of the cost of rehabilitation should not exceed 50% of the current market value of the property.
✓ Personnel Guarantees are required.

Types of Loan
Designed to encourage and support economic growth and community revitalization efforts.

These loans fund reinvestment into downtown buildings & facilities.

The loans are below market rates and can include terms which defer payments of principle and interest if justified.

The length of the loan term varies with the type of improvement and building condition. The maximum term is 15 years and an average term of 7 to 8 years. Loans can be amortized for up to 20 years when accompanied by a balloon payment.

The loans require a mortgage on the property and are due upon sale, transfer or conveyance.

Eligible Loan Improvements
✓ Improvements must be permanent general improvements. Permanent general improvements include replacement, conversions, alterations, renovation, or repairs on and in existing structures.

✓ The improvements must correct defects and deficiencies in the property relating to health, safety, habitability, function, and energy consumption.
Each improvement must be made in compliance with all applicable health, fire prevention, building, housing and energy codes and standards.

Estimates & Bids are required.

All expenditures must occur after a loan application has been submitted and written approval received.

**How Can I Apply?**
You can apply by contacting the City of Princeton Community Development Department and completing the application.

Barbian said the CDGB dollars would be for the Façade Loan. He is looking for direction from the Planning Commission and also EDA Board on the downtown design standards. He has two firms that are interested in putting together a design standard and he would like to set-up a joint meeting with the EDA and Planning Commission Board to interview them.

The UDAG Loan is for commercial that is used for equipment and that loan is below market rate loan with a low interest rate. The Initiative Foundation Loan is a leveraged type of risk and is operated on behalf of the City. That loan has a 5-6% interest rate.

Erickson asked what would be used for the downtown loans.

Barbian said the CDGB dollars would be used for the Façade Loan.

Johnson asked if he is looking at having a theme look for the downtown.

Barbian said yes, it would just be for the downtown area.

Hallin and Reynolds both like getting outside guideline ideas. Do not spend too much money on the process.

Barbian said it could be started later in the year.

The Planning Commission Board supports this. He would like to have a member or two from the EDA and the Planning Commission Boards attend the meeting with the two firms. Hallin said she would attend. Barbian said he will email out a reminder to the two Boards. He will also have it posted in case there is a quorum. He would like that those who attend are at both consultant meetings so they could see both views.

Moller suggested to raise the dollar amount on the loan and lower the percentage rate. Improvements are expensive.
Barbian said that is true, but there are some areas that would not require as much money to do a project.

The Planning Commission Board agreed that they would like to see this loan program to move forward.

**COMMUNICATION AND REPORTS:**

A. Verbal Report
There was no verbal report.

B. City Council Minutes for June, 2018

HALLIN MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:21 P.M.

ATTEST:

__________________________  ______________________________
Dan Erickson, Chair          Mary Lou DeWitt, Comm. Dev. Assistant
BACKGROUND
Angela & Russell Brown have submitted an Interim Use Permit application for the raising and keeping of chickens on their property located at 420 15th Avenue South. The property is zoned R-3, Multiple Family Residential. The property owners have been raising the chickens for a period of time without the knowledge that a Interim Use Permit was needed.

ANALYSIS
The housing and keeping of chickens in the R-3 District requires an Interim Use Permit. Chapter VI.BBB lists the review criteria for the housing of chickens:

No person shall own, keep, harbor, or have custody of any live chickens without first obtaining an Interim Use Permit in writing from the City, in accordance with the provisions of Section IV.6 of the Zoning Ordinance and subject to the following conditions:

a. The keeping of any poultry besides chickens is prohibited.
Comment: This shall be a condition of approval.

b. Roosters are prohibited.
Comment: This shall be a condition of approval.

c. No more than four (4) chickens shall be housed or kept on any one residential lot in any area of the city zoned R-1, R-2, or R-3.
Comment: The applicants currently have 4 chickens and understand they cannot have any more, still will be condition of approval.

d. Chickens shall only be allowed on single family home lots.
Comment: This condition is met, still will be a condition of approval.

e. Outdoor slaughtering of chickens in city limits is prohibited.
Comment: This shall be a condition of approval.

f. Chicken fighting shall not be allowed within city limits.
Comment: This shall be a condition of approval.

g. Leg banding of all chickens is required. The bands must identify the owner's name, address, and telephone number.
Comment: This shall be a condition of approval.

h. Chickens shall not be housed in a residential house or an attached or detached garage.
Comment: The applicants currently have a chicken coop and run area, still will be a condition of approval.
i. A separate coop is required to house the chickens. Coops must be constructed and maintained to meet the following minimum standards:
   1) Located in the side or rear yard.
      Comment: The applicants have the coop located in the rear yard of their property. See photos.

   2) Meet the accessory structure setback requirements.
      Comment: The proposed location meets setback requirements.

   3) Construction shall be adequate to prevent access by rodents.
      Comment: Per the photos, it appears the coop will not allow access by rodents.

j. A run or exercise yard is required to be provided and must be enclosed by a fence.
   Comment: The applicants have a fenced in run area.

k. All premises on which chickens are kept or maintained shall be kept clean from filth, garbage, and any substances which attract rodents. The coop and its surroundings must be cleaned frequently enough to control odor. Manure shall not be allowed to accumulate in a way that causes an unsanitary condition or causes odors detectible on another property.
   Comment: This shall be a condition of approval.

l. All food shall be stored in an enclosed, rodent proof container.
   Comment: This shall be a condition of approval.

m. Dead chickens shall be disposed of according to the Minnesota Board of Animal Health rules, which require chicken carcasses to be disposed of as soon as possible after death, usually within 48 to 72 hours. Legal forms of chicken carcass disposal include offsite burial, offsite incineration or rendering, or offsite composting.
   Comment: This shall be a condition of approval.

Interim Use Permit Review Standards: When reviewing the application for an interim use, the City shall base its judgement on the following factors and any other factors it may deem appropriate for the specific property. The interim use may be granted if:

1. The proposed use is an interim use listed in the district in which the application is being made;
   Comment: The keeping of chickens is an Interim Use in the R-3 District.

2. The date or event that will terminate the use can be identified with certainty and continued;
   Comment: The Planning Commission shall recommend to the City Council a date or event that will terminate the keeping of the chickens. Staff would recommend that the keeping of chickens terminate when the current property owners sell the property.

3. The interim use does not result in adverse effects on the public health, safety and welfare nor does it create additional pollution potential for ground and surface waters;
   Comment: If the listed conditions are met, the interim use does not appear that it will result in adverse effects on the public health, safety, and welfare, nor does it create additional pollution potential.
4. *Permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future.*

Comment: It does not appear the use will impose additional costs on the public if it is necessary for the public to take the property in the future.

CONCLUSION/RECOMMENDATION

Based on the findings that the proposed Interim Use appears to meet the standards for the keeping of chickens and the general review standards for an Interim Use Permit, as listed in the Zoning Ordinance. Staff would recommend the Planning Commission approval of the proposed Interim Use Permit to keep chickens at 420 15th Avenue South, subject to the following conditions (as listed in the Ordinance):

1. The keeping of any poultry besides chickens is prohibited.
2. Roosters are prohibited.
3. No more than four (4) chickens shall be housed.
4. Outdoor slaughtering is prohibited.
5. Chicken fighting shall not be allowed.
6. Leg banding of all chickens is required. The bands must identify the owner’s name, address, and telephone number.
7. A separate coop is required to house the chickens. Coops must be constructed and maintained to meet the following minimum standards:
   a) Located in the side or rear yard.
   b) Meet the accessory structure setback requirements.
   c) Construction shall be adequate to prevent access by rodents.
   d) If the coop is 120 SF or larger, a building permit is required.
8. A run or exercise yard is required to be provided and must be enclosed by a fence.
9. All premises on which chickens are kept or maintained shall be kept clean from filth, garbage, and any substances which attract rodents. The coop and its surrounding must be cleaned frequently enough to control odor. Manure shall not be allowed to accumulate in a way that causes and unsanitary condition or causes odors detectible on another property.
10. All food shall be stored in an enclosed, rodent proof container.
11. Dead chickens shall be disposed of according to the Minnesota Board of Animal Health rules, which require chicken carcasses to be disposed of as soon as possible after death, usually within 48 to 72 hours. Legal forms of chicken carcass disposal include offsite burial, offsite incineration or rendering, or offsite composting.

The Planning Commission recommendation shall go to the City Council at their August 23, 2018 meeting.

Encl: Photographs of property

Cc: Angela & Russell Brown
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON JULY 12, 2018 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: Finance Director Steve Jackson, Clerk Shawna Jenkins, Police Chief Todd Frederick, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, and Attorney Kelli Bourgeois and Damien Toven. Absent was Administrator Robert Barbian.

AGENDA ADDITIONS/DELETIONS

Jenkins advised that there was a request from the VFW to have a beer garden area in front of their location for the Block Party on Friday, July 27th. Since the next meeting is the night before the Block Party, she asked if it could be added to this agenda for approval. Whitcomb approved the addition to Petitions and Requests.

CONSIDERATION OF MINUTES
A. Regular Meeting Minutes of June 28, 2018

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JUNE 28, 2018. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA
A. Permits and Licenses
B. Personnel
C. Donations
   1. Resolution 18-35 accepting donation from Walmart for National Night Out
D. Miscellaneous

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

PRESENTATION

OPEN FORUM

Jan Jude said she is again running for Mille Lacs County Attorney. She has 28 years of experience in the legal field. She was the Mille Lacs County attorney for 12 years and has had her own practice in Milaca for the past 3 ½ years. She has reflected back on her 12 years as the County Attorney and there are a few things that she would like to do differently if she is reelected. One thing she is concerned about is the amount that the County has recently spent on outside legal expenses. She would like to try to keep those legal fees in house to save the taxpayers money. She said many police officers and other officials in the County has urged her to run for County Attorney in the 2018 election.

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. VFW Block Party Beer Garden request
Jenkins advised that this was dropped off earlier this week after the agenda went out. This is the same set up that the council has approved in the past. Frederick added that he approves of their proposed set up and stated that they have not had any issues in the past.

ZIMMER MOVED TO APPROVE VFW’S REQUEST FOR A BEER GARDEN IN FRONT OF THEIR LOCATION FOR THE BLOCK PARTY ON JULY 27TH, 2018, WITH THE REQUIREMENT THAT THEY NOTIFY THEIR NEIGHBORING BUSINESSES. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Ordinance 766 – Site Plan Review Fee – FINAL READING

Jenkins reported that this is the final reading of the Ordinance that is adding a site Plan Review fee to the city’s fee schedule. There have been no changes since the first reading.

WALKER MOVED TO APPROVE ORDINANCE 766. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Grass rig #6 purchase

Lawrence advised that they were unable to purchase the truck off the auction to replace our grass 6. It went for over the allotted amount that we wanted to spend. Upon the request of the council at the last discussion, I am presenting the option of purchasing a new truck to replace grass 6.

The cost of a new truck from the state bid will be under $34,000.00. This will be the same as the last 2 grass trucks that we have purchased. An additional $9,000.00 will be needed to obtain the graphics and emergency lights. He provided the specs for the truck as priced.

Edmonds asked if the one in Blue Hill is out of service. Lawrence said that was sold at auction. The oldest Grass rig will move to Blue Hill Township, and this new one will be housed at the Princeton Station.

ZIMMER MOVED TO APPROVE THE PURCHASE OF A TRUCK TO BE USED AS GRASS RIG 6 UP TO $34,000 FOR THE VEHICLE AND UP TO $9000 FOR THE GRAPHICS, LIGHTS AND OTHER NECESSARY EQUIPMENT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Appoint Election Judges for Primary and General Elections

Jenkins reported that she is recommending the following persons for approval as election judges for the 2018 Primary Election to be held on Tuesday, August 14, 2018, and the General Election on Tuesday, November 6, 2018. The hourly wage will be $10.00 for judges and $10.50 for head judges. Judges are also expected to attend a 2-3 hour training session prior to
the election through Mille Lacs County. One change this year, is the County is going to Electronic Polling books. Reynolds added that he is an election judge for Minneapolis and the electronic poll books are a real time saver.

Donald Britt
Melan Haehn
Jane Hanson
Evelyn King
Jo Seifert
Norma Stay
Jim Oliver
Anne Stevenson
Tammy Creasy
Marilyn Trunk

WALKER MOVED TO APPROVE DONALD BRITT, MEILAN HAEHN, JANE HANSON, EVELYN KING, JO SIEFERT, NORMA STAY, JIM OLIVER, ANNE STEVENSON, TAMMY CREASY AND MARILYN TRUNK. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Whitcomb thanked all of the volunteers that helped with the moving Wall last week, it was an excellent event that was very well attended.

Edmonds added that Whitcomb did gave a great welcoming speech during the opening ceremony.

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 $114,274.36 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 77681 TO 77763 FOR A TOTAL OF $502,575.24. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 7:14PM. REYNOLDS 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 JULY 26, 2018 6:00 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 Robert Barbian, Finance Director Steve Jackson, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, and Attorney Kelli Bourgeois and Damien Toven. Absent was Police Chief Todd Frederick and Clerk Shawna Jenkins.

AGENDA ADDITIONS/DELETIONS

Walker would like to speak during the miscellaneous section.

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of June 12, 2018

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JULY 12, 2018. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Gene’s of Apple Valley Construction solicitor request, 5 consecutive days
   2. Princeton Lion’s Raffle Request for November 19, 2018
B. Personnel
   1. Approval to hire Bob Blackwelder effective 7-31-18
C. Donations
D. Miscellaneous

WALKER MOVED TO MOVE THE SOLICITOR LICENSE REQUEST TO NEW BUSINESS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO APPROVE THE REMAINING CONSENT AGENDA ITEMS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

PRESENTATION

OPEN FORUM

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Public Utilities

Wangen presented the Council with electric utility rates from some other local electric companies.

For Residential properties the flat customer charge is $15, which is in the mid-range compared to the lowest at $11.59 from New Prague Municipal Utilities, with the highest being at $30.25 with East Central Energy.

Residential Energy charge for PUC is $.13/kWh all year. Others range from the lowest at $.1022/kWh for Spring and Fall with Mille Lacs Electric, to the highest of $.1438/kWh during the summer months with East Central Energy.
Small Commercial has a $20 monthly charge (others range from $30, and $67.25. PUC has $.135 / kWh all year. The low rate being $.1039 / kWh for winter months, to a high of $.1395 / kWh for summer months with Mille Lacs Electric.

Large Commercial has a $0 monthly charge (others range from $30, and $67.25. PUC has a $.073 / kWh all year which is the highest and the low being $.0536 / kWh. 3 companies did not provide their numbers on Large Commercial.

B. City Administrator
C. City Engineer
D. Airport Advisory Board Minutes of June 4, 2018

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Block Party Generator Use Request

Whitcomb asked if Gerold was aware of this. Gerold responded he became aware when they called him earlier this week. He said Jenkins stated that they had not submitted the request, so a form was sent to them to fill out and get back to us to include on this agenda.

REYNOLDS MOVED TO APPROVE THE USE OF THE GENERATOR FOR THE BLOCK PARTY. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Franchise Fee Trail and Park Improvement Plan

Edison presented the Trail and Park Improvement Plan. Barbian added that overall the people that attended the open house appear to be excited about the planned park and trail improvements. Zimmer agreed that it seems to be well received.

The city will include an information stuffer in an upcoming utility bill, and the Ordinance will come to the council for approval in September.

ZIMMER MOVED TO APPROVE THE PARK AND TRAIL IMPROVEMENT PLAN. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Tractor purchase

Gerold advised that the public works department is looking at purchasing a 2018 Kubota Tractor Backhoe to replace the current 2007 Agco 295MT tractor backhoe. This piece of equipment is used in the cemetery, parks, as well as the streets. The purchase would be from Arnolds Equipment through the NJPA contract for $50,614.34. This has been budgeted for in the CIP for this year.
The Agco 2007 would go to public auction. If the council agrees, a motion to that effect would be in order.

EDMONDS MOVED TO APPROVE PURCHASE OF THE 2018 KUBOTA TRACTOR BACKHOE FOR $50,614.34 AND TO SELL THE AGCO 2007 AT AUCTION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Travis Koenen Park Board appointment

Gerold reported that Travis Koenen is interested in serving on the Park Board. Zimmer added that Koenen attended the last Park Board meeting and he was impressed with his concern for the Parks.

ZIMMER MOVED TO APPOINT TRAVIS KOENEN TO THE PARK BOARD WITH THE TERM ENDING DECEMBER 31, 2020. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Gene's of Apple Valley Construction Solicitor permit request -- 5 consecutive days

Walker questioned what the applicant is going to be selling. Whitcomb responded that the application states he will be selling storm damage repair.

Walker asked why this company needs to apply for a solicitor's permit, if others do not. He said he gets cards placed in his door from a local roofing company.

Walker stated that this applicant is following the city's ordinance and that is commendable. Zimmer said he has no problems with this request.

WALKER MOVED TO APPROVE A 5 DAY SOLICITORS PERMIT FOR GENE'S OF APPLE VALLEY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Walker advised that he will not be seeking re-election this year. It is getting more difficult to find time with work and family.

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 $133,905.94 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 77765 TO 77822 FOR A TOTAL OF $351,726.73. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:
Zimmer moved to adjourn the meeting at 7:48PM. Reynolds seconded the motion. The motion carried unanimously.

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor