THE MEETING OF THE PLANNING COMMISSION HELD ON SEPTEMBER 17, 2018, 
AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS

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

APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 20, 2018
REYNOLDS MOVED, SECOND BY HALLIN, TO APPROVE THE MINUTES OF AUGUST 20, 2018.
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:
#18-11 Variance for Dairy Queen Drive Thru Lane
Staff Memo:

BACKGROUND
Valley Storage, LLC has submitted an application for a site plan review for the construction of a Dairy Queen Restaurant and variance for a drive-thru service land at 1102 7th Avenue South. The property is legally described as Lot 1, Block 1, Coborn’s addition, Sherburne County. This property is zoned B-2, Neighborhood Commercial Zoning District. The parcel is .77 acres located west of the Coborn’s Store and east of Rum River Drive South.

SITE PLAN ANALYSIS:
Access & Traffic Flow: Access will be off of Rum River Drive North to 323rd Avenue NW to the site or a second option is through the north entrance of the Coborn’s parking lot. There are three ingress and egress area to the DQ site. The access easement documentation is requested and may be required to be filed.

Sidewalk is being extended to the north edge of the DQ site with the construction of the Great North Trail project. Extending the sidewalk further south to 323rd Avenue NW is appropriate to be completed by the developer.

Drive-thru land will be accessed via north of the building where a directional sign will move patrons to the west side of the building to the menu board. The drive-thru is ok, ordering que is a bit tight and a designated order pickup area may be helpful although comments do not require any corrective action.

Parking: The proposed 22 parking stalls, 2 of those are handicap stalls. Parking requirements are met. Ordinance requires one space per four patron seats or one space per 100 square feet of gross floor area, whichever is greater, plus one space per employee on the largest shift. Each space shall be a minimum of one hundred-eighty (180) square feet in area with a minimum width of nine (9) feet and a minimum depth of 18 feet, with adequate maneuvering lanes.
The entire parking area, including parking spaces and maneuvering lanes shall be hard-surfaced within one year of the date of the permit is issued.

Bicycle racks are required to accommodate bicycles and is to be located near the entrance.

**Lighting:** Off-street parking shall be illuminated to a minimum level of one (1) foot candle at ground level over the entire surface of the parking area. Exterior lighting plans be submitted and approved by staff.

**Landscaping:** 50% of the building perimeter shall be landscaped in an area not less than 5 feet in width. Impervious area maximum lot coverage cannot exceed 50%. A landscape plan has not been submitted at this time. Because of the lateness to begin building, staff is asking that if the Planning Commission approve the site plan there is a condition of approval for landscaping by staff. The Ordinance does state that if because of weather conditions sodding and/or seeding is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.

Commercial uses which are adjacent to residential area shall be screened to minimize visual impact. The plans show the refuse containers have fencing around the area that matches the building.

**Building Materials:** The building is proposed to be constructed of tan/brown stucco or EFIS exterior with modular brick around the entrance.

All rooftop mechanicals shall be screened with materials that are architecturally compatible with the building. All ground level mechanicals (air conditions units, electrical boxes, etc.) shall be screened with shrubs or an approved fence.

**Signage:** The applicant is not seeking signage approval at this time. The applicant will likely utilize wall, directional, and pylon sign however. The signage shall be reviewed and permits obtained prior to installation. The Planning Commission review is required for a new pylon sign or utilization of the MTB signage.

**Grading and Storm Water Plans:**
Upon completion of the City Engineer will review the grading and storm water plans and are required to meet standards as established by municipal code prior to issuance of any permits for grading and construction.

**VARIANCE**

**Variance Review Standards:** The Zoning Ordinance lists the following standards to review a variance application by:

1. Is the variance in harmony with the general purposes and intent of the zoning ordinance?
   **Comment:** The general purpose and intent of the B-2 District is to offer basic, convenience-
type goods and services to the immediately surrounding area in which it is located.

2. Is the variance consistent with the Comprehensive Plan?
Comment: The Comprehensive Plan designates this area as Highway Commercial. A Dairy Queen with a drive-thru service lane is consistent with the Highway Commercial designation, which “allow a large mix of retail, office, and other business uses with generally more stringent development standards. Integrated neighborhood design with pedestrian and automobile facilities should be encouraged.”

3. Does the property owner propose to use the property in a reasonable manner not permitted by the zoning ordinance?
Comment: A drive-thru land on a Dairy Queen is reasonable use of a commercial property alongside a major highway.

4. Are there circumstances unique to this property not created by the landowner?
Comment: The B-2 Zoning District is intended to serve those commercial area in close proximity to residential areas, such as the commercial noted just north of the roundabout and the areas south of downtown along Rum River Drive. The B-2 Zoning District currently lists a restaurant without drive-thru service as a permitted use. Although the property is zoned B-2, Neighborhood Commercial, it is designated as Highway Commercial on the Future Land Use Plan.

5. Will the issuance of the variance maintain the essential character of the locality?
Comment: Yes, the issuance of a variance to allow a drive-thru will maintain the essential character of the locality as it is next to the Coborn’s store that has a drive-thru service lane for their pharmacy. A drive-thru is an amenity that is a necessary mode of doing business in a setting next to a highway.

Variance: Staff would recommend approval of the variance for a drive-thru service land, based on the following findings of fact:
1. The variance is in harmony with the general purposes and intent of the zoning ordinance;
2. The variance is consistent with the Comprehensive Plan;
3. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance;
4. There are circumstances unique to this property not created by the landowners;
5. The issuance of the variance shall maintain the essential character of the locality;
6. The alleged practical difficulty involves more than economic circumstances; and
7. Subject to the conditions of approval of the site plan review.

CONCLUSION
Site Plan Review: Based upon the above review standards, staff would recommend approval of the site plan review, subject to the following conditions:
1. Documentation of the access easement, the recording of will be determined by City Attorney.
2. Bicycle racks shall be placed near the entrance.
3. Construction of a sidewalk along the west side of the lot to be constructed by the developer.
4. The signage shall be reviewed and permits obtained prior to installation. Planning Commission review required for a new pylon sign or utilization of the MTB signage.
5. The trash enclosure shall match the exterior building materials in color. The trash enclosure shall not be of concrete block construction.
6. Staff approve landscaping and if because of weather conditions sodding and/or seeding along the landscape is unadvisable, a temporary certificate of occupancy may be issued along with landscape is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.
7. Additional information shall be provided for the City Engineer’s review.
8. The City Engineer conditions shall be met prior to the issuance of the Building Permit or Certificate of Occupancy.
9. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: building, signage, Water Access Charge (WAC), and Sewer Access Charge (SAC).
10. Any consultant costs over and above the original escrow fee shall be the responsibility of the applicant.
11. The Developer extend sewer, water, and electric distribution to the site, appropriate shut offs, and lateral extensions to the building at their cost.

********************************************************End of Staff Memo**********************************************************

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

William Bernard Architect, Jim Sultant, and Steve Johnston both Civil Engineers on the project were present to discuss the project and gave an overview.

Jim Sultant said that the seating will accommodate 47 people and there will be an outdoor patio on the south side of the building for the warmer months and a bike rack will also be in that area. The garbage area matches the building. The pylon sign will be addressed with Coborn’s. The main access will be off 323 Avenue NW, then there will also be accesses from the north end of the Coborn’s parking lot and the middle lane of the Coborn’s parking lot. There is room for five stacking cars on the ordering lane.

Erickson asked why there is a need for a variance.

DeWitt explained that this site is in the B-2 Neighborhood Business District and that district does not allow drive-thru lanes without a variance. Caribou Coffee and even Coborn’s Pharmacy had to have a variance for their drive-thru lanes. It is a requirement in the B-2 Zoning Ordinance.

Barbian said the Dairy Queen would like to start construction in the fall with a spring opening. The City moved this along a little faster to accommodate them. There are conditions on the site
plan approval and will be checked off as completed. The plans show two signs and only one pylon sign is allowed per site.
Hallin asked if the impervious structure area and storm water meets the requirements.

Barbian said the City Engineer is reviewing the plans.

Hallin asked how much bigger this building is from the other one.

William Bernard was not sure of the size difference. They are hoping to use the equipment from the current location. They are looking into the pylon signage.

Robert Peters, 903 6th Avenue North, said at dinner time that intersection is the worst spot. With the Dairy Queen going in it will create that much more activity at that end of town. He believes there will be too much traffic congestion.

Barbian said the exit on 323rd Avenue NW will be beneficial for the traffic. The Traffic Engineer will be reviewing this. Sherburne County is in the process of a traffic analysis and they will look at it.

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

JOHNSON MOVED, SECOND BY MOLLER, TO APPROVE AND FORWARD TO THE CITY COUNCIL WITH THE RECOMMENDATION OF APPROVAL ON ITEM #18-11 VARIANCE FOR A DRIVE-THRU SERVICE LANE AT THE PROPOSED DAIRY QUEEN LOCATION AT 1102 7th AVENUE SOUTH, IN THE B-2, NEIGHBORHOOD COMMERCIAL ZONING DISTRICT, THE LEGAL DESCRIPTION OF LOT 1, BLOCK 1, 409-COBORN’S ADDITION, PID #90-409-0105, WITH THE CONDITION THAT THE SITE PLAN FOR THE PROPOSED SITE BE APPROVED. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission Board reviewed the Findings of Fact:
1. Is the variance in harmony with the purpose and intent of the Ordinance? Yes.
2. Is the variance consistent with the Comprehensive Plan? Yes.
3. Does the proposal put the property to use in a reasonable manner? Yes.
4. Are there unique circumstances to the property not created by the landowner? Yes.
5. Will the variance maintain the essential character of the locality? Yes.
6. Does the alleged practical difficulty involve more than economic considerations? Yes.

OLD BUSINESS: None

NEW BUSINESS:
A. Site Plan Review for Dairy Queen
See memo from the Dairy Queen Variance.

HALLIN MOVED, SECOND BY JOHNSON, TO APPROVE THE SITE PLAN FOR THE PROPOSED DAIRY QUEEN LOCATION AT 1102 7TH AVENUE SOUTH, IN THE B-2, NEIGHBORHOOD COMMERCIAL ZONING DISTRICT, THE LEGAL DESCRIPTION OF LOT 1, BLOCK 1, COBORN’S ADDITION, PID #90-409-0105, WITH THE FOLLOWING CONDITIONS:

1. DOCUMENTATION OF THE ACCESS EASEMENT, THE RECORDING WILL BE DETERMINED BY THE CITY ATTORNEY.
2. BICYCLE RACKS SHALL BE PLACED NEAR THE ENTRANCE.
3. CONSTRUCTION OF A SIDEWALK ALONG THE WEST SIDE OF THE LOT TO BE CONSTRUCTED BY THE DEVELOPER.
4. THE SIGNAGE SHALL BE REVIEWED AND PERMITS OBTAINED PRIOR TO INSTALLATION. PLANNING COMMISSION REVIEW REQUIRED FOR A NEW PYLON SIGN OR UTILIZATION OF THE MTB SIGNAGE.
5. THE TRASH ENCLOSURE SHALL MATCH THE EXTERIOR BUILDING MATERIALS IN COLOR. THE TRASH ENCLOSURE SHALL NOT BE OF CONCRETE BLOCK CONSTRUCTION.
6. STAFF APPROVE LANDSCAPING AND IF BECAUSE OF WEATHER CONDITIONS SODDING AND/OR SEEDING ALONG WITH LANDSCAPE IS UNADVISABLE, A TEMPORARY CERTIFICATE OF OCCUPANCY MAY BE ISSUED SUBJECT TO AN ESCROW DEPOSIT TO ASSURE COMPLIANCE BY NO LATER THAN JULY 1ST OF THE FOLLOWING YEAR.
7. ADDITIONAL INFORMATION SHALL BE PROVIDED FOR THE CITY ENGINEER’S REVIEW.
8. THE CITY ENGINEER CONDITIONS SHALL BE MET PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT OR CERTIFICATE OF OCCUPANCY.
9. ALL NECESSARY PERMITS SHALL BE APPLIED FOR AND APPROVED PRIOR TO CONSTRUCTION, INCLUDING, BUT NOT LIMITED TO: BUILDING, SIGNAGE, WATER ACCESS CHARGE (WAC), AND SEWER ACCESS CHARGE (SAC).
10. ANY CONSULTANT COSTS OVER AND ABOVE THE ORIGINAL ESCROW FEE SHALL BE THE RESPONSIBILITY OF THE APPLICANT.
11. THE DEVELOPER EXTEND SEWER, WATER, AND ELECTRIC DISTRIBUTION TO THE SITE, APPROPRIATE SHUT OFFS, AND LATERAL EXTENSIONS TO THE BUILDING AT THEIR COST.

B. Site Plan Review for Erdman’s Addition
Staff Memo:

BACKGROUND
R.W. Builders, on behalf of Erdman Automation, has submitted a site plan review application for the construction of a warehouse and production facility. The subject property is 2.97 acres, zoned MN-1 Industrial, and designated as Industrial on the Future Land Use Plan.

The proposed building would be 43,950 square feet (293’ by 150’) one-story that will have two links on the east side of the building that would join to the existing production and warehouse building. This addition will be used for production and warehouse.
ANALYSIS

Variance: The proposed addition has two links that will be connected from the new building to the current site located on the lot east of this site. The applicant indicated that the link could be removed in the future if need be. However, this creates a zero setback where the links will be built over the property line. This requires a variance. The building construction must also meet all building codes. Should a variance not be granted or building codes not meet, the buildings cannot be connected.

Parking: New parking area will be placed in the northwest corner of the lot. The propose 25 parking stalls, 2 of those are handicap that will be in the northwest corner of the lot. Future parking is shown south of the proposed parking area if needed.

  - Manufacturing: Five plus one for each employee on the largest working shift, but not less than one per 1,000 SF.
  - Warehouse: Five plus one for each employee on the largest working shift, but not less than one per 2,000 SF.

Lighting: Off-street parking shall be illuminated to a minimum level of one (1) foot candle at ground level over the entire surface of the parking area.

Materials: The structure will be faced with the same steel material as existing buildings. All rooftop mechanicals shall be screened with materials that are architecturally compatible with the building. All ground level mechanicals (air conditioning units, electrical boxes, etc.) shall be screened with shrubs or an approved fence.

Grading, drainage and storm water: The City Engineer shall review the grading and drainage plans. The plans shall meet all conditions of the code as determined by the City Engineer and shall be met prior to the issuance of a grading permit, building permit or certificate of occupancy.

Landscaping: Landscaping plans shall be submitted. A condition of approval will be City staff’s review and approval of the landscaping plans. The Ordinance does state that if because of weather conditions sodding and/or seeding is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.

Signage: No signage has been applied for as part of this application. Any new signs will require approval prior to installation. (New freestanding signs require Planning Commission review).

RECOMMENDATION:
That the Planning Commission consider approval of the Site Plan for Erdman Manufacturing provided that the following conditions be met:
1. A variance be applied and approved allowing the building links to be built over the property line or the buildings not be connected.
2. The Developer extend sewer, water, and electric distribution to the site, appropriate shut offs and lateral extensions to the buildings at their cost, including covering associated impact fees acceptable to the City Engineer and PUC.
3. The building be sprinkled.
4. Grading, Storm Water Plans, along with sewer, water, and electrical be approved by the City Engineer, Public Works, and Public Utilities prior to Building Permit issuance.
5. Any consultant costs over and above the original escrow fee shall be the responsibility of the applicant.
6. The additional information be provided for the City Engineer’s review, meeting engineer conditions prior to the issuance of the Building Permit or Certificate of Occupancy.
7. All street excavation for sewer or water shall require an escrow.
8. The new parking area shall meet the stall size and aisle width requirements. No parking stalls are allowed within the public right-of-way.
9. Staff approve landscaping plans, if sodding and/or seeding is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.

********************************************************************************End of Staff Memo********************************************************************************

Ron Weyer, R.W. Builders representative, spoke and gave an overview of the project. He said Erdman’s business is good and they are booked out for about a year. They had an addition that was done in the past with two links between the buildings and that is what they would like to do here. This new addition will be for shipping and storage. The assembly line will be quite long with high tech equipment. Now they have to deal with outside elements. This addition linking to the current building will work good for them. They would like to get the grading and infrastructure in this fall. Maybe spring they will do the foundation and then have it completed by September, 2019. They have future parking in the plans in case Erdman’s were to sell the building. The storm water is on the northwest side of the site.

Barbian said the overall project looks good. There are nine conditions that would need to be subject to approval.

HALLIN MOVED, SECOND BY REYNOLDS, TO APPROVE THE SITE PLAN FOR THE ERDMAN AUTOMATION BUILDING LOCATED AT LOT 1, BLOCK 2, 407-PRINCETON INDUSTRIAL PARK THIRD ADDITION, PID #90-407-0205, WITH THE FOLLOWING CONDITIONS:
1. A VARIANCE BE APPLIED AND APPROVED ALLOWING THE BUILDING LINKS TO BE BUILT OVER THE PROPERTY LINE OR THE BUILDINGS NOT TO BE CONNECTED.
2. THE DEVELOPER EXTEND SEWER, WATER, AND ELECTRIC DISTRIBUTION TO THE SITE, APPROPRIATE SHUT OFFS AND LATERAL EXTENSIONS TO THE BUILDING AT THEIR COST, INCLUDING COVERING ASSOCIATED IMPACT FEES ACCEPTABLE TO THE CITY ENGINEER AND PRINCETON PUBLIC UTILITIES.
3. THE BUILDING BE SPRINKLED.
4. GRADING, STORM WATER PLANS, ALONG WITH SEWER, WATER, AND ELECTRICAL BE APPROVED BY THE CITY ENGINEER, PUBLIC WORKS, AND PRINCETON PUBLIC UTILITIES PRIOR TO BUILDING PERMIT ISSUANCE.

5. ANY CONSULTANT COSTS OVER AND ABOVE THE ORIGINAL ESCROW FEE SHALL BE THE RESPONSIBILITY OF THE APPLICANT.

6. THE ADDITIONAL INFORMATION BE PROVIDED FOR THE CITY ENGINEER’S REVIEW, MEETING ENGINEER CONDITIONS PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT OR CERTIFICATE OF OCCUPANCY.

7. ALL STREET EXCAVATION FOR SEWER OR WATER SHALL REQUIRE AN ESCROW.

8. THE NEW PARKING AREA SHALL MEET THE STALL SIZE AND AISLE WIDTH REQUIREMENTS. NO PARKING STALLS ARE ALLOWED WITHIN THE PUBLIC RIGHT-OF-WAY.

9. STAFF APPROVED LANDSCAPING PLANS, IF SODDING AND/OR SEEDING IS UNADVISABLE, A TEMPORARY CERTIFICATE OF OCCUPANCY MAY BE ISSUED SUBJECT TO AN ESCROW DEPOSIT TO ASSURE COMPLIANCE BY NO LATER THAN JULY 1ST OF THE FOLLOWING YEAR.

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

C. Princeton Public Utilities Report
Connie Wangen, General Manager of the Princeton Public Utilities Commission gave an overview of the utility rates. Wangen started with talking about their employees and how they are from the area. They grew up here and have had their children here. They care about the community and the Princeton Public Utilities Commission Board. Their Commission members consist of a business owner, retired school teacher, and a retired business owner. Jon Brooks, Electric Superintendent has been with the utilities for 40 years and is an extremely knowledgeable lineman. The guys stay on task and get the job done. They take their work seriously. They answer their phones 24 hours a day, and help each other out. Any electrical company outside the city would not have this dedication. The electrical plant generates the power 24 hours a day. They can generate power for the entire city with the equipment they have. They do not use their reserve all 24 hours. The power plant is extremely clean. Scott Daniels is the Water Department Superintendent. He takes the public water supply very seriously and is a dedicated employee. He also answers the phone 24 hours a day. The crews work together and do a lot of cross training where they use a smaller staff and do not need to hire when someone retires.

The Utilities staff also helps out the City Wastewater Treatment Plant. They have helped with the LED lighting, air conditioner units, just to name a few items. Their help has saved the City thousand of dollars. They hang the banners for the Chamber and Christmas decorations. They have also provided their time with the City snowplowing at no charge to the City. Currently they are working on painting the fire hydrants. They have to sandblast them and then paint them. There are 370 hydrants in the city and this year they are repainting a hundred of them and hope to have it done in a three-year span if not sooner. Their office staff bills the sewer charges for the City. This takes time and they answer phone calls about the sewer. They also
take the payments over the phone. The Princeton Public Utilities does not charge the City with any extra cost they spend for billing and taking payments.

They support the Princeton School District and have painted the water tower with the school mascot. They are working with the School Board to come to a resolution on the school’s private wells. The Princeton Utility Commission Board looks at their rates seriously and they are not the highest in the area. They have implemented an infrastructure charge of $1 a month where they can work with the contractor to help the homeowner with the cost. There was a lot of lines to residential homes that broke so the utilities need to build those funds. By 2021 they should have the remaining wells closed up so there is no contamination to the City water.

Scott Daniels said they will always be proactive to close up the abandon wells. The City of Blaine has had contamination twice to their water system and we do not want that here.

Erickson asked Wangen to clarify the School District well heads claim.

Wangen said the school has a well by the Middle School they use to irrigate the ball fields. They cannot extend it because it is getting so close to the municipal water. Department of Health demands that we have the Well Head Plan in place and the DNR regulates the amount of water that can be pumped out from the wells. The School District was denied by the DNR to increase their well irrigation for watering their ball fields, but the School District put it in anyway. If the School District were to hook up to water with the Princeton Public Utilities they will have to pay for water, but we may wave the hookup fee, and we are also helping them learn how to control their watering for irrigation where they do not need as much. Wangen continued that the utilities have not increased electric or water rates since 2015. The increased expense will be paying for the water. They are paying an appropriation rates with the DNR that is not cheap. The Department of Health says they have to try sealing up the wells to protect the public water supply.

Daniels said they offered the District Office to seal the well and they would wave the WAC hookup charge also. The new fields have to be hooked up to city water. They were told no expansion on the irrigation of using this well and they did it anyways.

Wangen said they are working with the school now. The DNR told the School District that they cannot increase the pumping.

Barbian said they expanded the well and they still can use that well at the given usage rate by the DNR. Once the well irrigation is worn out and it will be capped and sealed.

Wangen said they have to update their Well Head Plan and they are working on that themselves so they do not have such an expense to hire an outside firm. They have to have an engineer and hydrologist look at the water source.

Barbian said the City has to approved the Well Head Protection Plan.
Daniels said the wells are being used as an outside well and not inside a house. They have been used to water the lawn and such.

Reynolds asked how deep are city wells

Daniels said about 160 feet deep.

Erickson how much water is in a sand point well.

Daniels said there is no regulation on a sand point well.

Wangen said farmers have to report to the DNR on their irrigation. Wangen showed the electric rates. They have been updating electrical lines and going underground. They are working from the fairgrounds to 10th Avenue. With burying the lines, they are also increasing the voltage. They are working with the homeowners on this. The Public Utilities invest and are improving the infrastructure. Street lighting they have spent about $80,000 converting to LED. They have received $40,000 rebates for this update. They pay the cost for the street lighting. Changing to LED lighting has reduced the kilowatts and helped reduce the cost in about half in a three year period. Side streets and Avenues are next to complete. They also plan on upgrading water mains. They have done quite a bit in finding leak detection and controlling them. If new residents provide a good letter of credit they will wave the deposit. If a deposit is put down, it will collect interest for the party and they will get it all back with the interest. The deposit helps protect the rate payers. The billing is for the previous month. If late in paying they can owe for 3-4 months. Some have an idea that when winter comes they do not have to pay a bill. They work with the resident to help pay a bill. The Public Utilities is a business and needs to collect the funds due to stay in operation.

Stoeckel asked what the reconnect fee is when they are disconnected.

Wangen said it is a $50 fee. The Public Utilities is a member of SMMPA. SMMPA pays four out of five of their engines and also pay when staff is on call. They also have solar plants in SMMPA.

Erickson asked if anyone has done a study to not have Princeton Public Utilities for power.

Wangen said the sewer rate is what the City has decided for the rate and the water is what the Public Utilities charges. They bill the sewer for the city. Sewer is based off the water amount used. Wangen said she could bring in SMMPA and they can address questions also.

Erickson said it is electric he is wondering about.

Daniels said with Connexus turns the power off right away if the resident has not paid their bill. Public Utilities is not that way. With Connexus you do not get your power turned back on until they are back in the area.
Erickson said he owns some apartments in town and tell the benefits to his tenants of having the Princeton Public Utilities for the electric.

Wangen said a street light pole was hit at an apartment building parking lot and Jon Brooks went and capped off the lines so no one would be hurt by it. This was a private light pole and he covered the pole until they could get an electrician to fix it. You do not find that with other electric companies outside of town to go the extra for a resident.

Stoeckel said he works for Elk River Utilities and they have taken 2,000 customers from Connexus. The customers were complaining about their electric bill.

Jon Brooks said the majority of them have to look at their bills and of what they are using for electricity.

Wangen said now the franchise fees will be going on to the utility bills and they will have to answer that also. They believe in 2019 will experience a whole sale rate. They have cut back on staff with doing cross training. They do not buy new vehicles. Only a bucket truck or digger truck they have to buy new. The vehicles their guys use are used and the Utilities Commission will not allow them to buy new vehicles. They feel they can absorb the cost increase. They work at saving cost. They will not raise rates to customers.

Erickson said the perception is the highest rates in the state and seeing the list Wangen provided, it is not.

Wangen said she did a rate study when she took over as manager and she would have a rate study guy come in and talk to them and he will verify Princeton does not have the highest rate. She thanked the Planning Commission Board for having her tonight.

D. BP Gas Station Pylon Sign
Community Development Assistant Memo:

REQUEST
Anthony & Cheryle Hofman, owners of BP Station, have submitted a Building Permit application for replacement of their pylon sign located at 509 19th Avenue North. The current pylon sign has storm damage and BP is requiring that instead of a sign faceout, they update the sign to their current regulations.

ZONING PROVISIONS
The Sign Ordinance requires that the Planning Commission approves the pylon signage. This site is located in the B-3 General Commercial District where the pylon sign regulations requirements are:
1. Total square footage is 150 square feet;
2. The sign cannot be higher than 60 feet;
3. Ten feet of clearance shall exist between grade levels and the bottom of the sign;
4. The sign must be located on the property where the business advertisement is located;
5. The sign cannot extend over public sidewalks or streets; and
6. There shall be no more than one pylon sign per lot.

CONCLUSION
The sign request is for a sign of approximately 110 total square feet, 30 feet in height, and clearance of 14 feet between grade level and the bottom of the sign. The sign must be 15 feet away from surrounding building or structures and cannot extend over public sidewalk or streets. The sign will be illuminated internally with LED lighting and the pricing area will be the only area that has the changeable LED lighting. The proposed sign meets the requirements and staff supports the approval of the pylon sign.

If the Planning Commission approve the proposed BP Station pylon signage, staff recommends the following conditions of approval:

1. Total square footage is 150 square feet;
2. The sign cannot be higher than 60 feet;
3. Ten feet of clearance shall exist between grade levels and the bottom of the sign;
4. The sign must be located on the property where the business advertisement is located;
5. The sign cannot extend over public sidewalks or streets;
6. There shall be no more than one pylon sign per lot; and
7. Engineered plans for the pylon signage will need to be submitted with a building permit and approved prior to installing.

**************************************************************************End of Staff Memo**************************************************************************

HALLIN MOVED, SECOND BY JOHNSON, TO APPROVE THE BP GAS STATION PYLON SIGN. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

E. Administrative Boundary Line Adjustment for proposed Habitat home located at 609 County Road #18 South
DeWitt explained that the City owns the property at 609 County Road #18 South with funds from the NSP. The City will be giving this property to Habitat for Humanity and a survey was done. DeWitt highlighted the survey which shows there is two slivers of property, Tract B and Tract A, that connects to the proposed Habitat property that are not in compliance with the Zoning Ordinance. The driveway on Tract A is partly on the Habitat land and Tract B has a shed that is partly on the Habitat property. The City had gone through the process of giving the two sites a sliver of property to get them in compliance. Tract D will be a ten foot utility easement. DeWitt has prepared an Administrative Boundary Line Adjustment Resolution that will be recorded and just wanted to bring this to the Planning Commission for approval.
Barbian said this will straighten out the land transfer for Habitat and where the other two properties will be in compliance with the Ordinance.

JOHNSON MOVED, SECOND BY MOLLER, TO APPROVE THE ADMINISTRATIVE BOUNDARY LINE ADJUSTMENT FOR PROPERTIES LOCATED ON THE REGISTERED LAND SURVEY NO. 16, CONSISTING OF FOUR TRACTS, TRACT A, B, C, AND D. A SURVEY OF 609 COUNTY ROAD #18 SOUTH. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

COMMUNICATION AND REPORTS:
A. Verbal Report
Barbian said the Downtown Design Guidelines has met with two companies and Eldon Johnson, Sharon Sandberg, and Genny Reynolds attended the meetings. Barbian said he has received the two proposals. There is another company that would like to put in a proposal also. That will be done shortly and then those who attended can look at their proposals and see who should be selected.

The City received a Interim Use Permit from Sherburne County for a ten acre farm that would like to host special events. We own property by this site and we received a public notice of what they would like to do. The City did not have any questions on it and he just wanted to make them aware of it. The Planning Commission had no comments.

B. City Council Minutes for August, 2018
The Planning Commission Board had no comments.

JOHNSON MOVED, SECOND BY HALLIN, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:49 P.M.

ATTEST:

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