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

Absent: Victoria Hallin

**APPROVAL OF MINUTES OF REGULAR MEETING ON AUGUST 19, 2019**

MOLLER MOVED, SECOND BY JOHNSON, TO APPROVE THE MINUTES OF AUGUST 19, 2019. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**AGENDA ADDITIONS / DELETIONS:**

REYNOLDS MOVED, SECOND BY MOLLER, TO ADD UNDER COMMUNICATION AND REPORTS, ITEM C, STORAGE CONTAINERS IN RESIDENTIAL DISTRICT. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**PUBLIC HEARING:** None

**NEW BUSINESS:**

A. DQ and Coborn’s Pylon Sign

Mary Lou DeWitt, Comm. Dev. Memo

**REQUEST**

Coborn’s has submitted a permit application for a multi-tenant (MTB) pylon sign that will be shared with the future Dairy Queen. The front lot is owned by Coborn’s and they have sold it to the owners of Dairy Queen. This lot is west of Coborn’s front parking lot along 7th Avenue South, 1100 7th Avenue South, PID #90-409-0105. The Dairy Queen building has begun construction and they will be removing the current pylon sign that host Coborn’s only and be replaced with this proposed sign.

The property is zoned in B-2 Neighborhood Business District. The Zoning Ordinance requires a pylon sign be approved by the Planning Commission.

**ZONING PROVISIONS**

The applicants are proposing a multi-tenant pylon sign west of their site where it can be seen along Hwy. #169 and Rum River Drive South. MTB signage may only be located within 900 feet of the major interchanges of Trunk Highway 169 within the City of Princeton. This site is less than 700 feet from the interchange of Highway 169. MTB signage requires at least ten (10) acres, not including public right-of-way and these two properties consist of 11 acres. The sign...
height of 60 feet meets the required maximum sign height with a minimum clear zone below the sign of ten (10) feet in the B-2 District. The outermost edge of the sign face must be a minimum of (10) feet from any road right-of-way. The total permissible sign face area on MTB pylon shall be no greater than five hundred (500) square feet per face. This pylon sign will have three Dairy Queen signs with a total of 210.2 square feet and Coborn’s will have two signs with a total of 282.4 square feet, both meet the required sign face. A portion of the sign will have changeable copy (electronic) non-pictorial text information in which it will display the gas price for Coborn’s and food specials for the Dairy Queen.

No MTB may be erected until a “MTB Plan” is signed by the owners of the two properties and is filed with and approved by the City. The MTB plan shall also specify standards for each MTB sign proportions and landscaping around the base of each MTB. The plan may contain other restrictions as the owners of the affected properties may reasonably determine, shall be signed by each of the owners and shall otherwise be in such form as required by the City.

CONCLUSION/RECOMMENDATION
The proposed multi-tenant pylon signage meets the zoning requirements and staff would recommend approval of the sign permit based on the following conditions:

1. Staff receives the “Multi-tenant Plan” that is signed by the owners of the two properties and filed and approved by the City prior to the issuance of building permit.

2. The building permit reviewed and approved by the Building Inspector and staff. The plans are Engineer signed.

Francis Audette, District Manager for Coborn’s said that the agreement has been signed between Coborn’s and the Dairy Queen and he will get that to the City.

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE MULTI-TENANT PYLON SIGN BETWEEN COBORN’S AND DAIRY QUEEN WITH THE FOLLOWING CONDITIONS:

1. STAFF RECEIVES THE “MULTI-TENANT PLAN” THAT IS SIGNED BY THE OWNERS OF THE TWO PROPERTIES AND FILED AND APPROVED BY THE CITY PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT.

2. THE BUILDING PERMIT REVIEWED AND APPROVED BY THE BUILDING INSPECTOR AND STAFF. THE PLANS ARE ENGINEER SIGNED.

UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.
B. Site Plan Review for Aero Business Park First Addition, Lot 1, Block 1 & Administrator Lot Split
Mary Lou DeWitt, Comm. Dev. Memo

BACKGROUND
Dan Tveite, Chino Properties, Inc. is in the process of purchasing from the City of Princeton, Lot 1, Block 1, Aero Business Park First Addition, PID #24-070-0010. The property is zoned in B-3 General Commercial District. This is a two (2) acre parcel that will have a lot split approximately in the center of the lot. The parcel is located on the corner of 21st Avenue South and First Street, addressed as 101 21st Avenue South.

SITE PLAN ANALYSIS
The Developer is proposing to develop this lot in two phases. The Site Plan Review will be for the first phase only. The first phase is for a 10,000 square foot commercial building positioned on the northern border of the property. The building will host a 10,000 square foot Health Club, two separate retail spaces of 1,325 square feet each, and the furthest easterly section would be 1,350 square feet for a proposed tavern. All sites are compatible in the B-3 District.

LOT SPLIT
Staff has prepared an Administrator Lot Split for Lot 1 where Parcel A, the most northern border, will consist of 1.06 acres and Parcel B will be .94 acre. The Developer will have a right of purchase of Parcel B.

LOT SETBACKS
Parcel A will be 46,021 square feet (1.06 acres) exceeds the required 10,000 square foot minimum lot size for the B-3 District. The Ordinance requires a 20’ foot setback, five-foot side yard setback, and rear yard minimum of 20’ feet which all have been met. The minimum lot width of 75’ feet and the plans show 156’ feet. All setback requirements have been met.

The proposed lot coverage (percent of the lot occupied by buildings) is 21.8% and Impervious coverage (all structures and materials that resist water infiltration) is 65.9% and the Zoning Ordinance allows 60%. Consideration of the rain garden to be located on the south side of the lot and adjustments to the entrance will bring this to an acceptable level.

DRIVEWAY EASEMENT
After discussions of alternative access option it is recommended that a cross easement to designate a driveway that will service both Parcels A & B is recorded. Upkeep of the ingress and egress access will be the property owners shared responsibility when Parcel B is developed, and will be recorded with the County.

PARKING
The parking lot is positioned south of the building front with one shared ingress/egress access point from 21st Avenue South. The plans show a total of 54 parking spaces with two (2) handicap parking stalls and the Americans with Disabilities Act (ADA) states a parking facility
with 51-75 spaces needs three (3) handicap spaces. The Developer will need to add another handicap space to the plans. The parking spaces conform to the Ordinance with a width of nine (9) feet and depth of 18 feet, with a maneuvering lane of 26’ feet.

The entire parking area, including parking spaces and maneuvering lanes shall be provided with a durable, dustless surface. The parking area shall be hard-surfaced within one year of the date the permit is issued. Parking facilities designed for a capacity of five (5) or more parking stalls shall be a setback from all adjoining property lines of three (3) feet. In the future, if Parcel B were to develop there will be a shared access point and then the Planning may approve the common parking areas.

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

**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.

**STORM WATER**
The storm water plan is condition upon the City Engineers approval.

**WATER, ELECTRICAL, AND SEWER**
Princeton Public Utilities is to approve the proposed electric plans. The PUC strongly recommends submetering each unit for water and electric. The Developer is required to extend sewer, water, and electric distribution to the site, appropriate shut offs and lateral extensions to the building at their cost including associated impact fees.

Sanitary Sewer for Parcel A will be serviced with the existing sewer stub. Parcel B shall be served from the sewer stub by setting a manhole in the right-of-way and extended south in the right-of-way to Parcel B.

**BUILDING MATERIALS**
The upper half of the building will have stucco panels in a light tan with stone veneer along the bottom half of the building. Each building section will have its own entry door. The roof material will be metal with standing seam, no exposed fasteners. A future outdoor patio on the east side of the building with fencing is on the plans and the applicant will need to apply for a fence permit prior to installation of fencing.

**TRASH**
The enclosed trash area is on the west side of the property that will be used for all four sites. The fencing will be painted gray cedar with a concrete slab. Size of the area will be 12’8” x 10’ with a 8’ x 6’ trash container.
LANDSCAPING
50% of the building perimeter shall be landscaped in an area not less than five (5) feet in width. The site plan has landscape area along the two sides and back of the building. Staff recommends tree coverage on the west side of the property to help reduce the winds pushing the snowfall into the parking lot. No landscaping or screening shall interfere with driver or pedestrian visibility for vehicles entering or exiting the premises.

SIGNAGE
The applicant is not seeking signage approval at this time. The applicant will likely utilize wall signage for each site along with a multi-tenant signage with the proposed location on the northeast corner of the site and will need to meet the Sign Ordinance requirements before bringing it to the Planning Commission for review. All signage will need building permit approval prior to installation.

CONCLUSION
Staff recommends approval of the site plan with the following conditions:

1. Shared access easement approved by the City Attorney and recorded with the County.
2. Bicycle racks shall be placed near the entrance of the Health Club.
3. The signage shall be reviewed and permits obtained prior to installation. The Planning Commission review required MTB pylon signage.
4. 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.
5. The City Engineer’s review on the stormwater plans shall be met prior to construction, including, but not limited to: building, signage, Water Access Charge (WAC), and Sewer Access Charge (SAC).
6. The Developer extend sewer, water, and electric distribution to the site, appropriate shut offs, and lateral extensions to the building at their cost. Connection to the sewer and water be in the utility easement inside the property line along 21st Avenue South.
7. 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).
8. Any consultant costs over and above the original escrow fee shall be the responsibility of the applicant.
9. The Developer needs to contact Princeton Fire Chief for the purchase and placement of a
Knox Box by the front door entrance which will contain a master key for sites.

10. The placement for Parcel B sewer stub by setting a manhole in the right-of-way and extended south in the right-of-way to Parcel B shall be set in place with this development.

Dan Tveite spoke that his wife, himself, and their daughter own Anytime Fitness here in Princeton and are proposing moving it to their new building. On the end site they would like to have a tavern. He spoke to the owners of two pubs and asked what would be something they would recommend and they said a patio with a garage door where you can move the furniture in and out. Tonight, he signed the purchase papers so he is going to actively market for a brew pub now. For the retail spaces those two could be combined to one. For the landscaping they will put trees around the perimeters of the building. He might put a row of spruce trees along the west side of the property to help with the snow blowing on the parking lot, but will make sure they can still plow. In between the two parking areas will be a rain garden that will absorb some of the excess water. This is not a difficult property to design around and they can make changes. Moving the access to the middle makes sense to him and it is on the new plans.

Erickson commented that the impervious structure will not be a problem.

Tveite said they are having soil boring done and testing the land.

Johnson said the front of the building faces south you will see the back of the building.

Tveite said they will put signage and landscaping along First Street. The design of the property he wanted was the two buildings facing each other with the parking lot in between.

Moller asked if they have the first right of purchase.

Barbian said no, it’s a right of purchase. He has a purchase agreement with set terms for Parcel B and that expires in 2022 and would have to be built on by 2023.

Tveite said just a tenant in the current building. They are going from their current site of 5,000 square feet to 6,000 square feet for the gym. He lives in Elk River and the daughter who is a part owner lives in Mora.

Elizabeth Tveite said she was thinking of natural prairie look for landscaping instead of grass that needs mowing.

DeWitt said to look at Kwik Trips pondage area and they have approximately five different prairie grasses. The City would not want a wild flower area like the roundabout on Hwy #95 and 21st Avenue North. They have had complaints in regards to the look of it. Staff will have to review what they intend to put in for landscaping.
JOHNSON MOVED, SECOND BY MOLLER, TO APPROVE THE ADMINISTRATOR LOT SPLIT FOR LOT 1, BLOCK 1, AERO BUSINESS PARK FIRST ADDITION, PID #24-070-0010 AND THE SITE PLAN PARCEL A WITH THE FOLLOWING CONDITIONS:

1. SHARED ACCESS EASEMENT APPROVED BY THE CITY ATTORNEY AND RECORDED WITH THE COUNTY.

2. BICYCLE RACKS SHALL BE PLACED NEAR THE ENTRANCE OF THE HEALTH CLUB.

3. THE SIGNAGE SHALL BE REVIEWED AND PERMITS OBTAINED PRIOR TO INSTALLATION. THE PLANNING COMMISSION REVIEW REQUIRED MTB PYLON SIGNAGE.

4. STAFF APPROVE LANDSCAPING AND IF BECAUSE OF WEATHER CONDITIONS SODDING AND/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.

5. THE CITY ENGINEER’S REVIEW ON THE STORMWATER PLANS SHALL BE MET PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT.

6. THE DEVELOPER EXTENDED SEWER, WATER, AND ELECTRIC DISTRIBUTION TO THE SITE, APPROPRIATE SHUT OFFS, AND LATERAL EXTENSIONS TO THE BUILDING AT THEIR COST. CONNECTION TO THE SEWER AND WATER BE IN THE UTILITY EASEMENT INSIDE THE PROPERTY LINE ALONG 21ST AVENUE.

7. 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).

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

9. THE DEVELOPER NEEDS TO CONTACT PRINCETON FIRE CHIEF FOR THE PURCHASE AND PLACEMENT OF A KNOX BOX BY THE FRONT DOOR ENTRANCE WHICH WILL CONTAIN A MASTER KEY FOR THE SITES.

10. THE PLACEMENT FOR PARCEL B SEWER STUB BY SETTING A MANHOLE IN THE RIGHT-OF-WAY AND EXTENDED SOUTH IN THE RIGHT-OF-WAY TO PARCEL B SHALL BE SET IN PLACE WITH THIS DEVELOPMENT.

UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.
C. Noise Barrier Program
MnDOT Greater MN Stand-Alone Noise Barrier Program

The Minnesota Department of Transportation (MnDOT) has been constructing noise walls and barriers during roadway construction projects since the mid-1970s. In 1974, the MN State Legislature directed the Minnesota Pollution Control Agency (MPCA) to adopt state noise standards (M.S. 116.07, Subdivision 2). Federal noise standards specific to highway traffic noise are codified in 23 CFR 772. Both standards are used to determine noise impacts and mitigation in Minnesota.

In 1995, the MN State Legislature directed MnDOT (MN Statute 161.125 Sound abatement along highways to develop a statewide priority list to direct state resources to mitigate traffic noise for locations not adjacent to new roadway construction, when mitigation may be required by federal law. To date, only the Metro District has funded stand-alone noise “retrofit” barriers.

In October 2013, the Office of the Legislative Auditor released the evaluation report: MnDOT Noise Barriers. The report recommended that “MnDOT should create a pathway for communities outside of the metropolitan area to become eligible for state-fund noise barrier project.”

Barbian said he wanted the Planning Commission aware of it and just wanted to see if they wanted to check into this more.

Johnson said this can only be used for residential areas and they have to be constructed prior to 1997. None of the areas here would qualify.

Barbian said if the date of 1997 changes then they would possibly look at a Noise Barrier Program.

OLD BUSINESS:
A. Land Use Map

Barbian said this is a draft and shows projected uses inside the City and outside. This would be a base with the Transportation Plan. The WSB Engineer representative will talk with the Planning Commission on what the Landuse Plan is showing. The longer runway could be considered in the future. Barbian said before he talks to the townships he would like to know if the Planning Commission has any changes that need to be made. Barbian pointed out the high traffic uses for the roads and what is projected for landuse around them.

Johnson said north by the church along 33rd Street which is in Princeton Township would be a great residential area.

Barbian ask the Planning Commission to review the Landuse Plan Map and to bring it back to the next Planning Commission meeting. They can call or email also if they have suggestions to
the map.

The Planning Commission Board thought the Comprehensive Plan Landuse map looked good.

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE COMPREHENSIVE PLAN LANDUSE MAP DRAFT. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

COMMUNICATION AND REPORTS:
A. Verbal Report
1) MN-1 Industrial District Ordinance Discussion
Mary Lou DeWitt, Comm. Dev. Memo:

The property in review is located at 700 Old County Road #18, (Simplified Construction Services). Dating back to 2011, the City has had numerous complaints on the particles and remnant of the sheetrock grinding process being deposited on neighboring properties and personal property. Staff has had many conversations with the owner of the business and has sent many letters to come to a resolution of this matter.

The site is currently for sale, but staff still needs to address the situation and would like the Planning Commission’s direction. Current photos are attached.

City Code states:
Section 600.04 of the City of Princeton City Code states that dense smoke, noxious fumes, gas, and soot or cinders in unreasonable quantities are declared to be nuisances affecting health.

In addition, Chapter VI.2.B of the City Zoning Ordinance states that any use established, enlarged, or remodeled after the effective date of this ordinance shall be so operated as to control the emission of smoke or particular matter to the degree that it is not detrimental to the normal senses or shall endanger the health, safety, comfort, or general welfare of the public.

MNI1 INDUSTRIAL DISTRICT
A. Intent
The intent of the MN-1 Industrial District is to provide a district for the development and operation of manufacturing, storage, and distribution type business. This district shall encourage the development of industrial uses which promote high-tech quality uses more likely to be compatible with existing uses and which shall be free of hazardous or objectionable elements such as noises, odor, dust, smoke, glare, or other pollutants.

Manufacturing uses with exterior storage is permitted as an accessory use to the permitted use, provided that:

(a) The exterior storage area must be located to the rear of the building or site;
(b) The exterior storage area must be fenced and fully screened from view.

C. Prohibited Uses
The following uses are not permitted:
*No noxious or offensive trades, services, or activities, and nothing which may become a
nuisance or annoyance—unsightliness, excessive emission of odors, dusts, fumes, smoke, or
noise.

D. Conditional Uses (Rev. 6-14-12; Ord. 687)
The following uses are permitted subject to the issuance of a Conditional Use Permit:
*Any uses in which over 50% of the site would be used for uncovered outside storage, provided
that:
(a) The exterior storage area must be located to the rear of the building or site;
(b) The exterior storage area must be fenced and fully screened from view.

Barbian said he wanted this on the Planning Commission meeting and asked DeWitt to write a
memo. He wants the Planning Commission’s thoughts on how much we should do on
enforcement of a site. Should we allow it or not allow it.

Reynolds said the dust goes to other property areas.

Moller said the site does not have adequate outside storage.

Barbian said Plastic Products has had complaints in the past.

Erickson said he is creating a unique market and product, but it still is on the starting ground of
production. He purchased a new machine and will grind the material that much quicker. The
owner called Erickson and said this is only a temporary site. The location is for sale and the
owner said he is done using that site.

DeWitt said she had sent a letter to the property owner this summer and he did clean up the
site. Barbain had her check out the site again since he seen a small pile beginning.

The Planning Commission decided that staff can keep monitoring the site and will have to
address it if it becomes a problem again.

B. City Council Minutes for September, 2019
The Planning Commission Board had no comments.
C. Storage Units in Residential District
Mary Lou DeWitt, Comm. Dev. Memo:
Staff had received a call regarding a property owner putting a storage unit in their backyard. The Zoning Ordinance for the Residential District requires building materials in common use in residential construction to be similar in form, structure, and esthetics to building materials in common use in residential construction. Staff sent a letter to the property owner stating this shed does not qualify as a stick form structure and will need to be removed.

The container is 8’ ft. x 22’ ft., a total of 176 square feet. A building permit is only required for sheds over 200 square feet. The owner is intending to put a pitched roof on, trim the shed, and paint it to match the house. He plans to put studs on the inside of the shed and hang plywood. The shed is sided except for the front which he has the siding for. Photos are attached.

The Residential Ordinance is flimsy in regards to storage containers because those are meant for the Industrial District. Below are the Residential District regulations.

Other Applicable Regulations
1. All principal buildings for residential property shall have a permanent wood, concrete, or masonry foundation which complies with the State Building Code as adopted by the City of Princeton.

2. All siding and roofing used in residential construction shall consist of building materials in common use in residential construction, but may also include building materials which the Planning Commission finds to be similar in form, function, and esthetics to building materials in common use in residential construction (Rev. 05-10-2012; Ord. 683).

Accessory Buildings and Uses (Rev. 01-26-12; Ord. 678)
A. No accessory building or structure shall be constructed on any lot prior to the time of construction of the principal building to which it is an accessory.

B. Accessory buildings shall not be erected or located within any front yard.

C. No accessory building or detached garage per single-family home shall occupy more than a total of 25 percent of a rear yard, or exceed 800 square feet of total floor area. Garages which exceed the aforementioned maximum may be allowed with a Conditional Use Permit.

D. A permit is required for all swimming pools and tennis courts. Swimming pools shall be fenced and not located within front yards.

E. Antennas and towers may be approved as a conditional use, subject to the standards in Chapter IV.

F. All accessory buildings attached to the principal building on a lot, shall be made structurally a part thereof and shall comply in all respects with the requirements of this Ordinance applicable
to the principal building.

G. In business and industrial districts, accessory buildings such as buildings for parking attendants, gate houses and transformer buildings, may be located in the front or side yards.

H. Storage longer than thirty (30) days of automobiles and other motor vehicles is permitted in the front and side yards in all Districts except Residential.

I. Uses for employee benefits such as: daycare facilities, cafeteria, training facilities, recreation facilities, etc.

J. No accessory building, accessory structure, or garage shall at anytime be used as living quarters, temporarily or permanently.

The property owner is asking since he is making it look like a shed, if it will be an allowable use.

Staff is asking for the Planning Commission thoughts on the storage unit being allowable use in the Residential District.

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

Erickson commented that these storage units can be converted to all different possibilities.

Reynolds said the exterior materials should not be plywood and that is what he has put on it.

Robert Peters was in the audience and said these should not be allowed.

Johnson said it has to look like a shed with soffits, house siding, and 18” inch overhang with a pitched roof.

The Planning Commission said the answer is no on allowing a storage facility used a shed. They do not want this to be a common use.

DeWitt said she would contact the property owner that the storage facility will need to be removed from their property.

MOLLER MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 9:07 P.M.

ATTEST:

Dan Erickson, Chair                                          Mary Lou DeWitt, Community Development