The meeting was called to order at 7:00 P.M., by Victoria Hallin. Members present were Jeff Reynolds, and Eldon Johnson. Staff present were Robert Barbian (City Administrator), Stephanie Hillesheim (Comm. Dev. Specialist), and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent: Dan Erickson and Scott Moller.

APPROVAL OF MINUTES OF THE REGULAR MEETING OF OCTOBER 15, 2018
REYNOLDS MOVED, SECOND BY JOHNSON, TO APPROVE THE MINUTES OF OCTOBER 15, 2018. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:
JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE ADDITION TO THE AGENDA UNDER COMMUNICATION AND REPORTS, ITEM D. PEDESTRIAN TRAIL. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None

OLD BUSINESS: None

NEW BUSINESS:
A. Site Plan for the Cellular Communications Equipment Tower
Mary Lou DeWitt and Robert Barbian Memo:

BACKGROUND
In March, 2018 the City of Princeton had three applications approved for the proposed cellular communications equipment tower; Antenna Overlay District, Conditional Use Permit to allow the installation of communications equipment, and a variance for zero setback and removing the required 8’ foot chain link fence requirement in R-2 Zoning District at 705 end Street North.

AT&T/New Circular Wireless is the applicant that will be installing the 180’ foot monopole cell tower and 28’ x 11.5’ equipment shelter in the northwest corner of the City Hall parking lot. The City is negotiating a lease with AT&T and in the future may also lease to two additional private sector cell providers.

SITE PLAN ANALYSIS
Access:
Access to the site will be either from 2nd Street North or 8th Avenue North into the City Hall
parking lot area. There should not be much activity to this site, only for maintenance.

**Parking:**
The plans show that the building and tower will be built on the current grass area and will have a five foot setback from the 8th Avenue right-of-way so no parking spaces will be eliminated. No additional parking will be needed for this site.

**Lighting:**
There will be a lighting fixture on the east side of the building where the doors are located. The existing light pole on the west side of the parking lot will be removed. Lighting maybe modified by City staff.

**Landscaping:**
The area will be fenced with a 6’ foot wooden fence with two access gates. There will be a chain link fence topped with barb wire inside the compound that will block the city side of the equipment building from other sectors. A minimum of four inches of crashed stone on top of soil stabilizer fabric will be inside the compound. Shrubs and trees are proposed to be planted outside the fence along the west and north side, some scrubs are to be added to the landscaping plan, as directed by City staff. Tall prairie grass will be placed on the south side of the fencing.

**Building Materials:**
The building will be 28’ x 11.5’ with a standard red brick exterior matching City Hall. The roof is to be steel similar to that of City Hall.

The tower will be 180’ foot steel monopole that will have the power and fiber cables routed inside it and will be inside the fencing area. There will be no support lines on the tower. The maximum height the Antenna Overlay District allows is 180’ feet. The tower shows paint, staff recommends galvanized steel.

**Signage:**
The signage that will be for the site will only be “alerting” and “informational” signage that will be mounted inside on the chain link fence. This type of signage will not require a building permit.

**Recommendation:**
Based upon the review standards and comments, staff would recommend conditional approval of the site plan under the following terms including those noted above:

1. All additional information such as; design specifications and wind load shall be provided to the Engineer as requested.

2. All conditions and/or terms required by the Engineer and City staff shall be met.
3. All engineering and attorney costs shall be covered by the applicant.

4. All engineering and City staff site plan conditions shall be met prior to the issuance of the Building Permit.

5. All necessary permits shall be applied for and approved prior to construction.

6. Once the tower is approved by the City, the tower must be substantially completed within one year, including any structures accompanying the tower, as of the date of tower approval.

7. If because of weather conditions were landscaping 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.

Barbian said that he has been working with Steve Stulz, representative for AT&T. Stulz has been very responsive to the changes the City has asked to be made. Most of the changes are minor. There may be more minor changes in the future.

Steve Stulz, AT&T representative introduced himself and said that it will be a single 180’ foot mono pole where the light pole area is currently at the City parking lot. On the tower will be the Sherriff’s equipment and the City’s, and AT&T. The City will own the tower. This cell tower will be revenue producing for the City to rent an area on the pole. The lease arrangement should be done in 30 days and then the building permit will follow.

Johnson asked when the construction will start.

Stulz said after the approval tonight they will then move forward with the FAA and hopefully summer or early fall.

Hallin asked on the landscaping. She see’s shrubs and such.

Stulz said staff can suggest changes in the landscaping.

Hallin said what is on the plans look nice, maybe some kind of pine trees would be good.

Barbian said that comments from staff recently have been the fence in the front where the gate is would be a chain link fence with buffering on each side.

Stulz said slates could be put in the chain link fence if the City would like and they could pick the color.
Barbian said the signage will be for safety issues and that will be on the fencing.

Stulz said warning signs will be placed on the fence and those are the size of a regular piece of paper.

Barbian said hearty bushes will be placed around it.

Hallin asked if the Sherriff will have a key for it also.

Stulz said yes. There are three accesses to the area where each will have their own access that is sheltered off from the AT&T carrier. Stulz will send over a couple samples of the Z-brick that will be on the outside of the building. It will be a custom building for the City. He may contact a nursery for the landscaping.

Barbian said they selected a sample they like.

Stulz said the light pole will be removed. There will be a light mounted on the cell pole itself.

Hallin commented that the tower is not invasive to the community.

Stulz said on the fence change he will send new comments.

Barbian said it will be built on the grass so no problem with the parking area. The tree will be removed.

Stulz said the City will take ownership about 30 days after completion of the tower.

Barbian said the City Council is working on the lease and should be done shortly.

Hallin said the EMS must be excited to have this completed. What will the cost be for the tower.

Stulz said the cost for 180’ foot tower will be approximately $180,000 - $250,000. Stulz said he lives in St. Paul and it is easier putting a tower up there than it has been here. They are also more accustom to towers.

**REYNOLDS MOVED, SECOND BY JOHNSON, TO APPROVE THE SITE PLAN FOR THE 180’ FOOT CELLULAR COMMUNICATIONS EQUIPMENT TOWER AND EQUIPMENT SHELTER IN THE NORTHWEST CORNER OF THE CITY HALL PARKING LOT, LOCATED AT 705 SECOND STREET NORTH WITH THE FOLLOWING CONDITIONS:**

1. ALL ADDITIONAL INFORMATION SUCH AS; DESIGN SPECIFICATIONS AND WIND LOAD SHALL BE PROVIDED TO THE ENGINEER AS REQUESTED.
2. ALL CONDITIONS AND/OR TERMS REQUIRED BY THE ENGINEER AND CITY STAFF SHALL BE MET.

3. ALL ENGINEERING AND ATTORNEY COSTS SHALL BE COVERED BY THE APPLICANT.

4. ALL ENGINEERING AND CITY STAFF SITE PLAN CONDITIONS SHALL BE MET PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT.

5. ALL NECESSARY PERMITS SHALL BE APPLIED FOR AND APPROVED PRIOR TO CONSTRUCTION.

6. ONCE THE TOWER IS APPROVED BY THE CITY, THE TOWER MUST BE SUBSTANTIALLY COMPLETED WITHIN ONE YEAR, INCLUDING AND STRUCTURES ACCOMPANYING THE TOWER, AS OF THE DATE OF TOWER APPROVAL.

7. IF BECAUSE OF WEATHER CONDITIONS WHERE LANDSCAPING 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 3 AYES, 0 NAYS. MOTION CARRIED.

B. Downtown Design Guidelines & Architect Selection
Community Development Memo:

BACKGROUND:
City staff has been working with the Planning Commission & Economic Development Authority to set up a couple downtown initiative to assist property owners reinvest into the store fronts.

This has led to the repositioning of existing resources, two small loan funds for the purpose of providing loans and grants to downtown property and business owners. To date two loans have been extended that have benefited two downtown businesses. Another tool being put in place is to aid in focusing redevelopment efforts by property owners to complete façade renovations. The model being used in Princeton is similar to that set-in place in many community’s place in many communities utilizing the principles of a “Main Street Community”. A Main Street Community philosophy is based upon theories which create an atmosphere in which people and customers choose to congregate. A tool often utilized in these communities are “Design Guidelines” which are to aid in building an atmosphere. The Design Guidelines set in place a direction for renovations. Grants are often accompanied to obtain the desired direction developed in the Design Guidelines.

A couple of the EDA and Planning Commission members had been working on the selection of an Architect and recommendation for this project. Those members involved are Victoria Hallin, Genny Reynolds, and Eldon Johnson. Mary Lou DeWitt, Stephanie Hillesheim and I have also
participated with the interviews. The following firms were interviewed. Attached are the corresponding proposals.

1. Bob Shaffer, Foundation Architects President and Mike Lamb, with LHB.
2. Erin N. Perdu, AICP, GISP with WSB Architects.

ANALYSIS:
A façade grant program is being established to set a direction for the downtown and assist business owners implement store front improvements in that direction. The area of the study proposed is the B-1 Central Business District. In order to obtain the best product or goals for the downtown outside guidance and expertise on design was sought from architectural firms. All qualified firms and professional in the proposal approach.

For program implementation the EDA will provide loan and grant approvals/recommendations to the City Council. The Planning Commission provides approval, guidance and recommendations to the City Council on what façade renovations meet the design guidelines an eligibility item to receive a façade grant.

RECOMMENDATION:
The recommendation from the members is to award the work to MacDonald & Mack. The committee concluded that the presentation demonstrated a responsive approach to the work that would take into account the comments from the community and produce an end product which will provide the downtown architectural appropriate designs which the community can work to achieve.

Hillesheim said that the façade grant program is for downtown selection. There were three architect firms that were interviewed and MacDonald & Mack was the top pick for those who attended the interview process. Their ideas would complement the façade design for downtown.

Johnson said he met with all three and WSB’s price was too high. They were thinking way beyond our scope. The first one interviewed was LHB and they had interesting ideas with possibilities, but still had a scattered concept. MacDonald & Mack did the downtown survey book in 2012 and when he came in for the interview, he had made some good remarks on what he wanted to do for the downtown. He has two others that work for him and they have the backup knowledge from the book that they have done before. He has a basic plan that could be a start and move forward from there.

Hillesheim mentioned that one of the board members that was in the interview process had checked the website on all three firms and WSB had high turnover in staff. MacDonald had
long lasting employees. MacDonald can do small scale of changes that still make a difference and they also have knowledge in historical buildings.

Johnson liked MacDonald who came for the interview and he came across matter of fact and dedicated.

Barbian said the MacDonald firm has the right knowledge and insight. They have the right approach and are the least expensive. LHB has a great billboard on Hwy #494. There would be five renderings that are included in this quote.

JOHNSON MOVED, SECOND BY REYNOLDS, TO RECOMMEND TO THE CITY COUNCIL TO AWARD THE DOWNTOWN GUIDELINES TO MACDONALD & MACK ARCHITECTS AS THE ARCHITECT FIRM TO BE SELECTED FOR THE DOWNTOWN DESIGN GUIDELINES. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

Hillesheim said they need five sites that could use an update that have a chance to be completed. Pick a few that will happen and maybe they will have the trickle effect to other. She is meeting with White Birch Dental and would like to have the old Napa site as one of the five. Maybe it would get interest in the site if it were fixed up. If the Planning Commission Board has ideas for sites, to email her.

Johnson asked that MacDonald look at the downtown area and see what they think would work for them to help with a change to improve the looks.

Barbian said for the timeline will be a meeting with business owners downtown and along with the Planning Commission and EDA Board. He would like to get the reconnaissance done where he can take pictures so he needs to know the sites in advance.

Johnson suggested that maybe MacDonald would make a trip up here to show some buildings that would work.

Barbian said one of the sites on the Comprehensive Plan has a change to an apartment building complex.

Hallin said that is the south mall they have as turning into an apartment building complex.

Hillesheim said that it would be a mixed use with store front on the bottom and apartments on top.

Johnson said to recreate what we use to have. We have nothing unique now. He supports removing the mall if it were done well.
Barbian said a TIF District would have to be developed for it. The numbers would have to work for it. We have a rendering of what WSB has suggested. If there are other buildings that need change let Hillesheim know. He would like to have the meeting with the downtown and two Boards in December if possible, maybe on a Monday or Wednesday at 6:00 P.M. The City Council has to be okay with this being funded by the CIP. It is the right direction to make the downtown a center place. It is a step in the right direction.

COMMUNICATION AND REPORTS:
A. Verbal Report
Barbian said they are waiting for the shape files from the Mille Lacs County so the Land Use Plan can be put in place.

DeWitt said the permit list for October has been handed out to them. There is a new Airport hanger being built. Most of the permit are remodels.

Barbian said the new Dairy Queen site is moving forward and might do a multi-tenant sign.

B. January and February, 2019 meeting date change
Community Development Assistant Memo:

Each year the Planning Commission reschedules their January and February Planning Commission meetings in observance of Martin Luther King Jr. Day and President’s Day.

In the past the Planning Commission Board decides what meeting date would work best for them, if it is the Tuesday after or the following Monday. With the School District now sharing the Council Room, their School Board meetings are held the Tuesday after the Planning Commission meeting.

If the Planning Commission Board is in agreement, the date change will be for the following Monday’s:

January 28th, 2019
February 25th, 2019

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

DeWitt asked if the date change would work for the Planning Commission members. She spoke to Dan Erickson and he was okay with the date change.

The Planning Commission Board were okay with the change.
JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE DATE CHANGE FOR THE JANUARY AND FEBRUARY, 2019 DATE CHANGE TO JANUARY 28TH AND FEBRUARY 25TH. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

C. City Council Minutes for October, 2018
The Planning Commission Board had no comments.

D. Trail system
Barbian said this trail system has been in the process for five years or more.

Johnson said at McDonalds there are flags all over the place and that is where the new trail would be on the south side of Northland Drive and that is dangerous. You have to cross the busy areas of the Shopko building and McDonald entrance and then cross the intersection to go to Coborn’s. That crossing would be very dangerous. Johnson believes the crossing of Northland Drive should be on the new 8th Avenue South behind the Shopko building and along the tennis court area.

Reynolds asked if it is too late to change it.

Barbian said the Planning Commission could recommend to the City Council to consider this as a modification.

JOHNSON MOVED, SECOND BY REYNOLDS, TO HAVE THE TRAIL SYSTEM REVIEWED BY THE CITY COUNCIL AND CITY ENGINEER WHERE IT WOULD CONTINUE OFF OF 8TH AVENUE SOUTH ACROSS NORTHLAND DRIVE. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

Barbian will have a map and memo on the City Council agenda. He is not sure what meeting date that will be.

REYNOLDS MOVED, SECOND BY JOHNSON, TO ADJOURN THE MEETING. UPON THE MOTION, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:03 P.M.

ATTEST:

 Victoria Hallin, Vice Chairperson

 Mary Lou DeWitt, Comm. Dev. Assistant