1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on July 15th, 2019 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing:
   A) #19-03 Interim Use Permit for Chickens at 414 7th Avenue South – Tab B
   B) #19-04 Variance for Home Addition at 1302 Third Street North – Tab C

5. Old Business:
   A. Adoption of the Façade Design Guidelines & Grant Program – Tab D

6. New Business:
   A. Façade Grant Application at 519 First Street – Tab E

7. Communication and Reports:
   A. Verbal Report
      1) July Building List - Handout
      2) SOAR Women’s Conference
   B. City Council Minutes for July - Tab F

8. Adjournment
THE MEETING OF THE PLANNING COMMISSION HELD ON JULY 15, 2019, AT 7:00 P.M.,
AT THE CITY HALL COUNCIL CHAMBERS

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

Absent were Eldon Johnson and Jeff Reynolds.

APPROVAL OF MINUTES OF REGULAR MEETING ON JUNE 17, 2019
HALLIN MOVED, SECOND BY MOLLER, TO APPROVE THE MINUTES OF JUNE 17, 2019. UPON
THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:
HALLIN MOVED, SECOND BY MOLLER, TO ADD TO NEW BUSINESS, ITEM B, APPROVAL OF
DOWNTOWN DESIGN GUIDELINES. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION
CARRIED.

PUBLIC HEARING:
A. #19-01 702 8th Avenue South Conditional Use Permit
Mary Lou DeWitt, Comm. Dev. Memo:

BACKGROUND
Chris Caskey has submitted an application for a Conditional Use Permit to construct a detached
garage in excess of 1,000 square feet and 15 feet in height. The property is located at 702 8th
Avenue South in the R-3 Multi-family Residential Zoning District.

ANALYSIS
The subject parcel is located on the east side of 8th Avenue South in the middle of the block.
The property contains a single-family home in the center of the lot and a detached garage south
of the house.

The property owners are proposing to tear down the existing 24’ x 28’ (672 sq. ft.) detached
garage and construct a new 28’ x 44’ (1,232 sq. ft.) detached garage in the same location. The
new garage is proposed to match the color of the existing home along with asphalt shingles.
The style of the proposed garage is shown on the attached photograph.

The property owner is requesting the larger size detached garage to store two vehicles,
motorcycle, riding lawn mower, tools, and a camper. The height of the camper is the reasoning
for the need for the additional height of two feet for the building.

CONDITIONAL USE PERMIT
The proposed detached garage is 1,232 square feet and 17’ feet in height, which requires a
conditional use permit in the R-3 Zoning District. The accessory building maximum square
footage is 1,000 square feet and the maximum height limit in R-3 is 15 feet to the peak.
General CUP Review Standards
Subsection 3.B. of Chapter IV outlines the standards for review of a conditional use permit:

1. The proposed use does not violate the health, safety, or general welfare of Princeton residents.
   Comment: No characteristics of the proposed use appear that they may violate the health, safety, or general welfare of the Princeton residents.

2. The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation.
   Comment: It does not appear that the proposed use will create any potential erosion, runoff, water pollution and sedimentation issues.

3. Adequate parking and loading is provided in compliance with the Ordinance.
   Comment: The concrete slab provides adequate off-street parking for the home.

4. Possible traffic generation and access problems have been addressed.
   Comment: No changes to the traffic generation or access are proposed with the CUP.

5. The proposed use can be accommodated with existing public services and will not overburden the city’s service capacity.
   Comment: The detached garage does not create additional capacity to the city services.

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 act of updating to a new detached garage is consistent with the Comprehensive Plan as it identifies on-going residential activities within the Vision and Plan portion, including the improvement of neighborhoods.

Staff Recommendation
It is City staff’s recommendation to approve the Conditional Use Permit to construct a detached garage where the total square footage would be in excess of 1,000 square feet and exceed the 15 feet in height, in the R-3 Zoning District with the following conditions:

1. The detached garage cannot be utilized for a business.

2. A building permit shall be obtained prior to construction.

3. The CUP shall be subject to the expiration terms of the Ordinance.

4. All siding and roofing used in residential construction shall consist of building materials in common use in residential construction and match the exterior of the principal structure.

****************************************************************************** End of Memo******************************************************************************
Memo from Chris Caskey, applicant:

Princeton Planning Commission,
I’m requesting to construct a detached garage that is larger in square footage and taller than the normal size and height.

I’m requesting this because I have a camper which would require a tall door to get inside and would raise overall height of the garage taller than the normal maximum height of fifteen feet. The overall height of the purposed garage would be just under seventeen feet. So I’m requesting approval for seventeen feet.

The square footage increase I’m requesting is due to the large size of the camper combined with my other two vehicles. I would like to get all of these inside the garage. Both vehicles have sustained hail damage from sitting outside in the past. The square footage of the purposed garage would be 1,232 square feet.

I also have a motorcycle, riding lawn mower and tools that I would like to get inside the garage as well.

Thank you, Chris Caskey

Second memo from Chris Caskey:

Princeton Planning Commission,
The garage will look like this picture but the roof will have less of a pitch to keep the overall height lower.

I will be replacing the shingles on the house so everything will match.

The siding will be LP Smart Side lap siding that will match the house in appearance and color.

Fascia and trim will be painted to match the house.

The garage doors will be painted to match the front door of the house.

End of Memo’s

DeWitt gave an overview of the conditional use permit request. She then introduced Chris Caskey to the Planning Commission Board.

Chris Caskey, applicant said the reason he needed the larger detached garage is so he can store all the stuff that is sitting outside. It will clean up his property. The current garage sits low to the ground and with this new one he wants to build it up. A couple storm sewer drains were put in the street a few years back because of issues with the street flooding, but there is still problems when the snow melts that his garage floods and the garage door freezes shut. He will
make sure the driveway slopes to the street like it should. His work is where he sells new tires and the customer contacts him, he orders them, and goes to their home to put them on. There is no business use at his home. No one comes to him. His service area is mostly the Twin Cities area. All installation of tires is done at their location. The tires are ordered per job, and he has to pay for them right away so he cannot afford to have tires on hand, plus there are about 50 different tire selections.

Moller asked if this new construction will solve the issue with the water.

Caskey said when they built the school across the street they must have built the street higher. When the storm drains were added in the street that helped a lot with flooding.

Hallin asked if the current garage slab will be removed and a new cement slab will be built up.

Caskey said yes.

Stoeckel suggested that instead of the smaller door as shown in his photo, he might want to make that one a little taller like the other door.

Caskey said he will have wood siding on this garage. The larger garage will help very much for storage and will work well. The new garage will be sufficient from the property lines. The garage will go closer to the house and back further on his property.

Barbian asked how far back it will be from the neighbor and would the water flow be going into his neighbor’s property with this new garage.

Caskey said the neighbor does not have an issue with this new garage and the water will not shift to the neighbor’s property. The neighbor’s property is built up.

Erickson opened the public hearing.

Tim Doyle, 608 8th Avenue South, is the neighbor to the north of this site and he supports this new garage.

HALLIN MOVED, SECOND BY MOLLER, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

MOLLER MOVED, SECOND BY HALLIN, TO APPROVE ITEM #19-01 CONDITIONAL USE PERMIT TO CONSTRUCT A DETACHED GARAGE IN EXCESS OF 1,000 SQUARE FEET AND 15 FEET IN HEIGHT LOCATED AT 702 8TH AVENUE SOUTH, WITH THE FOLLOWING CONDITIONS:

1. THE DETACHED GARAGE CANNOT BE UTILIZED FOR A BUSINESS.

2. A BUILDING PERMIT SHALL BE OBTAINED PRIOR TO CONSTRUCTION.
3. THE CUP SHALL BE SUBJECT TO THE EXPIRATION TERMS OF THE ORDINANCE.

4. ALL SIDING AND ROOFING USED IN RESIDENTIAL CONSTRUCTION SHALL CONSIST OF BUILDING MATERIALS IN COMMON USE IN RESIDENTIAL CONSTRUCTION AND MATCH THE EXTERIOR OF THE PRINCIPAL STRUCTURE.

UPON THE VOTE, THERE WERE 3 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 (if applicable)? 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 the adverse impact? No.

The Planning Commission approves the Conditional Use Permit, based on the Findings of Fact, with the noted conditions.

B. #19-02 Variance, Vacation, and Re-plat of Meadow View Estates First Addition
Mary Lou DeWitt, Comm. Development Memo:

REQUEST
Adam Price, Developer has submitted the Meadow View Estates 8th Addition Preliminary and Final Plat application for review. The plat involves the creation of four (4) twin home lots from the platted six (6) townhome lots as currently described as Meadow View Estates First Addition, Block 1, Lots 13-18. See attachment.

BACKGROUND
The subject property is located east of 11th Avenue South and north of 3rd Street South. The site is in Meadow View Estates First Addition that was platted in 2001 with R-3 Multiple Residential Zoning. The current plat is a high-density townhouse area and with the availability
of re-platting Lots 13-18 to twin homes.

ANALYSIS
Meadow View Eighth Addition proposes Lots 1-4, Block 1, on what is currently known as Meadow View Estates First Addition, Lots 13-18, which is located on the south end of Meadow View First Addition plat, north of 3rd Street South.

The subdivision does not meet the requirements for a Short Plat by our Subdivision Ordinance standards, and so it must follow the Preliminary and Final Plat procedures. The preliminary/final plat must be reviewed and approved by both the Planning Commission and City Council. The necessary public hearing notices have been sent to the property owners 350 feet from the site.

The Planning Commission & City Council reviewed the Concept Plan of this Meadow View Estates 8th Addition plat. There are a few conditions that will need to be met and those will be listed in the conditions of approval.

ZONING
Lot Size & Width:
The Developer wanted to utilize the site for twin homes rather than the traditional townhome consisting of three or more units attached to one another. Staff checked with legal counsel and it was determined acceptable to use the townhome regulations for twin homes where more than one set is in a row.

The minimum lot area is 5,000 square feet for townhome end lots and all four lots meet the requirement. The minimum lot width for end lots is 50’ ft. and Lot 1 is 45’ ft, short 5’ ft. The end lot width minimum is 40 ft. and Lots 2 and 3 are 37’ ft., short 3’ ft.

Variance for minimum Lot Widths:
The applicant has submitted a variance application for Lot 1 for the minimum lot width for end lot requirement of 50’ ft., short by 5’ ft. and Lot 2 and 3 minimum lot width requirements of 40’ ft., short by 3’ ft. each. A public hearing will be held by the Planning Commission prior to the Preliminary & Final Plat review. If the review standards are met, the Planning Commission can approve the variance with the condition of the Final Plat approval.

General Variance Review Standards
Subsection 3.B of Chapter IV outlines the standards for review of a Variance:
1. Is the variance in harmony with the general purposes and intent of the Zoning Ordinance? Comment: Yes, the general purpose and intent of the R-3 District is to create multiple family residents.
2. Is the variance consistent with the Comprehensive Plan?
   Comment: Yes, the Comprehensive Plan designates this area as Traditional Residential to provide more land suitable for creating new residential neighborhoods which includes upscale housing.
3. Does the property owner propose to use the property in a reasonable manner not permitted by the Zoning Ordinance?
   Comment: Yes, this site is zoned R-3, multiple residential and is in a neighborhood of mixed townhomes and twin homes.

4. Are there circumstances unique to this property not created by the landowner?
   Comment: Yes, because of the unique shape of this property and large utility & drainage easement, a variance is needed to get the full use of the site.

5. Will issuance of the variance maintain the essential character of the locality?
   Comment: Yes, the issuance of a variance to allow twin homes built on the site maintains the essential character of the area.

6. Does the alleged practical difficulty involve more than economic considerations?
   Comment: Yes, the request for this variance is do to the unique shape of the lot. Granting the variance will allow the applicant to maximize space and is appropriate land use.

Landscaping:
Sodding or seeding must be completed prior to issuing a temporary certificate of occupancy. 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. The applicant will provide documentation from townhome association neighboring this proposed plat whether it will be joining the association and what they propose for lawn care. If sprinkler irrigation is installed, the PUC requires separate meters. No landscaping in the clear view area at the corner of 3rd Street and 11th Avenue South.

Other Regulations:
The propose twinhomes shall meet all regulations, including setbacks, height, type, minimum floor area, driveway, etc. If the driveways are not finished, and the builder is requests a certificate of occupancy, an escrow will be required. Verification that the proposed development will be in the association where the private driveway access and maintenance is included.

Sanitary Sewer and Water Services:
There are currently six (6) existing sanitary sewer and water services that were installed for original lot configuration. Princeton Public Utilities requires the Developer in a replat to abandon all unused laterals at the main. The PUC has approved the Developer to vacate the two water services on Lots 3 and 4, at the driveway connection. The Public Works Director stated the two extra laterals for sewer do not need capping.

Vacation of Easements:
The Meadow View Estates First Addition original plat has drainage & utility easements that will need to be vacated. There is also a 100’ ft. Southern Minnesota Municipal Power Agency Power Line Easement that SMMPA will give written release approval to reduce this to 96’ ft. Keith Butcher, GM of Princeton Public Utilities has indicated that SMMPA granting the reduction of the easement by 4’ ft. will also reference the specific drawings submitted showing on Lot 4 the encroachment of the eve overhanging in the SMMPA easement by 1’6” ft.
The applicant has submitted a vacation application and the City Council called for a public hearing July 25th.

New drainage and utility easements are to be dedicated in the plat of Meadow View Estates 8th Addition and are shown on the final plat. In addition, it is recommended that a pedestrian trail easement be included.

The City Council has final approval of the Final Plat. If the Planning Commission approves the Preliminary and Final Plat they will recommend approval to the City Council contingent upon the Council’s vacation of easements.

CONCLUSION
If the recommended conditions are met, the Variance, Preliminary Plat and Final Plat meet the Zoning and Subdivision Ordinance standards, therefore, the Planning Commission would recommend approval to the City Council of the Drainage and Utility Vacation Easements and Final Plat, subject to:

1) Abandoning the two unused water service laterals in the driveway on Lot 3 & 4.

2) Separate meter for sprinkler irrigation if installed.

3) Provide association documentation subject to legal review approval.

4) SMMPA provide documentation for releasing 4’ ft. of the 100’ ft. Southern MN Municipal Power Agency Power Line Easement with reference of the encroachment of the 1’6” ft. eve overhanging in the SMMPA easement.

5) If due to weather conditions the sodding and/or seeding and driveway asphalt installation is unadvisable an escrow deposit be submitted prior to issuance of Certificate of Occupancy.

6) No landscaping in the clear view area of 3rd Street and 11th Avenue South.

7) All necessary building permit applications need to be submitted and approved by the Building Inspector prior to building.

End of Memo

DeWitt gave an overview of the Variance, Preliminary Plat & Final Plat then introduced Adam Price, Developer.

Adam Price, said that nothing has really changed from the concept plan. He is working with SMMPA and will get the paper work along with the documents from the Townhome Association. There will be a little bit of landscaping around the twin homes, otherwise
everything will stay the same.

Barbian said until we have the documentation, we cannot allow the building to begin.

DeWitt said we will need the documentation prior to recording of the resolutions and final plat.

Erickson opened the public hearing.

Carol Smith, 202 11th Avenue South is a resident of the townhome association. She said it is the same property that this new plat is going to be part of. She likes the plans for that land and just had a few questions that had been answered while listening to the overview.

Barbian told Price that they do need to establishment the 14’ foot pedestrian trail in the plans.

Smith said they still need dialogue on redoing the bylaws for the Townhome Association. They will have their attorney involved.

Barbian commented that Price’s attorney could make a proposal and documentation where it could be simpler.

Smith said they have spoken to their attorney and he has plans to work on it, it could be costly for him with the attorney’s involved. They welcome more members in the association. She asked Price how much he intends to sell the twin homes for.

Price said $200,000.

HALLIN MOVED, SECOND BY MOLLER, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

HALLIN MOVED, SECOND BY MOLLER, TO APPROVE THE VARIANCE FOR THE RE-PLAT OF MEADOW VIEW ESTATES FIRST ADDITION, LOTS 13, 14, 15, 16, 17, AND 18, BLOCK 1, PID’S #24-550-0130 THRU #24-550-0180, IN THE R-3 ZONING DISTRICT, TO BE PLATTED INTO MEADOW VIEW 8TH ADDITION, LOTS 1-4, BLOCK 1, WHERE LOT 1 MINIMUM LOT WIDTH FOR END LOT REQUIREMENT OF 50’ FEET., SHORT BY 5’ FEET, AND LOT 2 AND 3 MINIMUM LOT WIDTH REQUIREMENTS OF 40’ FEET, SHORT BY 3’ FEET EACH, WITH THE CONDITION THAT THE CITY COUNCIL APPROVE THE VACATION OF EASEMENTS REQUEST AND FINAL PLAT OF MEADOW VIEW ESTATES 8TH ADDITION PLAT. UPON THE VOTE, THERE WERE 3 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.
A variance may be granted with the applicant for the variance establishes that there are
practical difficulties in complying with the Zoning Ordinance. A determination that “practical difficulties” exist is based upon consideration of the following criteria:
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, new layout for twin homes.
5. Will the variance maintain the essential character of the locality? Yes.
6. Does the alleged practical difficulty involve more than economic considerations? Yes.
The Princeton Planning Commission approved.

HALLIN MOVED, SECOND BY MOLLER, TO FORWARD TO THE CITY COUNCIL WITH THE RECOMMENDATION OF APPROVAL OF ITEM #19-02 PRELIMINARY & FINAL PLAT FOR MEADOW VIEW ESTATES 8TH ADDITION CONTINGENT THE COUNCIL APPROVE THE DRAINAGE AND UTILITY VACATION EASEMENTS ALONG WITH THE FOLLOWING CONDITIONS:

1) ABANDONING THE TWO UNUSED WATER SERVICE LATERALS IN THE DRIVEWAY ON LOT 3 & 4.

2) SEPARATE METER FOR SPRINKLER IRRIGATION IF INSTALLED.

3) PROVIDE ASSOCIATION DOCUMENTATION SUBJECT TO LEGAL REVIEW APPROVAL.

4) SMMPA PROVIDE DOCUMENTATION FOR RELEASING 4’ FT. OF THE 100’ FT. SOUTHERN MN MUNICIPAL POWER AGENCY POWER LINE EASEMENT WITH REFERENCE OF THE ENCROACHMENT OF THE 1’6” FT. EVE OVERHANGING IN THE SMMPA EASEMENT.

5) THE 14’ FT. PEDESTRIAN TRAIL EASEMENT BE INCLUDED ON THE PLAT.

6) IF DUE TO WEATHER CONDITIONS, THE SODDING AND/OR SEEDING AND DRIVEWAY ASPHALT INSTALLATION IS UNADVISABLE AN ESCROW DEPOSIT BE SUBMITTED PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY.

7) NO LANDSCAPING IN THE CLEAR VIEW AREA OF 3RD STREET AND 11TH AVENUE SOUTH.

8) ALL NECESSARY BUILDING PERMIT APPLICATIONS NEED TO BE SUBMITTED AND APPROVED BY THE BUILDING INSPECTOR PRIOR TO BUILDING.

UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

OLD BUSINESS: None

NEW BUSINESS:
A. Comprehensive Land Use Plan
Barbian said this is a broad scope of what we could have for influence of the area and in the
township. Princeton Township is here and can review it. Look at the transportation area. Most properties ends up for housing. Hwy 169 is a heavy collector with lots of use.

Stoeckel said the airport fly zone showing on this map is the old one.

Barbion said yes, we will have to wait until we go to the airport and have a joint powers meeting with the two townships and such. He is not sure on all the brown area and has to look at it more. Zone A is right off the runway and Zone B allows quite a few different uses. A six plex condo could be allowed. Six unit apartment would be allowed. Increasing the reserve area in Zone A and B. Someone is looking at the 40 acres for a use to accommodate a housing development. Zone A will have to be changed where it is not industrial.

Erickson asked on the 40 acre parcel.

Barbion said they are looking at TIF for the infrastructure to bring out to the 40 acres. It would be good to have the revised Comprehensive Plan approved.

Moller asked if the townships will have any points of view on this.

Barbion said he would like the Planning Commission and Council to approve it and then bring it to the townships. Let us know if you see any modifications. Barbion mentioned urban reserve zoning. Some areas outside residential and do a ghost plat. For example, 40 acres with a road entrance would be set up on one site and then establish two other sites, but only can build on one. So now take an 80 acre parcel and split it into ¾ lots with sewer and water. With the ghost platting idea, one house can build with having sewer and water and once they sell lots those will help pay for the lots. Another example is 75 acres and reserve an outlot 1 and when sewer and water are brought in, then the other lots can be sold. There is a reserve on the larger pieces. This would be subdivided for when sewer and water are able to connect. This is an example of helping an area grow without making them into two acres sites.

The Planning Commission Board liked the idea of the ghost plat.

**B. Downtown Guidelines**

Hillesheim asked if the Planning Commission have reviewed the guidelines. We have to set them in place to be able to use them.

Erickson said there was a little misconception of what it is and thought we were telling the property owner what they had to do. This is just a way to use the grant funds for the downtown. We are not forcing them to do anything.

Hillesheim said it would be used for direction that we would like, but not forced to use unless using the funding.

Barbion commented that there is not much funds for this.
Moller liked the concepts, but it is not enough grant funds to help them make the changes to their building.

Barbian said he is working on something that might have a small amount available.

Erickson said piece by piece maybe they could do to update their buildings. He would like to wait until they have the other two Planning Commission members are at the meeting. Put on as old business for the next meeting.

COMMUNICATION AND REPORTS:
A. Verbal Report
1) Building Permits
DeWitt gave an overview of the June 2019 Building Permit list.

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

HALLIN MOVED, SECOND BY MOLLER, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:50 P.M.

ATTEST:

__________________________  ______________________________
Dan Erickson, Chair         Mary Lou DeWitt, Community Development
MEMORANDUM

TO: Planning Commission
FROM: Mary Lou DeWitt, Comm. Development
SUBJECT: Interim Use Permit for Chickens at 414 7th Ave. S.
DATE: August 14, 2019

BACKGROUND
Ashleigh & Robert Blasey has submitted an Interim Use Permit application for the raising and keeping of chickens on their property located at 414 7th Avenue South. The property is zoned R-2, Residential District.

The public hearing notice has been sent to the properties 350 feet from this site. Two neighbor’s have contacted staff and said the applicants already have the chickens and they are in support of allowing the Interim Use Permit.

ANALYSIS
The housing and keeping of chickens in the R-2 District requires an Interim Use Permit. Chapter VI.8.BB 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 applicant is requesting to have 4 (four) chickens and understands this is the allowed limit, and will be a 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 applicant has provided a layout of a chicken coop and run area that will be installed, 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 applicant will have the coop located in the fenced area of their rear yard.

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

   3) Construction shall be adequate to prevent access by rodents.
      Comment: Per the proposed coop design, the coop will be anchored on four post that will be 24” inches above the ground.

j. A run or exercise yard is required to be provided and must be enclosed by a fence.
Comment: The applicants back yard is fenced and the run area will have its own fencing.

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 much 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 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-2 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. The Interim Permit can also be reviewed upon complaints.
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 414 7th 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 an unsanitary condition or causes odors detectable 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.
12. The keeping of chickens terminate when the current property owners vacate the property.
13. The Interim Permit can be reviewed upon complaints.

The Planning Commission recommendation shall go to the City Council at their August 22, 2019 meeting.

Encl: Site Plan, Coop Design, and Applicants Memo
Cc: Ashleigh & Robert Blasey
I, Ashleigh Blasey, would like to have the allowed amount of 4 chickens on my own property. I have read the rules and stipulations of the ordinance 691. I also have made my thoughts known with my close neighbors, and they think it's a great idea. I will keep my coop clean and closed up to deter predators, and if any mice get in the coop I'm sure the chickens will eat them, because they're little dinosaurs.
FOR BUILDING YOUR AWESOME
BACKYARD
COOP

One of your first steps toward keeping chickens is to make them a home. Depending on size and taste, coops range from simple enclosures to poultry castles. The plans shown here offer directions for building a quality, affordable coop that you and your birds can love.

TOOLS

- General:
  - 18 gauge wood screws
  - 18 gauge galvanized wire
  - (20) grommet door hinges
  - (2) door latches
  - (1) board for ramp
  - (5) 1 x 2 boards for ramp corners
  - (5) 4 x 4 chairs or sweet corn stakes
  - (4) concrete blocks
  - Siding material - use 0.25 " plywood or ask your local hardware store for additional options.

- Floor Assembly:
  - (3) 2 x 4 - 13' (front wall)
  - (3) 2 x 4 - 13' (rear wall)
  - (2) 2 x 4 - 13' (side walls)
  - (2) 2 x 4 - 12' (side walls)
  - (2) 2 x 4 - 12' (side walls)

- Roof Assembly:
  - (2) 2 x 4 - 13.5' (front wall)
  - (2) 2 x 4 - 13.5' (rear wall)

- Additional:
  - (2) 1 1/8 " plywood
  - (4) 1 1/8 " plywood

- Labour:
  - (1) 1 1/8 " plywood
  - (4) 1 1/8 " plywood

- Total:
  - (1) 1 1/8 " plywood
  - (4) 1 1/8 " plywood

- MATERIALS

- GENERAL:
  - (3) 2 x 4 - 13' (front wall)
  - (3) 2 x 4 - 13' (rear wall)
  - (2) 2 x 4 - 13' (side walls)
  - (2) 2 x 4 - 13' (side walls)

- FLOOR ASSEMBLY:
  - (2) 2 x 4 - 13' (front wall)
  - (2) 2 x 4 - 13' (rear wall)
  - (2) 2 x 4 - 13' (side walls)
  - (2) 2 x 4 - 13' (side walls)

- ROOF ASSEMBLY:
  - (2) 2 x 4 - 13.5' (front wall)
  - (2) 2 x 4 - 13.5' (rear wall)

- Additional:
  - (2) 1 1/8 " plywood
  - (4) 1 1/8 " plywood

- Labour:
  - (1) 1 1/8 " plywood
  - (4) 1 1/8 " plywood

- Total:
  - (1) 1 1/8 " plywood
  - (4) 1 1/8 " plywood

- APPROXIMATE COST:
  - $300 OR LESS

TIME & COST

1. Start with the 4 posts, anchoring them underground with concrete footings (see floor framing detail for measurements of each post). Then frame the floor and attach the 2' x 5' sheet of 2x4 plywood to the floor frames.

2. Attach 2x4's flat on the plywood floor, flush with the floor's outer edge (see front view detail). Then attach the 2 corner uprights (two 2x4's per upright). Next, frame the remainder of the walls, following the front view detail for measurements of the front door.

3. The roof may be built separately and completed then raised onto the coop and attached at each upright. Finally, attach the siding, install the hinged doors and the ramp, and apply stain or paint to the exterior.

GOOD TO KNOW:

- all-wood construction is suitable
- one nesting box should accommodate a wooden vegetable crate or box about 6x9" off the floor. Add extra to provide nesting shelves
- several sturdy natural branches.
MEMORANDUM

TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev.
SUBJECT: Variance for rear yard setback at 1302 3rd St. N.
DATE: August 13th, 2019

BACKGROUND
Jason & Deanna Stock have submitted an application for a variance for a rear yard setback of 14.5 feet from the required 30 foot setback, current setback is 18.5 feet from the property line. The property site is located at 1302 3rd Street North and zoned R-2 Residential District.

ANALYSIS
The subject parcel is located on a corner lot with the Mille Lacs County Fairgrounds on the west and 13th Avenue North on the east.

Jason & Deanna Stock currently have a breezeway that connects from the house to the single car garage. Their home was built in 1960 with 936’ square footage. They would like to expand the breezeway into a home addition where it would increase the size of the kitchen/dining room area and create a mud room and office. This expansion would be 4’ feet beyond the rear of the house and match up with the front of the house, with 8’ feet in width, that totals 240’ square feet. The applicants have expressed in the attached memo that the current kitchen is too small to cook in and lacks storage space as well as the dining room only accommodates three people at the table. Expanding the interior area will improve the function, enjoyment, and value of their home.

The proposed attached garage would be 28’ x 28’ area, a total of 784’ square feet, replacing the current attached one car garage west of the home. The new garage would allow both vehicles to be parked inside and accommodate storage for home and yard equipment. The extra 4’ feet to the rear allows space for the truck or boat. The current garage foundation and newly cemented driveway would stay to keep the cost down.

The R-2 Residential District rear yard minimum setback is 30 feet. The applicants have recently had their property surveyed and the rear yard setback is 18.5 feet. For this proposed addition, the current 18.5 foot setback would be reduced to 14.5 feet from the rear property line. The neighboring property owner that is adjacent to the back yard has given their written support of the variance, and this is provided for review.

The side yard setbacks are met with this addition as well as the front yard setback. The applicant will be building an attached 5’ x 20’ covered deck, total of 60 square feet. The requirement for the front yard setback can be reduced to 20’ feet for a porch. With the proposed porch, the setback will be 25’ feet.

Variance Review Standards: According to Section 2 of Chapter IV of the Zoning Ordinance, requests may be made for a variance from the literal provisions of the Zoning Ordinance in instances when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.
A variance shall not be granted by the Planning Commission unless it conforms to the following standards:

1. Is the variance in harmony with the general purposes and intent of the Zoning Ordinance?  
   **Comment**: One of the purposes of the Zoning Ordinance is to establish regulations to promote the public health, safety, morals, and general welfare of the residents of Princeton, which is accomplished through regulating the location of structures. This property was built in 1960 and has a rear yard setback of 18.5 feet. The proposed addition and attached garage would be built 4' feet into that setback, leaving 14.5 feet instead of the required 30' foot setback from the rear property line. The neighboring property owner has given written support for the variance.

2. Is the variance consistent with the Comprehensive Plan?  
   **Comment**: The act of renovating/adding on to an existing home is consistent with the Comprehensive Plan. The Comprehensive Plan identifies that the traditional neighborhoods are not designed for today's family and encourages the maintenance and enhancement of the older housing stock.

3. Does the property owner propose to use the property in a reasonable manner not permitted by the Zoning Ordinance?  
   **Comment**: The property owner proposes to use this portion of the property as a single family home addition, which is reasonable. The layout of the lot makes it difficult to meet the rear yard setback.

4. Are there circumstances unique to this property not created by the landowner?  
   **Comment**: This property was built in 1960 with 936' total square footage. The current Zoning Ordinance requirement for a single-family dwelling minimum finished ground level main floor area shall be 1,000 sq. ft. with basement and 1,100 sq. ft. without basement. It is not unreasonable for the property owner to expand the living area of their home and be able to park both of their vehicles inside a garage.

5. Will the issuance of the variance maintain the essential character of the locality?  
   **Comment**: The issuance of the variance appears that it will maintain the essential character of the locality. This is a residential neighborhood and the proposed addition would keep with the surrounding area.

6. Does the alleged practical difficulty involve more than economic considerations?  
   **Comment**: Yes, the alleged practical difficulty involves more than economic considerations. The Comprehensive Plan support rehabilitation and upgrading of single-family housing as the family needs change.

**CONCLUSION**  
To approve the variance request, the City must find that the proposal uses the property in a reasonable manner, and that the applicant has demonstrated that there are practical difficulties, unique to the property not created by the property owner, that interfere in using the property in such a manner. The proposed use as a single family home addition is clearly using the property in a reasonable manner in a residential district in the City. The practical difficulty in this case is not caused by the property owner, but by the location of the home,
which was constructed in 1960 prior to the current zoning regulations resulting in an 18.5 foot rear yard setback. It is not unreasonable for the applicant to request a variance for an addition of 4’ feet into the 18.5 foot rear yard setback.

RECOMMENDATION

Review standards:
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 propose 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 landowner.
5. The issuance of the variance will maintain the essential character of the locality.
6. The alleged practical difficulty involves more than economic considerations.

Based upon the above review standards, staff would recommend approval of the variance with the following conditions:
1. A Building Permit must be submitted and approved prior to construction.
2. The exterior materials of the new living area or porch shall be consistent or complementary in color, texture and quality with those visible at the front of the dwelling, and consist of building materials in common use in residential construction.
3. The roof of the new living area or porch is properly proportioned to and integrated with the roof of the dwelling, and consist of building materials in common use in residential construction.
4. Sodding or seeding needs to be replaced in the areas that have been disturbed. If because of weather conditions sodding and/or seeding is unadvisable, it must be in compliance by no later than July 1st of the following year.

Exhibit: Site Plan
Property Owners Letter
Neighbor’s Letter
Photos
Survey Memo
Front View From 3rd St N

east side of property
shed is ours and will be moved
13th Ave  view from East Side of lot

Rear view of property
Pine trees are on south side of North property line
July 29, 2019

City of Princeton
Zoning Administration
702 2nd Street North
Princeton, MN 55371

Jason and DeAnna Stock
1302 3rd Street N
Princeton, MN 55371

RE: Variance application for Jason and DeAnna Stock

Dear Zoning Administration,

We respectfully request a variance to the rear yard minimum setback requirement so that we can expand our home and garage. The expansion would reduce the current setback by 4 feet and increase the functionality, value and enjoyment of our home.

Currently we have a one car garage that is connected to our home by a breeze way. We would like approval to increase the size of the breeze way to the width of the home plus 4 feet to the rear. Also replacing the current 1 car garage with a 2 car garage which will also extend 4 additional feet to the rear of the home.

The additional garage space would allow us to park both our vehicles inside and accommodate storage for home and yard equipment. The additional 4 feet expansion to the rear allows adequate space for parking our truck or boat in the garage. Due to the front garage foundation, newly cemented driveway, and short length of the driveway; expanding the garage towards the front of the home would be costly and reduce parking area from the road. Expanding the garage further to the west of the property instead of to the rear would not allow the garage to accommodate parking larger vehicles or boat and would require that a beautiful large tree be cut down. Being that our lot is on a corner and is small our family uses the area to the west of our garage for activities like having fires, family BBQs, and playing sports. My son often shoots hockey pucks into his net that would not be safe on the east side of the home due to the road.

The added interior space will allow us to increase the size of our kitchen/dining room, have a small mud room and office space. The office space could be converted to a main level laundry room when needed. Without expanding the breezeway to the width of the home plus 4 additional feet to the rear there will not be adequate square footage to allow for the added rooms to work as intended. Our home is a small two bedroom, one bath home. The current kitchen area is small, hard to cook in and lacks storage. The dining area is small and only accommodates 3 people at the table. Expanding the interior area will improve the function, enjoyment and value of our home.
Thank you for your consideration for this variance application and we would greatly appreciate your approval to reduce the rear yard setback to allow for the expansion of our home/garage.

Sincerely,

[Signature]

DeAnna Stock
July 29, 2019

City of Princeton  
Zoning Administration  
702 2nd Street North  
Princeton, MN 55371  

Russell and Tammy Hentges  
303 13th Ave N  
Princeton, MN 55371  

RE: Variance application for Jason and DeAnna Stock  

Dear Zoning Administration,  

Our property is next to Jason and DeAnna Stock’s lot. We are in support of approval for a variance to the property set back requirements to allow for the expansion of their garage and home. We understand that the expansion would extend 4 feet towards the property line reducing the set back. This reduction will not impact the use or enjoyment of our adjacent lot.  

Sincerely,  

Russell and Tammy Hentges
June 13, 2019

Jason and Deanna Wisotzke
1302 3rd St. N
Princeton, MN 55371

Re: Lot survey results

Dear Jason and Deanna,

On Thursday, June 13th, I located 4 iron monuments marking your lot corners. I also located your house with attached garage and calculated the distance from your house corners to your north line. The distance from your northeast house corner to the north line measures 19.5 feet and from your northwest house corner to the north line measures 18.5 feet.

If those distances do not allow for your proposed addition to your house to meet the City of Princeton building setback a variance from the City would be required. Please contact the City of Princeton if you wish to pursue a variance from the setback distance.

If a variance is sought I can prepare a drawing indicating the results of my measurements.

It also appears your shed is lying on and north of the North lot line. I did not locate the shed since it is not on a foundation and can be shifted in its position. Please contact me if you have any questions.

Regards,

Michael J. Trunk, LS, CFedS
Minnesota License No. 18434
Jason and DeAnna Stock
1302 3rd St N
Princeton, MN 55371
Parcel Number: 24-033-1180
LOT SIZE: .026 ACRES
TO: Planning Commission
FROM: Community Development
SUBJECT: Downtown Design Guidelines
DATE: August 14, 2019

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

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

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

ANALYSIS:

In June, Bob Mack from the architecture firm debuted the case studies and presented the proposed design guidelines for the Planning Commission and interested community members. Each member of the Planning Commission was furnished with a copy of the Design Guidelines and the document was also shared on Facebook and the City of Princeton website.

The role of the Planning Commission moving forward on this project will be to ensure downtown redevelopment projects requesting funding through the Façade Grant Program adhere to the guidelines created through this initiative.

RECOMMENDATION:
The recommendation from city staff is to consider the proposed Design Guidelines for adoption as well as provide input on necessary changes to the proposal. This should be followed by providing a recommendation to the Council.
CITY OF PRINCETON DOWNTOWN
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, 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 a larger project or historic restoration
* Exterior painting- if part of the larger project
* Masonry cleaning and/or repair
* Cloth awnings
* Lighting
* Shutters
* Gutters
* Hardscape service: decks, fountains, patios, etc.
* Signage
* Design/Architect Fees
INELIGIBLE 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 a 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 requests 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:

City of Princeton
Attn: Façade Department Program
705 Second Street North
Princeton, MN 55371
763-389-2040
rbarbian@princetonmn.org
Background

In June, Bob Mack from Macdonald and Mack and Associates shared the Downtown Design Guidelines with the Planning Commission. Since, the city has discussed the coinciding façade grants with a number of interested parties who own business in the downtown district. Barb and Ed Stofferahn are in the process of opening Barb’s Quilt and Design Studio at 519 1st St. They are currently working on building improvements and renovations to open the studio.

Analysis
The Stofferahns have submitted an application for the Downtown Façade Improvement Grant Program. They are requesting matching funds of $2,500 to remove and replace the front metal of their building, repair the wood and replace 2 windows and the front door of the building. The total amount for repairs is estimated to cost $11,000. Pictures of the proposed changes are attached.

The plans include replacing the metal on the lower portion of the building with prefabricated panels that look like “Brickton Brick.” The top of the building will be renovated with wood.

After submitting the plans to Bob Mack of MacDonald & Mack Architects, he had a few suggestions.

* Add elements to break up the large wood area. Including moldings.
* Add an awning or some type of projection to break up the space and provide a bit of weather protection.

Action Required
It is the duty of the Planning Commission to decide if the application project elements requested for funding adhere to the requirements set forth in the Downtown Design guidelines adopted for the Downtown Façade Improvement program. The action would then require a recommendation be made to the EDA regarding the grant application.
DOWNTOWN FAÇADE IMPROVEMENT GRANT
PROGRAM APPLICATION

Applicant Name: Barb Stofferahn
Phone Number: 763-498-2602 Email: BarbStofferahn232@gmail.com
Business Name: Barb’s Quinnt + Design Studio
Business Address: 519 1st St, Princeton MN 55371
Property Owners Name: Barb + Ed Stofferahn

Describe Project Scope: Remove + replace front metal
+ Fix wood on top of building - Replace 2 windows + front door

Project Budget: List individual project elements (e.g. awing, lights, sign, painting of trim, etc.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front wood top</td>
<td>3850</td>
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<tr>
<td>Brick bottom</td>
<td>2075</td>
</tr>
<tr>
<td>2 windows</td>
<td>3575</td>
</tr>
<tr>
<td>1 door front Glass</td>
<td>1500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,000</strong></td>
</tr>
</tbody>
</table>

Required Attachments:
* Photographs of existing façade
* Written authorization from property owner (if Tenant is the applicant)
* Bids, estimates, contracts, and/or design drawings, if appropriate

Have you checked with the Building & Zoning Office to determine if permits are needed?
☐ Yes □ No, but I will check with them prior to the start of any work

Applicant’s Certification
The applicant has reviewed the grant application materials and downtown design guidelines. The applicant certifies that all information in this application and all information furnished in Support of this application is given for the purpose of obtaining a grant through the City of Princeton Downtown Façade Improvement Grant Program, and is true and complete to the Applicant’s knowledge and belief.

Signature: Barbara Stofferahn Date: 7-23-19
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

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Please send the completed application form and accompanying materials to:

City of Princeton
Attn: Façade Department Program
705 Second Street North
Princeton, MN 55371
763-389-2040
rbarbian@princetonmn.org
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JULY 11, 2019 7:00 P.M. AT PRINCETON CITY HALL
*****************************************************************************
Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Community Development Specialist Stephanie Hillesheim, Police Chief Todd Frederick, Clerk Shawna Jenkins, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, and Attorney Damien Toven. Absent was Councilor Jenny Gerold and Public Works Director Bob Gerold.

AGENDA ADDITIONS/DELETIONS

Zimmer stated that J Gerold is not present, so suggests waiting to appoint someone to the PUC. He suggests setting up a panel to interview the applicants, and they would make a recommendation to the Council for appointment at the July 25th meeting. He is very impressed with the interest they are seeing with the open seat. He would like to move the item up so it can be tabled until the next meeting.

Edmonds stated he concurs with Zimmer, and add that that there are 5 quality applicants for the open seat.

Schumacher stated he will move the PUC Board Appointment up after the approval of the minutes.

EDMONDS MOVED TO APPROVE THE AGENDA AS AMENDED. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of June 27, 2019

ZIMMER MOVED TO APPROVE THE OF REGULAR MEETING MINUTES OF JUNE 27, 2019 WITH THE CORRECTION TO THE ROLL CALL. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

4.5 NEW BUSINESS – PUC BOARD APPOINTMENT

ZIMMER MOVED TO TABLE THE PUC APPOINTMENT UNTIL THE JULY 25TH MEETING. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Christ Our Light 3.2% permit request for Annual Fall Fest Sept 15, 2019
   2. Innovative Building and Design Solicitors permits, pending background check
      a. Nicholas Bienias
      b. Salvador Garcia
      c. Shane Gurek

EDMONDS MOVED TO APPROVE THE SOLICITORS PERMITS FOR NICHOLAS BIENIAS, SALVADOR GARCIA AND SHANE GUREK FROM INNOVATIVE BUILDING AND DESIGN,
PENDING THE BACKGROUND APPROVAL. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Personnel
   1. Firefighters advance to regular status
      a. Aaron Julson
      b. Danielle Artmann
      c. Jay Stewart
      d. Olivia McCall

ZIMMER MOVED TO APPROVE THE ADVANCEMENT OF AARON JULSON, DANIELLE ARTMANN, JAY STEWART AND OLIVIA McCALL TO REGULAR FIREFIGHTER STATUS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Julson, Artmann, Stewart and McCall were sworn in

   2. Hire probationary Firefighters
      a. Shawn Aaseby
      b. Brandon Bedbury
      c. Joe Kiel
      d. Dan Stoltenberg
      e. Justin Sucket

ZIMMER MOVED TO HIRE SHAWN AASEBY, BRANDON BEDBURY, JOE KIEL, DAN STOLTENBERG AND JUSTIN SUCKET AS PROBATIONARY FIREFIGHTERS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Donations
D. Miscellaneous

OPEN FORUM –

Kevin Gerrard asked for an update on the letter that staff was going to send to the PUC regarding the water line. Schumacher stated that PUC Manager Butcher suggested that Gerrard attend the July PUC meeting to discuss his concerns.

Edmonds said he and Barbian also attend the PUC meetings. He believes the project regarding the water line in question was originally planned to be done this year, but was moved out due the roundabout that is currently under construction.

Andrea Gerrard stated at the last meeting. Barbian was looking for suggestions. She said the Block Party is coming up, and her suggestion would be to open the Splash Park to the public. Barbian thanked her for the suggestions and staff will discuss.

PRESENTATIONS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES
A. 8-1-19 Admin Barbian Annual Employee Review – open or closed session info to follow

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C. Princeton Township Coordination of Boundary adjustment and improvement

Barbian explained that in February, Marcia Anderson attending a planning commission meeting inquiring about the rules for her and a group of neighbors who are interested in annexing to the City. She expressed frustration working with the town to get 33rd and 82nd improved. She was encouraged to set up a meeting with Barbian.

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B. PUC Board Appointment – MOVED UP TO 4.5

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Schumacher stated he feels a committee should be set up to review, interview and recommend the new commissioner. He thinks it should include 2 City Council members.

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ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:44PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Brad Schumacher, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON JULY 25, 2019 7:00 P.M. AT PRINCETON CITY HALL

Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Jack Edmonds, Jules Zimmerman, and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Community Development Specialist Stephanie Hillesheim, Police Chief Todd Frederick, Clerk Shawna Jenkins, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, and Attorney Damien Toven. Absent was Councilor Jenny Gerold and Public Works Director Bob Gerold.

AGENDA ADDITIONS/DELETIONS

Zimmer stated that J Gerold is not present, so suggests waiting to appoint someone to the PUC. He suggests setting up a panel to interview the applicants, and they would make a recommendation to the Council for appointment at the July 25th meeting. He is very impressed with the interest they are seeing with the open seat. He would like to move the item up so it can be tabled until the next meeting.

Edmonds stated he concurs with Zimmer, and add that that there are 5 quality applicants for the open seat.

Schumacher stated he will move the PUC Board Appointment up after the approval of the minutes.

EDMONDS MOVED TO APPROVE THE AGENDA AS AMENDED. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of June 27, 2019

ZIMMER MOVED TO APPROVE THE OF REGULAR MEETING MINUTES OF JUNE 27, 2019 WITH THE CORRECTION TO THE ROLL CALL. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

4.5 NEW BUSINESS – PUC BOARD APPOINTMENT

ZIMMER MOVED TO TABLE THE PUC APPOINTMENT UNTIL THE JULY 25TH MEETING. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Christ Our Light 3.2% permit request for Annual Fall Fest Sept 15, 2019
   2. Innovative Building and Design Solicitors permits, pending background check
      a. Nicholas Bienias
      b. Salvador Garcia
      c. Shane Gurek

EDMONDS MOVED TO APPROVE THE SOLICITORS PERMITS FOR NICHOLAS BIENIAS, SALVADOR GARCIA AND SHANE GUREK FROM INNOVATIVE BUILDING AND DESIGN,
PENDING THE BACKGROUND APPROVAL. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Personnel
   1. Firefighters advance to regular status
      a. Aaron Julson
      b. Danielle Artmann
      c. Jay Stewart
      d. Olivia McCall

ZIMMER MOVED TO APPROVE THE ADVANCEMENT OF AARON JULSON, DANIELLE ARTMANN, JAY STEWART AND OLIVIA MCCALL TO REGULAR FIREFIGHTER STATUS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Julson, Artmann, Stewart and McCall were sworn in

   2. Hire probationary Firefighters
      a. Shawn Aaseby
      b. Brandon Bedbury
      c. Joe Kiel
      d. Dan Stoltenberg
      e. Justin Sucket

ZIMMER MOVED TO HIRE SHAWN AASEBY, BRANDON BEDBURY, JOE KIEL, DAN STOLTENBERG AND JUSTIN SUCKET AS PROBATIONARY FIREFIGHTERS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Donations
D. Miscellaneous

OPEN FORUM –

Kevin Gerrard asked for an update on the letter that staff was going to send to the PUC regarding the water line. Schumacher stated that PUC Manager Butcher suggested that Gerrard attend the July PUC meeting to discuss his concerns.

Edmonds said he and Barbian also attend the PUC meetings. He believes the project regarding the water line in question was originally planned to be done this year, but was moved out due the roundabout that is currently under construction. Edmonds said he will request it be on the agenda for July.

Andrea Gerrard stated at the last meeting. Barbian was looking for suggestions. She said the Block Party is coming up, and her suggestion would be to open the Splash Park to the public. Barbian thanked her for the suggestions and staff will discuss.

PRESENTATIONS
REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

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