



**THE SPECIAL MEETING FOR THE PLANNING COMMISSION BOARD HELD ON JULY 1ST, 2024,
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, Ben Lewis, Victoria Hallin, Jim Oliver, and Gene Stoeckel (Princeton Township Rep). Staff present was Mary Lou DeWitt (Comm. Dev. Zoning Specialist).

Absent: Scott Moller arrived at 7:01 P.M.

APPROVAL OF MINUTES OF REGULAR MEETING ON MAY 20TH, 2024

HALLIN MOVED, SECOND BY LEWIS, TO APPROVE THE MINUTES OF MAY 20TH, 2024. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

Moller arrived at 7:01 P.M.

AGENDA ADDITIONS / DELETIONS:

HALLIN MOVED, SECOND BY OLIVER, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING:

A. Rezoning at the site located at 9542 18th Street

Mary Lou DeWitt, Comm. Dev. Zoning Specialist Memo:

Background:

The City of Princeton approved an orderly annexation for the property site located at 9542 18th Street, PID #24-519-0010 on November 22nd, 2022. A dentistry office has been operating at the site for many years.

Analysis:

The site is currently zoned as A-1, Agricultural and will need to be amended to B-3, General Commercial Business District where the appropriate zoning is applied. Professional services such as dentistry is a permitted use and the site adjoins the B-3 District where the classification will be appropriate.

The intent of the A-1, Agricultural District is to preserve the rural character of the district until such time as the land use is determined.

The intent of the B-3, General Business District is to create an area to serve the commercial and service needs of the general population. The objective is to provide services to both pedestrian and vehicular traffic and to accommodate those businesses which require large areas for off street parking or generate substantial traffic originating from outside the community.

Rezoning Review Standards:

Many communities utilize the following factors as review standards in rezoning requests, which

are being provided as information:

1. The proposed action has been considered in relation to the specific policies and provisions and has been found to be consistent with the official City Comprehensive Plan.
2. The proposed use is or will be compatible with present and future land uses of the area.
3. The proposed use conforms with all performance standards contained in this code.
4. The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.
5. Traffic generation by the proposed use is within capabilities of streets servicing property.

Conclusion / Recommendation:

Based on the above analysis, staff recommends the Planning Commission approve the rezoning of the site at 9542 18th Street, PID #24-519-0010, Lot 1, Block 1, Lodge Pine Plantation, from A-1, Agricultural District to B-3, General Commercial Business District and forward the recommendation for the zoning map amendment to the City Council to hold a first reading July 11th, 2024.

Zoning Map:

The intent of the A-1, Agricultural District is to preserve the rural character of the district until such time as the land use is determined.

The intent of the B-3, General Business District is to create an area to serve the commercial and service needs of the general population. The objective is to provide services to both pedestrian and vehicular traffic and to accommodate those businesses which require large areas for off-street parking or generate substantial traffic originating from outside the community.

Future Land Use Map:

The property is designated as Commercial in the Comprehensive Plan Future Land Use Map. No change will occur with this designation. The definition for commercial: Located at gateways and along corridors into the city, uses in this district include general commercial, retail, business services and offices.

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

DeWitt gave an overview of the rezoning request.

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

There was no one from the public with concerns of the rezoning request.

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

HALLIN MOVED, SECOND BY OLIVER, TO APPROVE THE REZONING FOR THE PROPERTY SITE AT 9542 18TH STREET, PID #24-519-0010, LOT 1, BLOCK 1, LODGE PINE PLANTATION, FROM A-1,



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AGRICULTURAL TO B-3, GENERAL COMMERCIAL BUSINESS DISTRICT, AND FORWARD THE RECOMMENDATION FOR THE REZONING MAP AMENDMENT TO THE CITY COUNCIL TO HOLD A FIRST READING JULY 11TH, 2024. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission Board reviewed the Findings of Fact:

1. Is the zoning amendment consistent with the Princeton Land Use Plan? Yes.
2. Have there been changes in the character of development in the vicinity? No.

Based on the findings, a recommendation to approve the zoning amendment will be made to the Princeton City Council.

B. Rezoning for the site at PID #24-032-5004

Mary Lou DeWitt, Community Development Zoning Specialist Memo:

Background:

Sam Eastey, applicant has applied for rezoning of the property located at PID #24-032-5004 that is currently zoned as A-1, Agricultural District and to rezone the site to B-3, General Commercial Business District.

Analysis:

The property is vacant land and the applicant would like to build a mix use of Automobile and Recreational Sales and Service building along with Automobile and Truck Repair Shop that both would be permitted with a Conditional Use Permit in the B-3 District.

The intent of the A-1, Agricultural District is to preserve the rural character of the district until such time as the land use is determined.

The intent of the B-3, General Business District is to create an area to serve the commercial and service needs of the general population. The objective is to provide services to both pedestrian and vehicular traffic and to accommodate those businesses which require large areas for off-street parking or generate substantial traffic originating from outside the community.

Rezoning Review Standards:

Many communities utilize the following factors as review standards in rezoning requests, which are being provided as information:

1. The proposed action has been considered in relation to the specific policies and provisions and has been found to be consistent with the official City Comprehensive Plan.
2. The proposed use is or will be compatible with present and future land uses of the area.
3. The proposed use conforms with all performance standards contained in this code.
4. The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.

Conclusion / Recommendation:

Based on the above analysis, staff recommends the Planning Commission approve the rezoning

of the site and PID #24-032-5004 from A-1, Agricultural District to B-3, General Commercial Business District and forward the recommendation for the zoning map amendment to the City Council to hold a first reading July 11th, 2024.

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

DeWitt gave an overview of the rezoning request.

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

There was no one from the public with concerns of the rezoning request.

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

HALLIN MOVED, SECOND BY MOLLER, TO APPROVE THE REZONING OF THE SITE AT PID #24-032-5004 FROM A-1, AGRICULTURAL DISTRICT TO B-3, GENERAL COMMERCIAL BUSINESS DISTRICT AND FORWARD THE RECOMMENDATION FOR THE REZONING MAP AMENDMENT TO THE CITY COUNCIL TO HOLD A FIRST READING JULY 11TH, 2024. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission Board reviewed the Findings of Fact:

1. Is the zoning amendment consistent with the Princeton Land Use Plan? Yes.
2. Have there been changes in the character of development in the vicinity? No.

Based on the findings, a recommendation to approve the zoning amendment will be made to the Princeton City Council.

C. Conditional Use Permit for Auto & Recreational Sales & Service at PID #24-032-5004

Mary Lou DeWitt, Community Development Zoning Specialist Memo:

Background:

Sam Eastey, applicant has applied for a Conditional Use Permit application to allow automobile and recreational sale and service to the proposed site of PID #24-032-5004. The site is located north across 18th Street from Princeton Business Park. The property is currently vacant and a Site Plan Review for a proposed building is also on the Planning Commission agenda as well as an application to rezone the property from A-1, Agricultural Zoning District to B-3, General Commercial Zoning District. The approval of the rezoning will be a condition of the CUP approval.

Analysis:

The applicant is proposing a 9,104 square foot building that would accommodate 34 office sites to be leased to independent auto dealers. Each independent auto dealer is licensed and regulated by the Department of Motor Vehicles. The auto dealers must have their own office



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with a separate entrance from the outside to their office and the door needs to have signage showing their business name, address, and hours of business.

Conditional Uses:

The following uses are permitted subject to the issuance of a Conditional Use Permit:

- a. A minimum lot area of 1 acre is required and the use shall be on 1 lot or contiguous lots not separated by a public street or other uses.
- b. A minimum lot width of 100 feet is required.
- c. The parking area for the outside sales and storage area, whether for a new or the expansion of an existing facility, shall be hard surfaced by the date determined by the Planning Commission after consideration of the size and scope of the project, and the effect of the cold weather season on paving construction materials, but in no event more than 10 months after final city approval. Parking areas shall be maintained to control dust, erosion, and drainage before and after hard surfacing. No parking or display of vehicles for sale shall occur on landscaped areas. Customer parking shall be clearly marked.
- d. Interior concrete or asphalt curbs shall be constructed within the property to separate driving and parking surfaces from landscaped areas.
- e. All areas of the property not devoted to building or parking areas shall be landscaped.
- f. Noise from electronic speaker devices shall be regulated in Chapter VI, Performance Standards.

CONDITIONAL USE PERMIT STANDARDS

The issuance of a Conditional Use Permit finds the proposed location complies with the following standards:

- 1. The proposed use does not violate the health, safety or general welfare of Princeton residents.
- 2. The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation.
- 3. Adequate parking and loading is provided in compliance with the Ordinance.
- 4. Possible traffic generation and access problems have been addressed.
- 5. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- 6. The proposed use conforms to the City's Comprehensive Plan and is compatible with present and future land uses of the area.

CONDITIONS:

In approving any Conditional Use Permit, conditions can be applied to protect the best interests of the surrounding area or the City as a whole. Failure by the applicant or property owner to comply with the conditions of approval shall result in the revocation proceedings according to Subsection E.

The conditions may include, but are not limited to, the following:

- 1. Ingress and egress to property and proposed structures thereon with particular reference to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or other catastrophe;

2. Off-street parking and loading area where required, with particular attention to the items in Subd. 1 and the economic, noise, glare or odor effects of the conditional use on nearby property;
3. Refuse and service areas, with particular reference to the items in Subd. 1 and Subd. 2 above;
4. Utilities, with reference to location, availability, and compatibility;
5. Diking, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property;
6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;
7. Required yards and other open space;
8. General compatibility with present and future land uses of the area; and
9. Hours of operation.

Conclusion / Recommendation:

Based on the findings that the Conditional Use Permit to allow Automobile and Recreational Sales and Service at PID #24-032-5004, meets the listed CUP review standards in the Ordinance, staff would suggest approval of the CUP Resolution #24-04, subject to the following conditions:

1. The CUP shall be subject to the expiration terms of the Ordinance.
2. Off-street parking is not allowed, separate parking should be provided onsite for the clients, automotive sales business, and staff.
3. Hours of operation will be Monday thru Saturday, and closed on Sunday.
4. Noise shall be mitigated so as to not create a public nuisance for adjoining properties.
5. There will be no vehicles for sale that are not operable.
6. The rezoning to B-3, General Commercial Business District be approved by the City Council.
7. Screening shall be provided to buffer the use from adjacent residential land uses.
8. All structures and ground shall be maintained in an orderly, clean, safe manner.
9. Grass and weeds shall not exceed six inches in height.
10. Customer parking shall be clearly marked.
11. Snow shall be removed from the site within 12 hours of 8 AM of the first day after the snow event ends.
12. When the parking lot is resurfaced, the same number of parking spaces are striped as they are shown on the plans and they need to stay in compliance with what the parking guide lines are at the time of resurfacing.



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13. Vehicles shall be parked on hard surface only.

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

DeWitt gave an overview of the CUP application.

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

Steve Hage, 7240 337th Avenue NW, Princeton, said he owns a property on the southeast corner from this site and he supports the Conditional Use Permit.

There were no other comments from the public on this Conditional Use Permit application request.

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

HALLIN MOVED, SECOND BY OLIVER, TO APPROVE THE CONDITIONAL USE PERMIT RESOLUTION #24-04 TO ALLOW AUTOMOBILE AND RECREATIONAL SALES AND SERVICE AT PID #24-032-5004, WITH THE FOLLOWING CONDITIONS:

1. THE CUP SHALL BE SUBJECT TO THE EXPIRATION TERMS OF THE ORDINANCE.
2. OFF-STREET PARKING IS NOT ALLOWED, SEPARATE PARKING SHOULD BE PROVIDED ONSITE FOR CLIENTS, AUTOMOTIVE SALES BUSINESS, AND STAFF.
3. HOURS OF OPERATION WILL BE MONDAY THRU SATURDAY, AND CLOSED ON SUNDAY.
4. NOISE SHALL BE MITIGATED SO AS TO NOT CREATE A PUBLIC NUISANCE FOR ADJOINING PROPERTIES.
5. THERE WILL BE NO VEHICLES FOR SALE THAT ARE NOT OPERABLE.
6. THE REZONING TO B-3, GENERAL COMMERCIAL BUSINESS DISTRICT BE APPROVED BY THE CITY COUNCIL.
7. SCREENING SHALL BE PROVIDED TO BUFFER THE USE FROM ADJACENT RESIDENTIAL LAND USES.
8. ALL STRUCTURES AND GROUND SHALL BE MAINTAINED IN AN ORDERLY, CLEAN, SAFE MANNER.
9. GRASS AND WEEDS SHALL NOT EXCEED SIX INCHES IN HEIGHT.
10. CUSTOMER PARKING SHALL BE CLEARLY MARKED.
11. SNOW SHALL BE REMOVED FROM THE SITE WITHIN 12 HOURS OF 8 AM OF THE FIRST DAY AFTER THE SNOW EVENT ENDS.
12. WHEN THE PARKING LOT IS RESURFACED, THE SAME NUMBER OF PARKING SPACES ARE STRIPED AS THEY ARE SHOWN ON THE PLANS AND THEY NEED TO STAY IN COMPLIANCE WITH WHAT THE PARKING GUIDE LINES ARE AT THE TIME OF RESURFACING.
13. VEHICLES SHALL BE PARKED ON HARD SURFACE ONLY.

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

The Planning Commission Board reviewed the Findings of Fact:

1. Does the proposed use violate the health, safety or general welfare of the Princeton residents? No.
2. Has the proposed use been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation (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 Commission approves the Conditional Use Permit, based upon the Findings Fact, with noted conditions.

D. Conditional Use Permit for General Automobile & Pickup Truck Repair at PID #24-032-5004

Mary Lou DeWitt, Community Development Zoning Specialist Memo:

Background:

Sam Eastey, applicant has applied for a Conditional Use Permit application to allow general automobile and pickup truck repair to the proposed site of PID #24-032-5004. The site is located north across 18th Street from Princeton Business Park. The property is currently vacant and a Site Plan Review for a proposed building is also on the Planning Commission agenda as well as an application to rezone the property from A-1, Agricultural Zoning District to B-3, General Commercial Zoning District. The approval of the rezoning will be a condition of the CUP approval.

Analysis:

The applicant is proposing two separate buildings on the site for general automobile and pickup truck repair. Each building size of 226' x 42' = 9,492 square feet with ten separate units at each building that would be leased for general automobile and pickup truck repair. The height of the building is approximately 18' feet in front and 12' feet in back.

General Auto Repair is oil/filter change, wiper blade replacement, air filter replacement, battery replacement, brake work, antifreeze, tire repair, and alternator repair to name a few basic auto maintenance services to a vehicle. There will be no body work, salvage repair, or vehicle rental.

Conditional Uses: The following uses are permitted subject to the issuance of a Conditional Use Permit:

- a. The entire site, other than that devoted to structures and landscaped areas, shall be an impervious surface and maintained for control of dust, erosion, and drainage.
- b. Location and number of access driveways shall be approved by the City Engineer.



- c. No vehicles shall be parked on the premises other than those utilized by employees, customers awaiting service, or as allowed through a CUP. Storage of salvage vehicles shall be prohibited.
- d. All areas utilized for the storage and disposal of trash, debris, discarded parts, and similar items shall be fully screened. All structures and ground shall be maintained in an orderly, clean, and safe manner.
- e. Screening shall be provided to buffer the use from adjacent residential land uses.

Hours of operation is anticipated to be Monday thru Saturday and closed on Sunday's.

Parking – Both buildings have two parking stalls on the outside of each unit. This should be sufficient for the lease party to park their own vehicle while servicing the vehicle that is inside the unit. No parking of vehicles other than on the impervious surface.

CONDITIONAL USE PERMIT STANDARDS:

The issuance of a Conditional Use Permit finds the proposed location complies with the following standards:

- 1. The proposed use does not violate the health, safety or general welfare of Princeton residents.
- 2. The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation.
- 3. Adequate parking and loading is provided in compliance with the Ordinance.
- 4. Possible traffic generation and access problems have been addressed.
- 5. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- 6. The proposed use conforms to the City's Comprehensive Plan and is compatible with present and future land uses of the area.

CONDITIONS:

In approving any Conditional Use Permit, conditions can be applied to protect the best interests of the surrounding area or the City as a whole. Failure by the applicant or property owner to comply with the conditions of approval shall result in the revocation proceedings according to Subsection E.

The conditions may include, but are not limited to, the following:

- 1. Ingress and egress to property and proposed structures thereon with particular reference to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case or fire or other catastrophe;
- 2. Off-street parking and loading area where required, with particular attention to the items in Subd. 1 and the economic, noise, glare or odor effects of the conditional use on nearby property;
- 3. Refuse and service areas, with particular reference to the items in Subd. 1 and Subd. 2 above;
- 4. Utilities, with reference to location, availability, and compatibility;

5. Diking, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property;
6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;
7. Required yards and other open space;
8. General compatibility with present and future land uses of the area; and
9. Hours of operation.

Conclusion / Recommendation:

Based on the findings that the Conditional Use Permit to allow General Automobile and Pickup Truck Repair to the proposed Automobile and Recreational Sales and Service site at PID #24-032-5004, meets the listed CUP review standards in the Ordinance, staff would suggest approval of CUP Resolution #24-03, subject to the following conditions:

1. The CUP shall be subject to the expiration terms of the Ordinance.
2. Off-street parking is not allowed, separate parking should be provided onside for clients, automotive sales business, and automobile and pickup truck repair, and staff.
3. Hours of operation will be Monday thru Saturday, and closed on Sunday.
4. Storage of discarded tires should be kept inside until removal from the site.
5. Discarded batteries be kept inside until removal from site.
6. The container of recycled automobile fluids be removed from the site in a suitable consistency.
7. Noise shall be mitigated so as to not create a public nuisance for adjoining properties.
8. There will be no vehicles parked in the lot that are not operable, unless to be serviced.
9. There will be no outside storage of discarded or disused automobile materials.
10. General auto repair is only allowed at the site. No collision service or painting or under coating of automobiles.
11. No over the counter retail sales of automobile components sold directly to the public on the premises.
12. The rezoning to B-3, General Commercial Business District be approved by the City Council.
13. Screening shall be provided to buffer the use from adjacent residential land uses.
14. All areas utilized for the storage and disposal of trash, debris, discarded parts, and similar items shall be fully screened.
15. All structures and ground shall be maintained in an orderly, clean, and safe manner.
16. Grass and weeds shall not exceed six inches in height.
17. Customer parking shall be clearly marked.
18. Snow shall be removed from the site within 12 hours of 8 AM of the first day after the snow event ends.
19. No noise resulting from the use excessive to the normal senses beyond the boundaries of the lot line of the site.
20. When the parking lot is resurfaced, the same number of parking spaces are striped as they are shown on the plans and they need to stay in compliance with what the parking guide lines are at the time of resurfacing.

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



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DeWitt gave an overview of the CUP application.

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

There were no other comments from the public on this Conditional Use Permit application request.

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

HALLIN MOVED, SECOND BY LEWIS, TO APPROVE THE CONDITIONAL USE PERMIT RESOLUTION #24-03 TO ALLOW GENERAL AUTOMOBILE AND PICKUP TRUCK REPAIR TO THE PROPOSED AUTOMOBILE AND RECREATIONAL SALES AND SERVICE SITE AT PID #24-032-5004 WITH THE FOLLOWING CONDITIONS:

1. THE CUP SHALL BE SUBJECT TO THE EXPIRATION TERMS OF THE ORDINANCE.
2. OFF-STREET PARKING IS NOT ALLOWED, SEPARATE PARKING SHOULD BE PROVIDED ONSITE FOR CLIENTS, AUTOMOTIVE SALES BUSINESS, AND AUTOMOBILE AND PICKUP TRUCK REPAIR, AND STAFF.
3. HOURS OF OPERATIONS WILL MONDAY THRU SATURDAY, AND CLOSED ON SUNDAY.
4. STORAGE OF DISCARDED TIRES SHOULD BE KEPT INSIDE UNTIL REMOVAL FROM THE SITE.
5. DISCARDED BATTERIES BE KEPT INSIDE UNTIL REMOVAL FROM THE SITE.
6. THE CONTAINER OF RECYCLED AUTOMOBILE FLUIDS BE REMOVED FROM THE SITE IN A SUITABLE CONSISTENCY.
7. NOISE SHALL BE MITIGATED SO AS TO NOT CREATE A PUBLIC NUISANCE FOR ADJOINING PROPERTIES.
8. THERE WILL BE NO VEHICLES PARKED IN THE LOT THAT ARE NOT OPERABLE, UNLESS TO BE SERVICED.
9. THERE WILL BE NO OUTSIDE STORAGE OF DISCARDED OR DISUSED AUTOMOBILE MATERIALS.
10. GENERAL AUTO REPAIR IS ONLY ALLOWED AT THE SITE. NO COLLISION SERVICE OR PAINTING OR UNDER COATING OF AUTOMOBILES.
11. NO OVER THE COUNTER RETAIL SALES OF AUTOMOBILE COMPONENTS SOLD DIRECTLY TO THE PUBLIC ON THE PREMISES.
12. THE REZONING TO B-3, GENERAL COMMERCIAL BUSINESS DISTRICT BE APPROVED BY THE CITY COUNCIL.
13. SCREENING SHALL BE PROVIDED TO BUFFER THE USE FROM ADJACENT RESIDENTIAL LAND USES.
14. ALL AREAS UTILIZED FOR THE STORAGE AND DISPOSAL OF TRASH, DEBRIS, DISCARDED PARTS, AND SIMILAR ITEMS SHALL BE FULLY SCREENED.
15. ALL STRUCTURES AND GROUND SHALL BE MAINTAINED IN AN ORDERLY, CLEAN, AND SAFE MANNER.
16. GRASS AND WEEDS SHALL NOT EXCEED SIX INCHES IN HEIGHT.

17. CUSTOMER PARKING SHALL BE CLEARLY MARKED.
18. SNOW SHALL BE REMOVED FROM THE SITE WITHIN 12 HOURS OF 8 AM OF THE FIRST DAY AFTER THE SNOW EVENT ENDS.
19. NO NOISE RESULTING FROM THE USE EXCESSIVE TO THE NORMAL SENSES BEYOND THE BOUNDARIES OF THE LOT LINE OF THE SITE.
20. WHEN THE PARKING LOT IS RESURFACED, THE SAME NUMBER OF PARKING SPACES ARE STRIPED AS THEY ARE SHOWN ON THE PLANS AND THEY NEED TO STAY IN COMPLIANCE WITH WHAT THE PARKING GUIDE LINES ARE AT THE TIME OF RESURFACING.

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

The Planning Commission Board reviewed the Findings of Fact:

1. Does the proposed use violate the health, safety or general welfare of the Princeton residents? No.
 2. Has the proposed use been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation (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 the permit that would mitigate any potential the adverse impact? No.
- The Commission approves the Conditional Use Permit, based upon the Findings Fact, with the noted conditions.

OLD BUSINESS: None

NEW BUSINESS:

A. Site Plan Review for Eastey Auto Sales & General Auto Repair Site at PID #24-032-5004

Mary Lou DeWitt, Community Development Zoning Specialist Memo:

Background:

Sam Eastey, applicant submitted a Site Plan Review application for the construction of an independent auto dealer's office building with the square footage of 9,104 and two auto repair buildings, each with the square footage of 9,492. The site is located at PID #24-032-5004, north side of 18th Street.

Zoning:

The site is currently in the process to be rezoned to the B-3, General Commercial Business District. Automobile and Truck Repair along with Automobile and Recreational Sales and Service are a permitted use with a Conditional Use Permit for each use.



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Yard Requirements for B-3 District:

- A. Lot area minimum – 10,000 sq. ft. (or existing lots of record as of date of passage of this Ordinance)
- B. Lot width minimum feet – 75 feet
- C. Maximum lot coverage – 60%
- D. Front yard minimum – 20 feet
- E. Side yard minimum – 5 feet
- F. Rear yard minimum – 20 feet
- G. Maximum height – 30 feet

Impervious Coverage – 71.3%. All setbacks have been met.

Auto Sales Office Building:

The objective of this project is to provide adequate operating space for the start up independent car dealers and start up small businesses commercial working space to operate, advertise, grow and network their business. These mini offices and independent dealers are normally one person operations.

These micro-offices have become very popular after covid when a large part of our economic system proved it did not need a large site to operate their business. Each independent auto dealer has independent entries to their space and five dedicated parking stalls for their business dealings. The state requires license holders to operate four hours per week and each dealer must have its own entry door to the office with signage on the door with the business name, business hours and address. There will be a community mailbox where each office will be given a suite identity address and individual mailbox.

This office is the first building when you enter the site. The size of the building is 9,104 square foot and host 34 leased offices, a conference room, a common space, and four restroom facilities.

MN Dealers License Requirements:

Anyone who has leased or sold more than five motor vehicles, either wholesale or retail, in a twelve-month period is considered to be in the business of buying and selling motor vehicles and is required to be licensed.

The applicant will schedule to have each MN Dealers License Zoning Verification with staff and pay any fees that may apply.

General Auto & Pickup Truck Repair Buildings:

The two auto repair buildings would be built behind the office area, one on the west side of the lot and the other on the east side of the parcel. The size of each building is 9,492 square feet with 10 shops and a wash bay in each building. Each unit in the shop will be leased and two parking stalls will be provided for each unit.

Parking:

There is a total of 308 parking stalls. Each of the 34 offices must have five parking stalls per MN Auto Licensing. There will also be one extra stall for each office staff. These parking stalls will be designated and marked for each office. 40 stalls are dedicated for the shops, where each shop has two stalls (one for staff and one for customers). There are also 31 stalls for customer parking. The applicant has provided extra parking spaces for the facility. There is a total of four ADA parking stalls, two in the front of the office and two in the rear.

Fire Department:

The applicant will coordinate with the Fire Chief to acquire a Knox Box for the main door of the office building and placement of it. The painted striped markings “no parking” on pavement at the corners of the buildings should have no parking signs. The plans show the fire truck turning movement and the Fire Chief has approved the plans. A hydrant will be added to the rear of the office building where it will be placed in the center of the parking lot on an island.

Trash:

The 16' x 11' trash enclosure is located on the east side of the site by the shop building. The dumpster will be placed on a hard surface and have fencing around it.

Lighting:

Light poles are placed throughout the parking areas for night visibility and safety.

Landscaping:

The Ordinance states 25% of the land area be sodded and landscaped and 3% of the internal parking area be landscaped. The plans show 26.9% of green space and 3.1% green space for internal parking. There will be a placement of 24 deciduous trees, 5 coniferous trees, 41 shrubs, and a combination of 96 perennials and ornamental grasses positioned through the site.

Grass and weeds will need to be maintained to a minimum of 6" inches in height.

Building Materials:

The buildings will be a framed building with Hardie Board siding.

Sewer and Water Connection:

The connection to sewer and water will be off from First Street/18th Street. The contractor will coordinate all the utility services with both the civil and mechanical plans prior to construction with Princeton Public Utilities and Princeton Public Works.

Sewer and Water Trunk fee's will be the Developers expense to pay.

Utilities:

The applicant will need to contact Princeton Public Utilities for electrical services.

Stormwater:

The City Engineer reviewed the plans and submitted a memo May 14th, 2024 with comments



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that needed to be addressed. Confirmation that the items have been addressed are on the memo dated June 10th, 2024.

Signage:

The applicant would like to have a monument sign at the entrance of the site and will submit for staff review at a later date and staff will bring that to the Planning Commission for final approval. All signage will need to have building permit approval prior to installation.

Recommendation:

Staff would recommend approval of the Site Plan for Eastey’s Auto Sales and General Auto Repair site located at PID #24-032-5004 with the following conditions:

1. No parking signs be placed where no parking is marked on the pavement.
2. Knox Box be placed on the office building in coordination with the Fire Chief.
3. The plans reflect the conditions and conclusions of the City Engineer’s memos of May 14th, 2024 and June 10th, 2024.
4. The work shall be carried on with minimum of interference with traffic.
5. The grass area of the lot shall be maintained for grass/weeds to be kept 6” inches or under.
6. The applicant will contact Public Works Department and Princeton Public Utilities for the connections for water, electric, sewer, and utility meters.
7. If due to weather conditions the sodding and/or seeding and driveway asphalt installation is unadvisable a separate escrow deposit for each be submitted prior to issuance of Certificate of Occupancy.
8. The applicant will contact Gopher State One prior to construction for location of existing utilities.
9. The applicant shall replace in-kind or better all streets, curbs, trails, and sidewalks disturbed by this operation.
10. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: Building Permit, Water Access Charge (WAC) and Sewer Access Charge (SAC) Trunk Fees, Right-of-Way Permit if digging in the street, Digging Permit, and future sign permit.
11. The applicant will schedule to have each MN Dealers License Zoning Verification with staff and pay any fees that may apply.
12. Applicant will coordinate the placement of the facility mailbox with Princeton Post Office and Mille Lacs County.
13. The applicant will contact Mille Lacs County for any permits they require for building at this site.

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

Jennifer Edison, WSB City Engineer Memo dated: May 14th, 2024

We have received the following documents submitted for the Eastey Commercial Development in Princeton, MN by Bogart, Pederson & Associates, Inc. on April 29, 2024.

- *24-0127.00 Eastey Commercial Development – Princeton, Civil Plans, 04292024.pdf
- *24-0127.00 Eastey Commercial Development Stormwater Report 4.19.2024.pdf
- *Eastey Development 042524.pdf

We have the following comments with regards to stormwater management:

Civil Plan Comments:

1. See attached redlined plan for plan comments outside of stormwater management comments.

Rate Control:

1. Submit design calculations for the 1-year storm event.
2. Verify impervious coverage of drainage area PR-1. It appears to be greater than the 73% used in the HydroCAD modeling.
3. Measures should be taken to limit runoff rates generated by any new development to a maximum of 0.07 cfs per acre for the 100-yr rainfall event and 0.05 cfs per acre for the 10-yr rainfall event.
 - a. Currently, this requirement is met for the 10-yr event. At a minimum, the post development runoff rates shall be less than or equal to the pre-development runoff rates to each discharge point.

Volume Control

4. Per the NPDES Construction Stormwater General Permit, infiltration systems must be designed to discharge all stormwater (including stormwater in excess of the water quality volume) routed to the system within 48 hours. Permittees must route additional flows that cannot infiltrate within 48 hours to bypass the system through a stabilized discharge point.
 - a. With the only outlet 987.60, the current design does not meet this requirement.
5. Label the bottom elevation and the HWL elevation of the proposed infiltration basin.
6. Note: Following the construction of infiltration areas, field testing of the area shall be completed by the project proposer and results submitted to the City for review.

Storm Sewer

7. Include a storm sewer schedule (structure number, manhole size, proposed casting, etc.).
8. When possible, match pipe crowns when the pipe size increases.
9. Full flow velocity of pipes shall be between 3 fps and 10 fps (see pipe 103 to 104).
10. Verify the inlet capacity of the catch basin grate for STMH 108 and 109. It appears that 3.9 and 2.9 cfs are entering the storm sewer pipes at these locations and additional inlet capacity may be needed.
11. Clarify whether STMH 104 will have a manhole or catch basin casting; it is shown as a manhole on the plans, but the storm sewer computations include an area draining to it (presumed that it would have a catch basin casting).
12. Verify the constructability of your structure depths. I don't believe you can fit an 18" pipe into a 3 ft deep structure once you include the pipe thickness and top slab a minimum of 2 adjusting rings and a casting.

Erosion Control and SWPPP

13. Ditch checks shall be placed every 50 feet in the east ditch, and every 45 feet in the west ditch due to slope conditions.

*****End of City Engineer Memo*****



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Jennifer Edison, WSB City Engineer Memo dated: June 10, 2024

We have received the following documents submitted for the Eastey Commercial Development in Princeton, MN by Bogart, Pederson & Associates, Inc. on June 6, 2024

- * Civil Plans 6/6/2024
- * BPA Response to 05-30-2024 Review

The engineering review is complete, and all comments have been addressed. The plans dated June 6, 2024 are approved for construction.

*****End of City Engineer Memo*****

The Planning Commission asked the applicant if this is his first facility.

Sam Eastey said he did purchase the old Moose Lodge site and renovated into an auto sales site where he leases 15 office spaces. Not all dealers will need a shop so he will lease those to others.

MOLLER MOVED, SECOND BY HALLIN, TO APPROVE THE SITE PLAN FOR EASTEY’S AUTO SALES AND GENERAL AUTO REPAIR SITE AT PID #24-032-5004 WITH THE FOLLOWING CONDITIONS:

1. NO PARKING SIGNS BE PLACED WHERE NO PARKING IS MARKED ON PAVEMENT.
2. KNOX BOX BE PLACED ON THE OFFICE BUILDING IN COORDINATION WITH THE FIRE CHIEF.
3. THE PLANS REFLECT THE CONDITIONS AND CONCLUSIONS OF THE CITY ENGINEER’S MEMOS OF MAY 14TH, 2024 AND JUNE 10TH, 2024.
4. THE WORK SHALL BE CARRIED ON WITH MINIMUM OF INTERFERENCE WITH TRAFFIC.
5. THE GRASS AREA OF THE LOT SHALL BE MAINTAINED FOR GRASS/WEEDS TO BE KEPT 6” INCHES OR UNDER.
6. THE APPLICANT WILL CONTACT PUBLIC WORKS DEPARTMENT AND PRINCETON PUBLIC UTILITIES FOR THE CONNECTIONS FOR WATER, ELECTRIC, SEWER, AND UTILITY METERS.
7. IF DUE TO WEATHER CONDITIONS THE SODDING AND/OR SEEDING AND DRIVEWAY ASPHALT INSTALLATION IS UNADVISABLE A SEPARATE ESCROW DEPOSIT FOR EACH BE SUBMITTED PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY.
8. THE APPLICANT WILL CONTACT GOPHER STATE ONE PRIOR TO CONSTRUCTION FOR LOCATION OF EXISTIING UTILITIES.
9. THE APPLICANT SHALL REPLACE IN-KIND OR BETTER ALL STREETS, CURBS, TRAILS, AND SIDEWALKS DISTURBED BY THIS OPERATION.
10. ALL NECESSARY PERMITS SHALL BE APPLIED FOR AND APPROVED PRIOR TO CONSTRUCTION, INCLUDING, BUT NOT LIMITED TO: BUILDING PERMIT, WATER ACCESS CHARGE (WAC) AND SEWER ACCESS CHARGE (SAC) TRUNK FEES, RIGHT-OF-WAY PERMIT IF DIGGING IN THE STREET, DIGGING PERMIT, AND FUTURE SIGN PERMIT.
11. THE APPLICANT WILL SCHEDULE TO HAVE EACH MN DEALERS LICENSE ZONING VERIFICATION WILL STAFF AND PAY ANY FEES THAT MAY APPLY.
12. APPLICANT WILL COORDINATE THE PLACEMENT OF THE FAILITY MAILBOX WITH PRINCETON POST OFFICE AND MILLE LACS COUNTY.

13. THE APPLICANT WILL CONTACT MILLE LACS COUNTY FOR ANY PERMITS THEY REQUIRE FOR BUILDING AT THIS SITE.

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

COMMUNICATION AND REPORTS:

DeWitt said there will be a July 15th, 2024 Planning Commission meeting. There will be two public hearings for review at that meeting.

HALLIN MOVED, SECOND BY OLIVER, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:42 P.M.

ATTEST:

Dan Erickson, Chair

Mary Lou DeWitt, Comm. Dev. Zoning Specialist