



**DRAFT**

**THE MEETING FOR THE PLANNING COMMISSION HELD ON JULY 20, 2020 AT 7:00 P.M.,  
AT THE CITY HALL COUNCIL CHAMBERS**

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The meeting was called to order at 7:00 P.M., by Jeff Reynolds (Reynolds ran the meeting since he is present at City Hall). Members present were Eldon Johnson, Scott Moller, Gene Stockel (Princeton Township Representative), and via Zoom Dan Erickson. Staff present were Robert Barbian (City Administrator) and Mary Lou DeWitt (Comm. Dev. Zoning Specialist).

Absent was Victoria Hallin.

**APPROVAL OF MINUTES OF THE REGULAR MEETING ON JUNE 15, 2020**

JOHNSON MOVED, SECOND BY MOLLER, TO APPROVE THE MINUTES OF JUNE 15, 2020. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**AGENDA ADDITIONS / DELETIONS:**

JOHNSON MOVED, SECOND BY ERICKSON, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**PUBLIC HEARING:**

**A. Slaughterhouse Amendment for B-3 and MN-1 Districts**

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

**BACKGROUND**

Carla Mertz, approached the City in regards to wanting to bring a slaughterhouse business in the City. Currently, the City of Princeton does not have a Slaughterhouse Ordinance where it is an allowable use. Mertz explained to the Planning Commission at their May 18<sup>th</sup> meeting her experience in the slaughterhouse business and with this pandemic has made awareness of the need for slaughterhouses. She had a site she was interested in that was located in the B-3 District and then a second choice of hers is in the process of being annexed into the City and zoned MN-1 Industrial.

**ANALYSIS**

The Planning Commission Board directed staff to draft an Ordinance that was reviewed at their June 15<sup>th</sup> meeting. The Ordinance reads that a slaughterhouse would be permitted with a Conditional Use Permit in the B-3 General Commercial District and the MN-1 Industrial District. The Slaughterhouse Ordinance is attached for the Planning Commission to review.

**AMENDMENT REVIEW STANDARDS**

Common review standards:

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 serving the property.

### **CONCLUSION**

The City Council has received this draft as an FYI at their June 25<sup>th</sup> meeting. The Planning Commission will be holding a public hearing on July 20<sup>th</sup>, and can make changes to the Ordinance or motion to forward the draft Ordinance #797 to the City Council for a first reading on July 23<sup>rd</sup>.

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

DeWitt commented that upon review of a Slaughterhouse Ordinance in other cities, which is very few, they had it permitted with an Interim Use Permit, not a Conditional Use Permit. A Conditional Use Permit stays with the land. The Interim Use is with the applicant and would be re-applied for if the property site sold. This gives the City the ability to modify the conditions to the Interim Use Permit. The Planning Commission directed staff to draft the Slaughterhouse Ordinance with a Conditional Use Permit. Staff wanted to bring this to the Planning Commission's attention where if they would like to change the draft Ordinance, now is the time.

Johnson said that if a person invests a couple million dollars in a business site, he finds it best for the owner to have it as a Conditional Use Permit for future selling of the property.

Reynolds commented that with a Conditional Use Permit, it can be enforced and reviewed.

DeWitt said yes, but we would really have to consider what conditions should apply to the Conditional Use Permit.

JOHNSON MOVED, SECOND BY ERICKSON, TO OPEN THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

There was no one present per Zoom or in the audience for the public hearing. Staff had no comments on the public hearing.

JOHNSON MOVED, SECOND BY ERICKSON, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

Reynolds commented he is okay with the Slaughterhouse Ordinance amendment.

Moller said he is also concerned if someone invest a large amount of money to a site



for a business, if it were to be an Interim Use Permit process where a new owner would need to reapply, it could make it hard for financing approval. He would like to have it a permitted use with a Conditional Use Permit.

DeWitt explained that she has had where there is a preapproval process where the potential owner applies for the Conditional Use Permit with the condition in the purchase agreement that the application is approved prior to closing.

Moller's concern is that years down the road there are different board members and they may not want a Slaughterhouse in the city. There are political movements to stop meat processing and this is a means to not let that happen.

JOHNSON MOVED, SECOND BY MOLLER, TO APPROVE ORDINANCE #797 AMENDING THE ZONING ORDINANCE ADDING DEFINITIONS AND PROVIDING FOR THE PERMITTED USE OF SLAUGHTERHOUSE ACTIVITIES IN THE B-3 ZONED DISTRICT AND MN-1 DISTRICT THROUGH THE CONDITIONAL USE PERMIT PROCESS, AND FORWARD ON TO THE CITY COUNCIL FOR RECOMMENDATION OF APPROVAL. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

DeWitt said she will put this on the City Council agenda for the first reading on July 23, 2020.

**OLD BUSINESS:** None

**NEW BUSINESS:**

DeWitt said for the Site Plan Review for the Public Safety Building Pole Shed will be tabled until the August 17<sup>th</sup> meeting because two of the Planning Commission members have a conflict of interest where they would not be able to vote and we would not have a quorum. Staff will do a brief review process and the Planning Commission can make comments if they see any changes that should be made.

**A. Site Plan Review for Public Safety Building Pole Shed**

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

**Background:**

The City of Princeton is purchasing a 1.907 acre section of land adjoining the Princeton Public Safety Building located at 305 21<sup>st</sup> Avenue South, from the west (backside) of the site. This added land will accommodate the addition of a storage building for the Police and Fire Department. This land is in Princeton Township and the City Council is in the process of annexing this section of land into the City. When the City receives approval of the annexation,

staff will complete an Administrative Lot Line Adjustment to add the section of land to the Public Safety Building, Lot 8, Block 1, Aero Business Park First Addition.

The proposed storage facility will be 60' x 104' square feet, totaling 6,240 square feet. No water or sewer will be extended to the building. There will only be electrical and the Princeton Public Utilities are aware of the expansion.

**Zoning:**

The proposed annexed section of land will be attached to the Public Safety Building and automatically zoned as B-3 General Commercial District.

**Setback requirements:**

Side yard minimum 5 feet, proposed setback on the north side 21' feet and south 35' feet

Rear yard minimum 20 feet, proposed setback is 55' feet

Maximum height 30 feet, proposed building will be 26' feet in height

**Stormwater Pondage:**

The City Engineer has designed the Site Plan with the grading and drainage. The maximum lot coverage not to exceed the 60% requirement and the proposed Site Plan is 43%. No additional pondage will be necessary.

**Driveway:**

There will be asphalt added from the back of the current Public Safety Building to this storage facility.

**Sidewalk:**

In the B-3 District the requirement is for a 6' foot sidewalk and this proposed site is installing a 4' foot sidewalk along the front garage door area and along the south wall. The site will be fenced in and residents will not be able to access it so the sidewalk area should be okay.

**Lighting:**

There will be lighting installed on the building above the doors on the front and back of the building and one light on the two sides. The lighting will be directed downward with LED lighting. There is no proposed light poles.

**Building Materials:**

The building will be a pole building with a cement floor. The metal will be exposed fastener in a tan color to match the Public Safety Building. There will be four garage doors in a maximum height of 14' feet at the front of the building along with a standard service door and standard garage door.

**Site Plan Review Recommendation:**

The Planning Commission has been requested to consider approval or denial of the Site Plan



application. Staff recommends the Site Plan approval with the following conditions:

1. Contingent on State approval on the annexation of the section of land.
2. Lot Line Adjustment Resolution be recorded at Mille Lacs County.
3. A Building Permit shall be applied for and approved prior to construction.
4. Installation of the fence follow the Zoning Ordinance requirement.
5. The sodding or seeding must be completed. If because of weather conditions sodding and/or seeding is unadvisable, it should be in compliance by no later than July 1<sup>st</sup> of the following year.
6. The driveway area must be hard-surfaced within one year of the date the permit is issued. If because of weather conditions the hard-surface is unadvisable, it should be in compliance by no later than July 1<sup>st</sup> of the following year.

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

Barbian said he learned today that Princeton Township may have to act on allowing the section of land to be removed from a township parcel and attached to the adjoining City owned property. He will be contacting the county and township tomorrow.

Stoeckel said they have it on the Township Board meeting tomorrow night since they receive a notice of the annexation.

Barbian was not aware they had it on the agenda. He may attend the meeting.

Johnson suggested that the building have a 10' x 10' or 10' x 12' overhead door on each side of the building to help with getting a machine out for snow removal to clear the front of the building where all the snow will drop in front of the doors.

Barbian said they looked at the snow issue with a single slop and will put a snow bar on the west and east side. Barbian noticed that the site plan is not correct of the footage to the property line.

Stoeckel said that 150' feet is accountable, but the north and south is 160' or 165' square feet out of 556'.

Barbian said the Police Department does the dog training at the Airport and in the future, they will do the training at this site.

Johnson said is it 100' feet or more setback on the south side of the site.

JOHNSON MOVED, SECOND BY REYNOLDS, TO TABLE THE SITE PLAN REVIEW FOR THE PUBLIC SAFETY BUILDING POLE SHED UNTIL THE AUGUST 17<sup>TH</sup>, 2020 PLANNING COMMISSION MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**COMMUNICATION AND REPORTS:**

**A. Verbal Report**

Hillesheim said the TIF for the West River Town apartment site is proceeding. Also, the Sewer Study is almost done.

**B. City Council Minutes for June, 2020**

The Planning Commission had no comments.

MOLLER MOVED, SECOND BY JOHNSON, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:41 P.M.

ATTEST:

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Jeff Reynolds, Secretary

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Mary Lou DeWitt, Comm. Dev. Zoning Specialist