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## MEMORANDUM

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TO: Mayor & City Council  
FROM: Mary Lou DeWitt, Comm. Dev. Zoning Specialist  
SUBJECT: **Site Plan for Erdman Automation for an Assembly and Warehouse Building and Administrator Lot Line Adjustment Resolution**  
DATE: August 23<sup>rd</sup>, 2022

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*This is for information only – no action required*

**Background:**

R.W. Builders, submitted a Site Plan application for the construction of a 49,955 square foot building for an assembly and warehouse building. The site is located in the Princeton Industrial Park Third Addition, Lot 3, Block 2, PID #90-407-0215. The subject property is 2.25 acres. The site is east of their current building, south of 14<sup>th</sup> Street South, and west of 17<sup>th</sup> Avenue South. The existing production and warehouse building will be joined with a link on the southwest corner of the proposed building.

**Zoning:**

The property is located in the MN-1, Industrial District, and designated as Industrial on the Future Land Use Plan.

**Yard Requirements for MN - 1 District**

	All Uses
A. Lot area minimum	12,500 sq. ft.
B. Lot width minimum feet	---
C. Front yard minimum	40 feet <sup>3</sup>
D. Side yard minimum	20 feet
E. Street side yard	30 feet
F. Rear yard minimum	20 feet <sup>1</sup>
G. Maximum height	30 feet <sup>2</sup>

**Access / Parking:**

The proposed access to the site will be on 17<sup>th</sup> Avenue South with a 30' foot entrance. There will be a total of 47 parking stalls, 19' x 9' in size, on one of those is a handicap parking space which does meet the Americans with Disabilities Act (ADA). Because of the Administrator Lot Line Adjustment and proposed Drainage and Utility Easement Vacation, some of the parking stalls on Lot 2 will be removed, but those have been added to the proposed building site. The parking stalls are setback 16' feet or more from the property line. The parking area shall be hard-surfaced within one year of the date the permit is issued with painted parking stalls. The handicap parking stall shall be signed with ADA required signage. The Ordinance states that if due to weather conditions if driveway asphalt installation is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1<sup>st</sup> of the following year.

**Warehouse:** Five plus one for each employee on the largest working shift, but not less than one per 2,000 SF.

**Manufacturing:** Five plus one for each employee on the largest working shift, but not less than one per 1,000 SF.

**Lighting:** Wall packs will be placed around the exterior of the building.

**Signage:**

The plans show a possible monument lighted sign on the northeast corner of the property. No signage has been applied for as part of this application. Any new signs will require approval prior to installation. (New freestanding signs require Planning Commission review).

**Landscaping:**

The plans show a grass area along the north, east, and south perimeter of the site. In the area will be five-autumn blaze maples, seven-weigela midnight wine shrubs, six-rose glow barberry shrub, and two-mugho pine shrubs. The shrubs and trees shall be a minimum of 36" inches from the curb at the car parking areas to allow for overhang unless wheel stops are provided. Ground cover will be installed in all planting beds, to cover under the trees and shrubs. The Ordinance states that if due to weather conditions sodding and/or seeding is inadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1<sup>st</sup> of the following year.

**Building Materials:**

The structure will be faced with the same steel material as existing buildings. All rooftop mechanicals shall be screened with materials that are architecturally compatible with the building. All ground level mechanicals (air conditions units, electrical boxes, etc.) shall be screened with shrubs or an approved fence.

**Sewer and Water Connection:**

The connection to the water line and sewer service will be off the existing service on 14<sup>th</sup> Street South. Princeton Public Utility Commission personnel will operated all valves and shutting off the water to any business shall be coordinated with the Public Utilities. A notice shall be given to all affected businesses a minimum of 48 hours prior to water shut off. A digging permit will need to be applied and approved prior to street work. Princeton Public Works and Princeton Public Utilities will be contacted for connection prior to work. A SAC (Sewer Access Connection) and WAC (Water Access Connection) be applied for with the building permit.

The applicant said the building will have fire sprinklers.

**Grading, Drainage and Storm Water:**

The plans reflect the City Engineer's memo dated July 28, 2022.

**Link:** (Variance review for link will be at the September 19<sup>th</sup>, 2022 PC meeting)

The plans show a 40' x 50' removable link between the existing building west of the site to the proposed building. The applicant indicated that the link could be removed in the future if need be. However, this creates a zero setback where the link will be built over the property line.

This requires a variance. The building construction must also meet all building codes. Should a variance not be granted or building codes not met, the buildings cannot be connected.

**Drainage & Utility Easement Vacation: (Council Review)**

The applicant has submitted an application for a Drainage & Utility Easement Vacation for the City Council's to hold a public hearing for review and approval. The current easement between Lot 2 and Lot 3, Block 2, will be vacated and a proposed Drainage and Utility Easement would be moved further to the west, between the two lots. The approval will be a condition for the Site Plan Review.

**Conclusion / Recommendation:**

The Planning Commission approved the Site Plan for Erdman Automation with the following conditions:

1. The plans reflect the conditions and conclusions of the City Engineer for storm water.
2. The building will have fire sprinklers.
3. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: Building Permit, Water Access Charge (WAC), Sewer Access Charge (SAC), Digging Permit, and Sign Permit.
4. If due to weather conditions the sodding and/or seeding and driveway asphalt installation is inadvisable a separate escrow deposit be submitted prior to issuance of Certificate of Occupancy.
5. Applicant will contact Public Works Department and Princeton Public Utilities for the connections for water, sewer, and utility meters.
6. Should the variance for the link between the proposed building and existing building not be granted or building codes not meet, the buildings cannot be connected.
7. The Drainage & Utility Easement Vacation will need to be approved by the City Council.
8. The plans reflect the conditions and conclusions of the City Engineer's memo dated July 28, 2022 for storm water and grading.
9. Princeton Public Utility Commission will operated all valves and shutting off the water to any business shall be coordinated with the Public Utilities. A notice shall be given to all affected businesses a minimum of 48 hours prior to water shut off.
10. The work shall be carried on with minimum of interference with traffic.

**Administrator Lot Line Adjustment:**

The applicant applied for an Administrator Lot Line Adjustment due to the Drainage and Utility Easement Vacation. The Planning Commission approved Resolution #22-03.



## Memorandum

To: Mary Lou DeWitt, City of Princeton

From: Jennifer Edison, PE - WSB  
Tom Hoffman- WSB

Date: July 28, 2022

Re: Erdman Automation Building Addition No. 2 Stormwater Review  
WSB Project No. 020976-000

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We have reviewed the following documents submitted for the Erdman Automation Building Addition No 2 in Princeton, MN by Rum River Land Surveyors and Engineers on July 15, 2022:

- *a-P-393832\_Complete Civil Plans (07-15-22).pdf*
- *a-P393832\_SMP (07-15-22).pdf*

We have the following comments with regards to stormwater management.

### General

1. Submit for and provide copies to the City of all required permits from regulatory agencies (NPDES,).
2. An NPDES permit is required as the site exceeds 1 acre of disturbance.
3. Show all final utility easements.

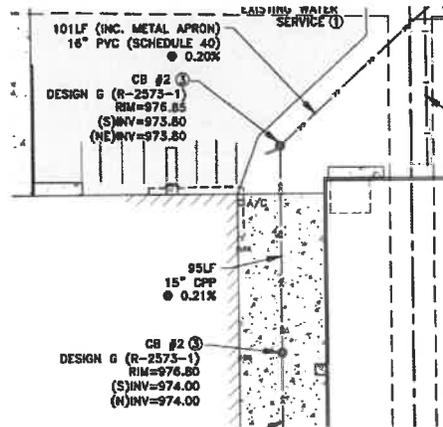
### Stormwater Management

1. Rate Control
  - a. Rates are being proposed to be increased for the 2-year storm event. If modifications cannot be made based on the size of the 4" orifice. Rates are allowed to be increased if constricted by a 4" orifice, however the following conditions must be met.
    - i. No orifice having a diameter less than 4" is allowed in the design of rate control structures within the City. If a structure having an opening less than 4" is required to meet rate control requirements, the requirement will be increased to allow a rate consistent with an opening of this size. Skimming of floatables will be required prior to discharge to a system with an orifice less than 8".
    - ii. Provide modeling of the downstream discharge area to confirm that there is no increase in flood stage, property damage, or exceeds capacity of downstream receiving location.
2. Volume Control

- i. The proposed infiltration basins are accurately sized to provide the required water quality volume for the entire site.

### 3. Water Quality

- a. Pretreatment is required before discharging to the infiltration basin. Pretreatment of storm water to NURP guidelines will be required
- b. A sump with a minimum depth of 4' should be installed prior to discharging into Infiltration basin 1.



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- c. Additional pretreatment in the form of a forebay or filter strip is recommended to reduce the amount of sediment entering the infiltration area and extending the life of the BMP and reducing future maintenance.

### 4. Flood Control

- a. Elevations from the plan set do not match the HWL in the stormwater narrative. Plan show HWL for both basins at 975.9. Verify HWL and update modeling and plans to reflect the same information
- b. Provide an EOF route for Infiltration Basin 2

### Storm Sewer

1. Provide storm sewer calculations to verify that the catch basin and storm sewer pipes have the capacity to handle the runoff.

### Soils

1. Soil boring logs should reflect the accurate elevation of the different boring locations. Log shows borings at elevation 99.3.
2. Groundwater was observed in proximity of the boring locations, final logs should show the ground elevation of the boring along with the depth to verify the require separation is met.
3. The stormwater narrative lists the soils onsite as being Group A. In two of the three borings silty sand is shown at depths ranging from 2.5'-10'.
  - a. Silty sand would be categorized as Group B soils and have an infiltration rate of 0.15-0.30 inches per hour.
  - b. Note that these soils will be removed to a certain depth until Group A soils are found throughout or update the modeling to reflect the soils.

4. Following construction of infiltration areas, field testing of the area shall be completed by the project proposer and results submitted to the City for review.

**Operation and Maintenance**

1. Include operating and maintenance procedures for stormwater BMP's. A schedule of type of inspection and maintenance should be included.

**SWPPP**

1. Because disturbance exceeds 1 acre and an NPDES permit is required, a SWPPP is required.
  - a. Ensure sections 5.2-5.26 of the Minnesota General Storm water permit are met with the requirements of the SWPPP
  - b. Final review of erosion control BMP's will be completed once a SWPPP is submitted

**RESOLUTION #22-03**

**THE CITY OF PRINCETON PLANNING COMMISSION AUTHORIZING AN  
ADMINISTRATIVE SIMPLE LOT SUBDIVISIONS / SIMPLE LOT CONSOLIDATIONS /  
BOUDNARY LINE ADJUSTMENTS WITH THE PROPERTIES IDENTIFIED AS  
PID #90-407-0215 AND PID #90-407-0210**

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**Legal Description:**

**EXISTING PROPERTY DESCRIPTION: (2.25 Acres or 97,814 Sq.Ft. PID NO. 90-407-0210)**

LOT 2, BLOCK 2, PRINCETON INDUSTRIAL PARK THIRD ADDITION, SHERBURNE COUNTY,  
MINNESOTA.

**EXISTING PROPERTY DESCRIPTION: (2.25 Acres or 97,815 Sq.Ft. PID NO. 90-407-0215)**

LOT 3, BLOCK 2, PRINCETON INDUSTRIAL PARK THIRD ADDITION, SHERBURNE COUNTY,  
MINNESOTA.

**WHEREAS**, the lot line adjustment of the property sites will not conflict with the City of  
Princeton Zoning Ordinance; and

**WHEREAS**, the lot line adjustment of the property sites will not conflict with the City of  
Princeton Subdivision Development Ordinance; and

**NOW, THEREFORE, BE IT RESOLVED** that the Planning Commission approves the hereby lot line  
adjustment of the above described properties, and the new legal description for the properties:

**PROPOSED PARCEL A DESCRIPTION: (0.61 Acres or 26,757 Sq.Ft.)  
(FROM PID NO. 90-407-0210 TO PID NO. 90-407-0215)**

THE EAST 60.25 FEET OF LOT 2, BLOCK 2, PRINCETON INDUSTRIAL PARK THIRD  
ADDITION, SHERBURNE COUNTY, MINNESOTA.

**REVISED PROPERTY DESCRIPTION: (1.64 Acres or 71,057 Sq.Ft.)**  
**(PID NO. 90-407-0210)**

LOT 2, BLOCK 2, PRINCETON INDUSTRIAL PARK THIRD ADDITION, SHERBURNE COUNTY, MINNESOTA, EXCEPT THE EAST 60.25 FEET THEREOF.

**REVISED PROPERTY DESCRIPTION: (2.86 Acres or 124,572 Sq.Ft.)**  
**(PID NO. 90-407-0215)**

LOT 3, BLOCK 2, PRINCETON INDUSTRIAL PARK THIRD ADDITION, SHERBURNE COUNTY, MINNESOTA.

AND

THE EAST 60.25 FEET OF LOT 2, BLOCK 2, PRINCETON INDUSTRIAL PARK THIRD ADDITION, SHERBURNE COUNTY, MINNESOTA.

**ADOPTED** this 15<sup>th</sup> day of August, 2022.

This instrument was drafted by:

City of Princeton  
705 2<sup>nd</sup> Street No.  
Princeton, MN 55371

ATTEST:

\_\_\_\_\_  
Mary Lou DeWitt, Comm. Dev. Zoning Specialist

\_\_\_\_\_  
Dan Erickson, Chairperson

\_\_\_\_\_  
Signature of notarial officer

\_\_\_\_\_  
My commission expires

Subscribed and sworn by me:

\_\_\_\_\_  
Title and Rank

State and County \_\_\_\_\_

\_\_\_\_\_  
Date