

 **DRAFT**

**THE MEETING FOR THE PLANNING COMMISSION BOARD HELD ON SEPTEMBER 20, 2021,  
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 Andrea Gerrard. Members present were Eldon Johnson, Scott Moller, and Victoria Hallin. Staff present were Mary Lou DeWitt (Comm. Dev. Zoning Specialist) and Stephanie Hillesheim (Comm. Dev. Manager).

Absent was Dan Erickson.

**APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 21, 2021**

JOHNSON MOVED, SECOND BY MOLLER, TO APPROVE THE MINUTES OF JUNE 21, 2021. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**AGENDA ADDITIONS / DELETIONS:**

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

**PUBLIC HEARING:**

**A. Ordinance #809 Brewer Business to the Business Districts**

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

**Background:**

In 2016, Ordinance amendment #733 was approved to allow Brewer, Brewpub, Microbrewery, Microdistillery, and Tap Room and allowance of Microbrewery as a home occupation in the R-1 and R-2 Residential Zoning Districts.

Currently, we have property owners that would like to open a Brewer Tap Room in the proposed B-3 General Commercial District and the closest permitted use to this would be a bar.

*Definition for Bar: Establishments serving "on-sale" liquor with or without food*

The proposed business would have on-sale consumption of malt liquor produced by the brewer for consumption on the premises of a brewery and includes the sales of malt liquor produced and packaged at the brewery for off-premises consumption as allowed by Minnesota Statutes.

**Analysis:**

Staff has drafted an Ordinance amendment to allow with a Conditional Use of Brewpub, Microbrewery, Micro Distillery, and Brewer Tap Room in the B-1, B-2, and B-3 zoned districts. A summary of the Ordinance Amendment is as follows:

- \* A Conditional Use Permit will be required
- \* Minnesota Statute § 340A.301 subdiv. 6 (c), (i), or (j) along with Alcohol and Tobacco Tax

Trade Bureau Title 27, Chapter 1, Subchapter A, Article 25 Beer are to be obeyed  
\* Brewpub, Microbrewery, Micro Distillery, and Brewer Tap Room will be followed in accordance with conditions outlined in Zoning Ordinance #538

**Amendment Review Standards:**

The Zoning Ordinance does not outline specific factors upon which a proposed amendment should be considered; therefore, staff is providing the following factors, which are common review standards from other ordinances:

1. The proposed action has been considered in relation to the specific policies and provisions of 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.

**Recommendations:**

Staff is requesting the Planning Commission review Ordinance #809 to add definitions and providing for the conditional use of Brewpub, Microbrewery, Micro Distillery, and Brewer Tap Room in the B-1, B-2, and B-3 Zoned Districts.

If the Planning Commission approves Ordinance Amendment #809, the motion should be to forward the Ordinance #809 to the City Council for the first reading on September 23<sup>rd</sup> and second reading October 14<sup>th</sup>.

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

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

There was no one present in the audience to ask questions in regards to the Ordinance Amendment.

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

JOHNSON MOVED, SECOND BY MOLLER, TO APPROVE ORDINANCE #809, AN ORDINANCE AMENDING ZONING ORDINANCE #733, TO ADD DEFINITIONS AND PROVIDING FOR THE CONDITIONAL USE OF BREWPUB, MICROBREWERY, MICRO DISTILLERY, AND BREWER



TAPROOM IN THE B-1, B-2, AND B-3 ZONED DISTRICTS, AND ADDING DESCRIPTION TO THE PERFORMANCE STANDARDS BUSINESS AND COMMERCIAL PARKING SPACES, AND FORWARD TO THE CITY COUNCIL WITH THE RECOMMENDATION OF FINAL APPROVAL. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission reviewed the Findings of Fact:

1. Is the zoning amendment consistent with the Princeton Land Use Plan? Yes, it follows the Princeton Land Use Plan.
2. Have there been changes in the character of development in the vicinity? No, use will stay the same it was in past years.

DeWitt said she will have this on the City Council agenda for September 23, 2021.

**B. Rezoning annexed property located at 32273 124<sup>th</sup> St. N.W. to B-3 District**  
Mary Lou DeWitt, Comm. Dev. Zoning Specialist Memo:

**Background:**

This property site is located in Baldwin Township and the applicants have applied for annexation into the city limits. The City Council will be holding the second reading for annexation on September 23, 2021 and with approval will forward the annexation to the State for final approval. Each application for tonight's meeting will be reviewed separately and motions are to be made contingent with the State approval of the annexation.

Jeff Smith, Jon Smith, and Teresa Smith (Stout Storage, LLC) are the applicants for the applications of Rezoning, Conditional Use Permit, and Site Plan Review.

In 2016 the Zoning Ordinance was updated to define Brewer, Brewpub, Microbrewery, Microdistillery, and Taproom in the R-1 and R-2 Residential Zoning Districts. The Zoning Ordinance does not identify this business in the B-1, B-2, or B-3 Districts and staff has drafted an Ordinance amendment to include this as permitted use with a conditional use that is being reviewed at the Planning Commission meeting tonight. If the Planning Commission approves the Ordinance amendment, they would forward the recommendation to the City Council for final approval at a first and second reading. The motion of all the following applications will be contingent with the State approval of the annexation and the approval of the Council's final approval of the Ordinance #809.

**Analysis:**

This property site that was previous know as Shipwreck is a corner lot located on the east side of 124<sup>th</sup> Street Northwest and south of 323<sup>rd</sup> Avenue Northwest. The Dairy Queen and

Coborn's sites are north across 323<sup>rd</sup> Avenue Northwest and adjoining the property is a township based commercial business east of the site and another south of the site.

**REZONING APPLICATION REVIEW:**

This site was used for commercial and has been vacant for a few years. The new owners would like to continue the commercial use for a Brewer Taproom. The surrounding properties inside city limits (Dairy Queen, Coborn's and across Rum River Drive South are Caribou, McDonalds, Kwik Trip, and Mike's Discount Foods) all are B-3 General Commercial District.

The intent of the B-3 General Business District is to create an area to serve the commercial and servicing 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 Plan (Comprehensive Plan)**

The Comprehensive Plan and Future Land Use Plan designates this area as commercial use. The request to rezone this property would not affect the integrity of the neighborhood. If the Planning Commission and City Council approve the zoning change to B-3 District, staff will amend the Zoning Map.

**Conclusion / Recommendation for Rezoning:**

Based on the above analysis, staff recommends the Planning Commission approve the zoning request to B-3 General Commercial District and forward the recommendation to the City Council to hold a first reading September 23<sup>rd</sup> with final approval on October 14<sup>th</sup> for the property site located at 32273 124<sup>th</sup> Street Northwest, PID #01-004-1320, with the following conditions:

1. The State approval of the annexation for this property site.
2. City Council approval of Ordinance #809 to allow the proposed use of Brewer Taproom.  
\*\*\*\*\*End of this section of the Staff Memo\*\*\*\*\*

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

In the audience to answer questions in regards to the application were Jon Smith, Bobby Blasey, Theresa Smith, and Gary Hartman. The Planning Commission had no question on the rezoning.

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



HALLIN MOVED, SECOND BY MOLLER, TO APPROVE THE REZONING REQUEST TO B-3 GENERAL COMMERCIAL DISTRICT AND FORWARD THE RECOMMENDATION TO THE CITY COUNCIL TO HOLD A FIRST READING FOR THE PROPERTY SITE LOCATED AT 32273 124<sup>TH</sup> STREET NORTHWEST, PID #01-004-1320, WITH THE FOLLOWING CONDITIONS:

1. THE STATE APPROVAL OF THE ANNEXATION FOR THIS PROPERTY SITE.
2. CITY COUNCIL APPROVAL OF ORDINANCE #809 TO ALLOW THE PROPOSED USE OF BREWER TAPROOM.

UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission reviewed the Findings of Fact:

1. Is the rezoning consistent with the Princeton Land Use Plan? Yes, it is consistent with the Princeton Land Use Plan.
2. Have there been changes in the character of development in the vicinity? No, the use will stay the same as it was in the past.
3. Does the rezoning constitute spot zoning of the property? No, property around area are also B-3.

**C. Conditional Use Permit to allow Brewer Taproom at 32273 124<sup>th</sup> St. N.W.**  
Continuation of Memo from Mary Lou DeWitt, Comm. Dev. Zoning Specialist:

**CONDITIONAL USE PERMIT REVIEW:**

The applicants are proposing a Brewer Taproom (less than 10,000 barrels). Their intent is to have on-sale consumption of malt liquor produced by the brewer for consumption on the premises and also include the sales of malt liquor produced and packaged at the brewery for off-premises consumption as allowed by Minnesota Statutes. No restaurant use will be operated on the same premises as the brewery, but the site plan shows on the northwest corner of the site, food truck parking.

*Brewer Taproom Definition: A state licensed brewer under Minn. Stats. §340A.301 subdiv. 6 (c), (i), or (j) permitting the on-sale consumption of malt liquor produced by the brewer for consumption on the premises of a brewery or an abutting property in common ownership of the brewer, which may include the sales of malt liquor produced and packaged at the brewery for off-premises consumption as allowed by Minnesota Statutes.*

Review Standards:

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:** There should be no issues in regards to erosion, runoff, water pollution, and sedimentation.

*3. Adequate parking and loading is provided in compliance with the Ordinance.*

**Comment:** The applicants have provided sufficient parking for the proposed Brewer Taproom.

*4. Possible traffic generation and access problems have been addressed.*

**Comment:** The applicants have changed the access to the site to line up with the Coborn's parking lot access per the City Engineer recommendation.

*5. The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.*

**Comment:** The City Engineer has reviewed the plans and the proposed Brewer Taproom for the site 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.*

**Comment:** This site is designated as commercial on the Future Land Use Plan.

**Conclusion / Recommendation for Conditional Use Permit:**

Based on the findings that the proposed Conditional Use Permit to allow a Brewer Taproom meets the listed CUP review standards in the Ordinance, staff would suggest approval of the CUP, subject to the following conditions:

1. The State approve the annexation for this property site.
2. Ordinance Amendment #809 will need to be approved by the City Council.
3. The applicants will need to acquire liquor licensing to sell alcohol with in the premises for on-sale and off-sale with the City of Princeton and the State of Minnesota.
4. The CUP shall be subject to the expiration terms of the Ordinance.

\*\*\*\*\*End of this section of Staff Memo\*\*\*\*\*

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



Gerrard asked how they will handle the waste product from the making of the malt liquor.

Bobby Blasey, said he will be the brewer for the business and the waste product will be taken to local farmers.

Gerrard asked about what the hours of off-sale will be.

DeWitt responded that is a good point to put as the fifth condition of the Conditional Use Permit. They would have to follow the State and City guidelines so off-sale will end at 10:00 P.M. and on-sale will be determined by the licensing they receive from the city and the State.

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

HALLIN MOVED, SECOND BY MOLLER, TO APPROVE THE CONDITIONAL USE PERMIT TO ALLOW A BREWER TAPROOM LESS THAN 10,000 BARRELS IN A B-3 GENERAL COMMERCIAL DISTRICT AT THE PROPERTY SITE LOCATED AT 32273 124<sup>TH</sup> STREET NORTHWEST, PID #01-004-1320, WITH THE FOLLOWING CONDITIONS:

1. THE STATE APPROVE THE ANNEXATION FOR THIS PROPERTY SITE.
2. ORDINANCE AMENDMENT #809 WILL NEED TO BE APPROVED BY THE CITY COUNCIL.
3. THE APPLICANTS WILL NEED TO ACQUIRE LIQUOR LICENSING TO SELL ALCOHOL WITHIN THE PREMISES FOR ON-SALE AND OFF-SALE WITH THE CITY OF PRINCETON AND THE STATE OF MINNESOTA.
4. THE CUP SHALL BE SUBJECT TO THE EXPIRATION TERMS OF THE ORDINANCE.
5. HOURS FOR OFF-SALE ENDS AT 10:00 P.M., AND HOURS FOR ON-SALE ENDS PER THE STATE OF MINNESOTA REGULATION AND THE CITY OF PRINCETON REGULATIONS.

UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission 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? Yes. Per the five conditions listed.

**D. Rezoning of new Princeton Business Park**  
Stephanie Hillesheim, Comm. Dev. Manager Memo:

**Background:**

The City of Princeton recently annexed the Princeton Business Park property into the city from Princeton Township. The property is currently zoned Agricultural and B-3 and located at:

The Southeast Quarter of the Northwest Quarter, except the East 300 feet thereof, and the North 500 feet of the Northeast Quarter of the Southwest Quarter, except the East 300 feet thereof, all in Section 32, Township 36, Range 26, according to the United States Government Survey thereof and situated in Mille Lacs County, Minnesota.

EXCEPT: That part of the West 150.00 feet of the East 450.00 feet of the North 500.00 feet of the Northeast Quarter of the Southwest Quarter and that part of the West 150.00 feet of the East 450.00 feet of the Southeast Quarter of the Northwest Quarter, both in Section 32, Township 36, Range 26, which lies South of the Westerly extension of the North line of Lot 8, Block 1, Aero Business Park First Addition, said Mille Lacs County, Minnesota. And

That part of the West 150.00 feet of the East 450.00 feet of the North 500.00 feet of the Northeast Quarter of the Southwest Quarter and that part of the West 150.00 feet of the East 450.00 feet of the Southeast Quarter of the Northwest Quarter, both in Section 32, Township 36, Range 26, which lies South of the Westerly extension of the North line of Lot 8, Block 1, Aero Business Park First Addition, according to the plat thereof on file and of record in the office of the County Recorder, Mille Lacs County, Minnesota.

**Analysis:**

The City has purchased and is in the process of platting the property for industrial use. After consideration of all of our zoning request of the Princeton Business Park property located at the aforementioned legal address.

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



Hillesheim said this has been spoken of this property in the past. The land is current agriculture and the MN-1 Zoning will work good for it. The City has a few interested parties for the site.

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

There was no one present to discuss the rezoning for the current Aero Business Park properties and the newly annexed property site PID #24-032-4910.

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

HALLIN MOVED, SECOND BY JOHNSON, TO APPROVE THE REZONING REQUEST TO MN-1 INDUSTRIAL DISTRICT AND FORWARD THE RECOMMENDATION TO THE CITY COUNCIL TO HOLD A FIRST READING FOR THE PROPERTY SITE OF THE NEWLY ANNEXED PROPERTY OF PID #24-032-4910 AND THE PROPERTIES OF AERO BUSINESS PARK. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission reviewed the Findings of Fact:

1. Is the rezoning consistent with the Princeton Land Use Plan? Yes.
2. Have there been changes in the character of development in the vicinity? No.
3. Does the rezoning constitute spot zoning of the property? No.

**E. Preliminary Plat for Princeton Business Park (and Final Plat approval)**

Hillesheim said the review is for the Preliminary Plat and Final Plat for the proposed Princeton Business Park. There are easements that will need to be vacated and will be going through the Council for a First Reading on September 23, 2021.

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

Moller asked how many lots will be in the plat.

Hillesheim said 10, from two acres to nine acres.

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

HALLIN MOVED, SECOND BY MOLLER, TO APPROVE THE PRELIMINARY AND FINAL PLAT FOR PRINCETON BUSINESS PARK AND FORWARD TO THE CITY COUNCIL FOR FINAL APPROVAL. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Site Plan Review at 32273 124<sup>th</sup> St. N.W. for Sunken Ship Brewing Co.**  
Mary Lou DeWitt, Comm. Dev. Zoning Specialist Memo:

**Site Plan Review:**

The site has an existing 4,746 building that will be renovated to host a Brewer Taproom. A walk-in cooler will be added to the northeast side of the building.

**Yard Requirements for B-3 District:**

Lot area minimum – 10,000 square feet  
Lot width minimum feet – 75 feet  
Maximum lot coverage – 60%  
Front yard minimum – 20 feet  
Side yard minimum – 5 feet  
Rear yard minimum – 20 feet  
Maximum height – 30 feet

**Proposed:**

(Lot size is 1.50 acres)  
  
(Proposed impervious area is .86)  
(250' feet setback)  
(40' feet setback)  
(40' feet setback)  
(22'9" feet)

**Stormwater:**

The plans have been updated to add offsite run off as requested by the City Engineer. The plans reflect the conditions and conclusions of the City Engineer.

**Bicycle Parking:**

The site plan shows a 10' foot single sided bike rack west of the parking lot by the main entrance.

**Street Access:**

Access to the site will be off 323<sup>rd</sup> Avenue NW, the drive aligns with the Coborn's site across the street. The plans show a food truck access to park at the northwest corner of the site.

It was recently brought to our attention that the southern half of 323<sup>rd</sup> Avenue is currently within a private ingress/egress. As part of the approvals for the site, the City of Princeton is requesting the dedication of 17-foot of ROW from centerline to the south, with an additional 10-Foot of drainage & utility easement.



#### Landscaping:

All areas of the property not devoted to building or parking areas shall be landscaped. A 10' foot landscaped berm is on the west side of the property and the south side of the site has a game area and a separate small and large pet playland. The parking lot islands have decorative rock and oak trees planted inside. The green areas consist of seed with irrigation.

Concrete patio areas are along the west and east sides of the building.

#### Parking:

The largest shift is expected to be five people total, split between the Brewing and Taproom sides of the building. The parking spaces provided is 67 which includes three ADA (Americans with Disabilities Act) parking stalls. North of the building is 14 motorcycle parking spaces. They are expecting as many as 50 people occupying the brewery so the provided parking spaces should be sufficient. The parking lot setback from the property lines is 4' feet.

#### Dumpster:

The refuse enclosure is located on the south of the parking lot. It will hold two 8 yard containers on a concrete pad. The exterior is planned to be painted or prefinished rock-face block, with the steel doors and hinges to be painted a matching color.

#### Lighting:

There are five light poles shown on the plans in the parking areas. All sources of parking areas lighting shall be fixed, directed and designed so as to not create a nuisance to any abutting properties.

#### Fire Protection:

Installation of a Knox Box at the main entrance. The site will provide adequate maneuverability for a 46' foot fire truck. The Fire Chief approves the hydrant on the north sides of the site along 323<sup>rd</sup> Avenue NW. A recorded 10 foot drainage and utility easement will need to be provided from the applicants to this hydrant.

#### Signage:

At this time, signage is not being reviewed. The applicants have stated they will review signage at a later date. A building permit will be required and approved by staff and the Building Inspector prior to installation.

The plans do show the standard site parking and traffic signage; handicap parking, no parking access land, no parking fire lane, stop sign, and passenger loading zone.

#### Lighthouse Feature:

The plans show on the southwest corner of the site a future lighthouse feature. A building permit would need to be acquired prior to installation where the zoning and building codes are reviewed and approved.

Fencing:

The plans show an 8' foot wood fence surrounding a game area and a 4' foot black chain link fence surrounding the small pet playland and also a large pet playland. A Fence Permit application will be required and approved by staff prior to installation.

**Conclusion / Recommendation for Sunken Ship Brewing Co. Site Plan:**

Based upon the above review standards, staff would recommend approval of the Site Plan Review for the proposed Sunken Ship Brewing Co. with the following conditions:

1. Annexation from the State has to be approved.
2. Ordinance Amendment #809 has to be approved by City Council.
3. Rezoning approved by the City Council.
4. Conditional Use Permit approval by the Planning Commission.
5. The parking areas shall be hard-surfaced within one year of the date the permit is issued. If because of weather conditions the hard-surfaced 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.
6. The sodding or seeding must be completed prior to issuing a temporary certificate of occupancy. If because of 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.
7. A separate Building Permit be submitted for review and approval prior to installation for signage and a possible future lighthouse feature.
8. A fence permit be submitted for review and approval prior to installation.
9. A Knox Box be placed on the building in coordination with the Fire Chief.
10. The southern half of 323<sup>rd</sup> Avenue is currently within a private ingress/egress. As part of the approvals for the site plan, the City of Princeton is requesting the applicants provide a recorded dedication of 17-ft of ROW from centerline to the south, with an additional 10-ft of drainage & utility easement.
11. The plans reflect the conditions and conclusion of the City Engineer.
12. All necessary permits shall be applied for and approved prior to any construction, but not limited to: Building Permit, Water Access Charge (WAC), Sewer Access Charge (SAC), and Signage Permit.

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

Gerrard asked if they contacted the Vet Clinic next door to see their thoughts on the dog play area with the fencing.

Jon Smith said they have tried to contact them, but have had no response back. They will keep trying.



JOHNSON MOVED, SECOND BY MOLLER, TO APPROVE THE SITE PLAN FOR THE PROPOSED SUNKEN SHIP BREWING CO., LOCATED AT 32273 124<sup>TH</sup> STREET NORTHWEST, PID #01-004-1320, WITH THE FOLLOWING CONDITIONS:

1. ANNEXATION FROM THE STATE HAS TO BE APPROVED.
2. ORDINANCE AMENDMENT #809 HAS TO BE APPROVED BY CITY COUNCIL.
3. REZONING APPROVED BY THE CITY COUNCIL.
4. CONDITIONAL USE PERMIT APPROVAL BY THE PLANNING COMMISSION.
5. THE PARKING AREAS SHALL BE HARD-SURFACED WITHIN ONE YEAR OF THE DATE THE PERMIT IS ISSUED. IF BECAUSE OF WEATHER CONDITIONS THE HARD-SURFACED 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.
6. THE 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 1<sup>ST</sup> OF THE FOLLOWING YEAR.
7. A SEPARATE BUILDING PERMIT BE SUBMITTED FOR REVIEW AND APPROVAL PRIOR TO INSTALLATION FOR SIGNAGE AND A POSSIBLE FUTURE LIGHTHOUSE FEATURE.
8. A FENCE PERMIT BE SUBMITTED FOR REVIEW AND APPROVAL PRIOR TO INSTALLATION.
9. A KNOX BOX BE PLACED ON THE BUILDING IN COORDINATION WITH THE FIRE CHIEF.
10. THE SOUTHERN HALF OF 323<sup>RD</sup> AVENUE IS CURRENTLY WITHIN A PRIVATE INGRESS/EGRESS. AS PART OF THE APPROVALS FOR THE SITE PLAN, THE CITY OF PRINCETON IS REQUESTING THE APPLICANTS PROVIDE A RECORDED DEDICATION OF 17-FT OF ROW FROM CENTERLINE TO THE SOUTH, WITH AN ADDITIONAL 10-FT OF DRAINAGE & UTILITY EASEMENT.
11. THE PLANS REFLECT THE CONDITIONS AND CONCLUSION OF THE CITY ENGINEER.
12. ALL NECESSARY PERMITS SHALL BE APPLIED FOR AND APPROVED PRIOR TO ANY CONSTRUCTION, BUT NOT LIMITED TO: BUILDING PERMIT, WATER ACCESS CHARGE (WAC), SEWER ACCESS CHARGE (SAC), AND SIGNAGE PERMIT.

UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

## **B. Joint Airport Planning Board**

M. McPherson, City Administrator Memo:

### **Background**

The cross-wind runway for the airport must be removed from the City's airport zoning ordinance and map. In order to do so, a Joint Airport Planning Board ("the Board") must be created for a short period of time. The Board is comprised of two members from each of the jurisdictions affected by the airport: Mille Lacs and Sherburne Counties; Baldwin, Greenbush and Princeton Townships, and the City.

Step one to establish the Board is for the City to appoint two (2) members to the Board, neither of which may be a Councilor, per statute. Staff recommends that one member be appointed from the Airport Advisory Board and the other from the Planning Commission. The Airport Advisory Board selected Troy Minske to serve. The Council will appoint the members by resolution, and a certified letter along with a copy of the resolution will then be sent to the other jurisdictions who have 60 days to appoint their members.

**Request:**

Staff requests that the Planning Commission recommend a member to the City Council for appointment to the Joint Airport Planning Board.

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

Johnson volunteered to be on the Joint Airport Planning Board.

HALLIN MOVED, SECOND BY MOLLER, TO ELECT JOHNSON AS THE PLANNING COMMISSION MEMBER FOR THE JOINT AIRPORT PLANNING BOARD. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**COMMUNICATION AND REPORTS:**

DeWitt said the August, 2021 building permit list has been handed out for their review. There were no questions from the Planning Commission.

Hillesheim said that updates on the budgeting process is going on and the CIP is being looked at. They are looking at the Transportation Plan and Parks and Trail Plan. Also the Infrastructure Plan that looks at the streets and age of them where this would be layered with the Sewer Study Plans.

MOLLER MOVED, SECOND BY JOHNSON, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:08 P.M.

ATTEST:

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Andrea Gerrard, Vice Chair

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Mary Lou DeWitt, Comm. Dev. Zoning Specialist