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**THE REGULAR MEETING FOR THE PLANNING COMMISSION BOARD HELD ON JULY 17<sup>TH</sup>, 2023,  
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 Dan Erickson. Members present were Eldon Johnson, Victoria Hallin, and Gene Stoeckel (Princeton Township Rep.) Staff present was Mary Lou DeWitt (Comm. Dev. Zoning Specialist).

Absent: Scott Moller was absent.

**OATH OF OFFICE:**

Dan Erickson took the Oath of Office.

**APPROVAL OF MINUTES OF REGULAR MEETING ON MAY 15<sup>TH</sup>, 2023**

JOHNSON MOVED, SECOND BY HALLIN, TO APPROVE THE MINUTES OF MAY 15<sup>TH</sup>, 2023. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

**AGENDA ADDITIONS / DELETIONS:**

DeWitt added to the agenda under New Business, City Parking Lot Administrative Lot Split.

HALLIN MOVED, SECOND BY JOHNSON, TO APPROVE THE ADDITION TO THE AGENDA UNDER NEW BUSINESS, CITY PARKING LOT ADMINISTRATIVE LOT SPLIT. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

**PUBLIC HEARING:**

**A. Conditional Use Permit for the Oaks Apartment Accessory Building**

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

**Background:**

Chad Winkelman, R.W. Builders, Inc., in behalf of Oaks Apartment has submitted an application for a Conditional Use Permit to construct an accessory building of 800 square feet (20' x 40") where the total accessory structures combined exceed the 800 square foot Ordinance requirement. The property is located at 801 3<sup>rd</sup> Street North in the R-2, Residential Zoning District.

**Analysis:**

The apartment complex is an elderly living facility that is surrounded on both sides and rear property line by single family residential lots. The site has a current detached garage that is 672 square feet and stores resident's mobility scooters and other personal items. The proposed garage would contain the lawn maintenance and other miscellaneous equipment.

**Zoning Requirements:**

Side yard minimum setback (garage): 5 feet  
Rear yard minimum setback: 5 feet  
Maximum height: 24 feet

Storm Water:

The City Engineer reviewed the site survey and added the following recommendation that should be followed: *It looks like there is currently a low spot here, I understand that this proposed project isn't going to make this worse, but I think there might be a perspective that it is once it's done since this project suggests putting a berm now. I think it would be helpful for the applicant to have a conversation with the neighboring property owner to discuss the existing low point, and how the proposed berm will actually redirect the drainage that currently flows there."*

Fire Department:

The Princeton Fire Chief contacted the MN State Fire Marshall for the proposed accessory building. The response from the Fire Marshall *"As for the building addition to the property, the architect needs to submit this to Metro West Inspections for approval. Minnesota Building Code Section 602 and Table 602 has exterior wall rating requirements based on occupancy type and type of construction. Based on the Table and my limited knowledge of the building code, the exterior wall may need to be rated at this distance of 6 feet. I don't see where egress is violated with 6 feet of clearance."*

Princeton Fire Chief spoke with Larry Keenan, Keenan Architectural Group Inc. (Architect on this project for R.W. Builders, Inc). Per the email from the Fire Chief *"After talking with Larry Keenan, the wall should be a one-hour rated fire wall and the exiting door should be a fire rated door."*

Building Inspector:

Lynn Paulson, City Building Inspector viewed the proposed site plans and said the applicant would have to provide a letter with the building permit from Keenan Architectural stating it meet State Code with the door placement on the east side of the apartment building and 6' foot clearance from the proposed accessory structure.

**CONDITIONAL USE PERMIT**

The proposed accessory building is 800 square feet, but there is a current accessory building of 672 square feet where the combined total of the two buildings exceed the 800 square feet Ordinance requirement.

***Accessory Structure Zoning Definition:***

*A structure which is on the same parcel of property as a principal structure and the use of which is related to the use of the principal structure. The permitted square footage for accessory*

*structures will be a total of the combined accessory structures on the parcel in that Zoning District.*

**General CUP Review Standards:**

Subsection 3.B. of Chapter IV outlines the standards of review of a conditional use permit:

1. *The proposed use does not violate the health, safety, or general welfare of Princeton residents.*

Comment: No characteristics of the proposed use appear that they may violate the health, safety, or general welfare of the Princeton residents.

2. *The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation.*

Comment: The City Engineer has 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.*

Comment: The accessory building will be for lawn maintenance storage and no additional parking or loading will be needed.

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

Comment: The proposed garage will be for lawn maintenance storage and other miscellaneous equipment.

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

Comment: The detached garage does not create additional capacity to the city's services.

6. *The proposed use conforms to the City's Comprehensive Plan and is compatible with present and future land uses of the area.*

Comment: No land use changes are being made to the site other than adding the 800 sq. ft. garage for Oak's Apartment.

**Conclusion / Recommendation:**

It is City Staff's recommendation to approve Resolution #23-05 for the Conditional Use Permit to construct a 20' x 40' sq. ft. detached garage at 801 3<sup>rd</sup> Street North, where the total combined square footage of all accessory buildings would be in excess of 800 square feet in the R-2, Residential Zoning District with the following conditions:

1. A building permit shall be obtained and approved by the Building Inspector prior to construction.
2. The applicant will contact Princeton Public Utilities for the connection for electrical services.

3. The CUP shall be subject to the expiration terms of the Ordinance.
4. The siding and roofing materials shall consist of building materials in common use in residential construction and match or balance the exterior of the current buildings on site.
5. The City Engineer recommendation of having a conversation with the adjoining property owner on the proposed berm and how it will redirect the drainage that currently flows there.
6. The State Fire Marshall stated that the Architect needs to submit this to Metro West Inspection for approval. The MN Building Code Section 602 and Table 602 has exterior wall rating requirements based on occupancy type and type construction.
7. The Princeton Fire Chief said the wall should be a one-hour rated fire wall and the exiting door should be a fire rated door.

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

DeWitt gave an overview of the Conditional Use Permit request.

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

Chad Winkelman, applicant was present to answer any questions.

There was no one in the audience to ask questions.

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

JOHNSON MOVED, SECOND BY HALLIN, TO APPROVE RESOLUTION #23-05 CONDITIONAL USE PERMIT TO CONSTRUCT AN ACCESSORY BUILDING OF 800 SQUARE FEET WHERE THE TOTAL ACCESSORY STRUCTURES COMBINED ON THE PARCEL WILL EXCEED THE 800 SQUARE FEET ORDINANCE REQUIREMENT AT 801 3<sup>RD</sup> STREET NORTH IN THE R-2, RESIDENTIAL ZONING DISTRICT, PID #24-033-1020, WITH THE FOLLOWING CONDITIONS:

1. A BUILDING PERMIT SHALL BE OBTAINED AND APPROVED BY THE BUILDING INSPECTOR PRIOR TO CONSTRUCTION.
2. THE APPLICANT WILL CONTACT PRINCETON PUBLIC UTILITIES FOR THE CONNECTION FOR ELECTRICAL SERVICES.



**DRAFT**

3. THE CUP SHALL BE SUBJECT TO THE EXPIRATION TERMS OF THE ORDINANCE.
4. THE SIDING AND ROOFING MATERIALS SHALL CONSIST OF BUILDING MATERIALS IN COMMON USE IN RESIDENTIAL CONSTRUCTION AND MATCH OR BALANCE THE EXTERIOR OF THE CURRENT BUILDINGS ON SITE.
5. THE CITY ENGINEER RECOMMENDATION OF HAVING A CONVERSATION WITH THE ADJOINING PROPERTY OWNER ON THE PROPOSED BERM AND HOW IT WILL REDIRECT THE DRAINAGE THAT CURRENTLY FLOWS THERE.
6. THE STATE FIRE MARSHALL STATED THAT THE ARCHITECT NEEDS TO SUBMIT THIS TO METRO WEST INSPECTIONS FOR APPROVAL. THE MN BUILDING CODE SECTION 602 AND TABLE 602 HAS EXTERIOR WALL RATING REQUIREMENTS BASED ON OCCUPANCY TYPE AND TYPE CONSTRUCTION.
7. THE PRINCETON FIRE CHIEF SAID THE WALL SHOULD BE A ONE-HOUR RATED FIRE WALL AND THE EXITING DOOR SHOULD BE A FIRE RATED DOOR.

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

The Planning Commission reviewed the Findings of Fact:

1. Are there characteristics of the proposed use that may violate the health, safety or general welfare of Princeton residents? No, nothing apparent.
2. Does the proposed use present any unique concerns regarding erosion, runoff, water pollution or sedimentation? No, does not appear to.
3. Could the propose use create any special problems with parking? No, no additional parking needed.
4. Would the proposed use cause any problems with access or traffic generation? No.
5. Is the proposed use incompatible with other uses located in the zoning district? No.

The Commission recommends approval of a Conditional Use Permit, based upon the Findings of Fact, with the noted conditions.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. City Parking Lot Administrative Lot Split**

DeWitt explained the City of Princeton has been in the process of selling two of the city parking lots. The south parking lot between 6<sup>th</sup> Avenue North and 7<sup>th</sup> Avenue North, off of First Street has some interested buyers. The City Council has been reviewing the options presented from the proposed buyers. The School District is interested in purchasing Lot 10, Block 7 and Trinity

Church is interested in purchasing Lot 3, Block 7, Original Townsite, PID #24-040-0370. Howard Homes would like to purchase the north 56 feet of Lot 2, Block 7. There has been no decision from the City Council at this time, but if this were to move forward, staff wanted the Planning Commission to be aware she may be completing a Administrative Lot Split.

The Planning Commission discussed this parking lot and was okay with the potential sale to the buyers. This would be helpful for all three parties.

HALLIN MOVED, SECOND BY JOHNSON, TO APPROVE A POSSIBLE FUTURE ADMINISTRATIVE LOT SPLIT FOR THE CITY PARKING LOT LOCATED ON BLOCK 7, LOTS 10, 3, AND NORTH PORTION OF LOT 2, ORIGINAL TOWNSITE, PID #24-040-0370. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

**COMMUNICATION AND REPORTS:** None

HALLIN MOVED, SECOND BY JOHNSON, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:29 P.M.

ATTEST:

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Dan Erickson, Chair

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Mary Lou DeWitt, Comm. Dev. Zoning Specialist