

**THE MEETING OF THE PLANNING COMMISSION HELD ON FEBRUARY 24, 2020,  
AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS**

\*\*\*\*\*

The meeting was called to order at 7:00 P.M., by Victoria Hallin. Members present were Eldon Johnson, Jeff Reynolds, Scott Moller, and Gene Stoeckel (Princeton Twsp. Rep.) Staff present were Robert Barbian (City Administrator), Stephanie Hillesheim (Comm. Dev. Specialist), and Mary Lou DeWitt (Comm. Dev. Zoning Specialist).

Absent was Dan Erickson.

**APPROVAL OF MINUTES OF REGULAR MEETING ON JANUARY 27, 2020**

JOHNSON MOVED, SECOND BY MOLLER, TO APPROVE THE MINUTES OF JANUARY 27, 2020. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**AGENDA ADDITIONS / DELETIONS:**

MOLLER MOVED, SECOND BY REYNOLDS, TO APPROVE THE AGENDA WITH NO ADDITIONS. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**PUBLIC HEARING:**

**A. Conditional Use Permit for Sylva Manufacturing**

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

**BACKGROUND:** Larry Doose, applicant is the owner of Sylva Corporation, located at 900 Airport Road, and is purchasing the adjoining lot north of his existing wood chipping industry for the expansion of outside storage. Mr. Doose would like to have the Conditional Use Permit prior to closing.

The property is located in the MN-1 Industrial District and to allow uncovered outside storage of 50% or more of the site a CUP is required.

Currently, there is a Conditional Use Permit in place for outside storage of woodchip on each of the two properties where the Sylva Corporation is located.

The first CUP was issued in 2005 when Mr. Doose purchased the Hunt Wood Chip Industry and needed to expand the outside storage. Conditions of the CUP are:

1. Possible use of sediment screening maybe needed in area adjacent wetland.
2. All storm water ordinances that may pertain to subject property be adhered to.
3. Conditional Use Permit to be reviewed for compliance in one year.

Second CUP was issued in 2007 for the expansion of outdoor storage on the site north of Sylva Corp. that they were purchasing. Condition of the CUP is:

1. No more then 30 (thirty) feet in height of non-processed materials on site.

**Analysis:** This property is north of Sylva's site on Outlot A. This outlot was created from a lot split in 2007 and Mr. Doose had purchased the other lot for outdoor storage expansion.

*Definition of an outlot: An outlot is a remnant piece of land that is left over after a developer has surveyed, planned and developed a new subdivision. Outlots are left over because they may not fit nicely into a particular lot or perhaps has a swamp on it or some other unique environmental feature on it.*

**Conditional Use Permit:** Any use in which over 50% of the site would be used for uncovered outside storage, provided that:

- (a) The exterior storage area must be located to the rear of the building or site;
- (b) The exterior storage area must be fenced and fully screened from view.

Since this parcel is an outlot it cannot be built on until replatted. The outside storage of the site will be to the rear of their current manufacturing site. Access to this site is required to be from the current outdoor storage parcel north of Sylva's manufacturing site. Additional employee parking should be at the main building site and adhere to the City Parking Ordinance requirements. Heavy equipment needs to be stored on hard surfaced area.

Fencing will need to be placed around the exterior storage if raw products and a Fence Permit will need to be applied for.

Sediment screening will be needed to protect the wetland area. Landscaping screening will be needed to the west of the site along Airport Road and on the northside of the site. Trees are placed adjacent to the ROW.

Staff is working with the applicant to extend 21<sup>st</sup> Avenue along this proposed property with the process of a DEED Grant. Upon a road being built an outlot can be replatted as a buildable lot. Landscaping screening will need to be addressed as well as the type of trees determined where they do not exceed 30 feet.

**General CUP Review Standards:** According to Section 3 of Chapter IV of the Zoning Ordinance, *the Planning Commission shall be grant a Conditional Use Permit if at the proposed location complies with the following standards:*

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

Comment: This business has been operating since 1994 with two expansions and has not shown characteristics of health or safety problems.

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

Comment: Filtration is addressed on the current sites and will be continued to this site.

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

Comment: Sylva's office site will provide onsite parking if additional employees were to be hired.

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

Comment: There maybe a small increase in truck traffic, but access will be from their current site and not a problem.

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

Comment: The proposed use will not add to the existing public 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: The Comprehensive Plan has this area designated as Industrial and is compatible with the present and future land uses of the area.

**Recommendations:**

Upon review of the Conditional Use Permit request, staff recommends that this permit be granted with the following conditions:

1. The current CUP's Resolution #05-01 and #07-09 conditions be followed.
2. No more then 30 (thirty) feet in height of exterior materials on site.
3. City Storm Water Ordinance and N.P.C. A. compliance followed.
4. Hard surfaced parking must be available for additional employees.
5. Exterior raw storage must be fenced with a fence permit applied for and approved.
6. Landscaping screening approved by staff.
7. Storage of bulk production inventories are not anticipated to have odors, although should they become a major problem for residential neighborhoods, the bulk storage portion of the permit can be reviewed by the Planning Commission.

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

Larry Doose, Applicants Memo:

Sylva Corporation, Inc. is seeking an expansion of it's existing Conditional Use Permit to cover the John Westling property of which Sylva currently has a purchase agreement.

Sylva initially plans to store finished pallets, (that are ready to ship), on a portion of the usable property.

Plans are being developed that include the expansion of Sylva's product lines and will necessitate the need for building space, additional equipment, and added employees.

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

Larry and Yvonne Doose, introduced themselves to the Planning Commission Board and explained that they have been owners of that business in the Industrial Park site since 2005. They sell balk and bagged products. The business has been growing and they are purchasing this land from John Westling to expand to.

Hallin opened the public hearing.

Barbian said that this is an interesting business. They serve a large regional market with finished product and balk storage. There possibly could be a new product line also.

Doose said down the road they may add building space.

Barbian said they are working with DEED to extend the road to make this a buildable site in the future. They would like a shop there maybe in the future.

Moller asked where they access the property is now.

Larry Doose said from their current site and then maybe from the cul-de-sac that the City owns. The internal road is what they are currently using.

Barbain said to go over the City road might not be workable. It might not be able to handle the weight of their trucks. He will have to talk to Public Works. Long term is using their site until road is built.

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

DeWitt reviewed items on her memo and read the seven conditions.

Larry Doose spoke that they have been at this site for 15 years and have not had issues. They would like number 7 removed from the conditions. How do you determine offensive smell. Each person can have a different determination on that.

Hallin said it was added just as a caution for the site. It will not impede their production.

Yvonne Doose commented there could be more odors than their existing operation. As long as the process they are doing right now is not changed then it will be okay. There has not been any complaints. They have been operating their business for 15 years and no one has noticed the raw piles. If they add products there might be a different smell then the current product

has and that is a concern to them to have this as a condition. They do not want this to precluded them from using their land.

Barbian said the language was put in there because the applicant is looking at a new product line.

Hallin would like to leave number seven, but change the language somewhat.

Yvonne Doose said maybe wording such as, if storage of the bulk inventory had major changes in the process and produced offensive odors. They are not changing the process and do not expect to have any extra odors than there are now. Wood chips have a smell, but it is not offensive.

The Planning Commission Board and the Doose's discussed different language that could be added.

Robert Peters, resident commented if they are expanding the business, and now north of the site residential homes could come in the future. There are no smells now, but what if it happens in the future because the residents are getting sick.

Yvonne Doose asked when this proposed residential site is going to build.

Barbian said a concept plan has come to the City.

Jack Edmonds, Councilor said that when he got the packet that number 7 was not in there. He does not see any reason to have it as a condition. To anticipate there might be a smell there someday is ridiculous. He had been a member on the Planning Commission Board a few years back and if he were still on the Planning Commission he would strike it out as a condition.

Yvonne Doose asked where this proposed residential site is and after she was shown on a City map, she said that area is trees and swamps.

Johnson commented that if homes are built on that site and there are complaints of the wood chipping business when it has been here since 2005 that would not be right.

JOHNSON MOVED, SECOND BY MOLLER, TO STRIKE NUMBER SEVEN FROM THE CONDITIONS. UPON THE VOTE, THERE WERE 3 AYES, 1 NAY. (AYES: HALLIN, JOHNSON, AND MOLLER. NAY: REYNOLDS)

MOLLER MOVED, SECOND BY JOHNSON, TO APPROVE ITEM #20-01 CONDITIONAL USE PERMIT FOR SYLVA MANUFACTURING TO ALLOW THE EXPANSION OF OUTSIDE STORAGE TO THE MAUNUFACTURING FACILITY ON THE LAND NORTH OF THEIR CURRENT SITE ON OUTLOT A, AIR PARK ADDITON, PID #24-071-0010, WITH THE FOLLOWING SIX CONDITIONS:

1. THE CURRENT CUP'S RESOLUTION #05-01 AND #07-09 CONDITON BE FOLLOWED.

2. NO MORE THEN 30 (THIRTY) FEET IN HEIGHT OF EXTERIOR MATERIALS ON SITE.
3. CITY STORM WATER ORDINANCE AND N.P.C.A. COMPLIANCE FOLLOWED.
4. HARD SURFACED PARKING MUST BE AVAILABLE FOR ADDITIONAL EMPLOYEES.
5. EXTERIOR RAW STORAGE MUST BE FENCED WITH A FENCE PERMIT APPLIED FOR AND APPROVED.
6. LANDSCAPING SCREENING APPROVED BY STAFF.

UPON THE VOTE, THERE WERE 4 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. This business has been operating since 1994 with two expansions and has not shown characteristics of health or safety problems.
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. Filtration is addressed on the current sites and will be continued on this site.
3. Is adequate parking and loading provided in compliance with the Ordinance? Yes. Sylva's office site will provide onsite parking if additional employees were to be hired.
4. Have possible traffic generation and access problems been addressed? Yes. There may be a small increase in truck traffic, but access will be from their current site and not a problem.
5. Can the proposed use be accommodated with existing public services and not overburden the City's service capacity? Yes. The proposed use will not add to the existing public services.
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. The Comprehensive Plan has this area designated as Industrial and is compatible with the present and future land uses of the area.

The Planning Commission approved the Conditional Use Permit with the six conditions.

### **B. Comprehensive Plan**

Eric Zweber, WSB Engineering introduced himself to the Planning Commission Board. The first draft of the Comprehensive Plan had been reviewed by the Planning Commission on February 26, 2018. The second draft had been reviewed by the Planning Commission on December 18, 2019. What is required to be part of the Comprehensive Plan, housing, land use, and parks.

What makes the most sense for the community. Since that meeting, City staff has met with the surrounding townships, slight amendments have been made to the industrial tasks, and grant opportunities have been added to the parks chapter. There are three major changes to the second draft of the Comprehensive Plan update:

1. Expanded Land Use Map to include parcels within about two miles to the west and about three miles east of the Princeton City Boundary.
2. Removing the Medium Density Residential land use category and adjust the Low Density Residential to 1 to 3 units/acre and the High Density Residential to 4 or more units/acre.
3. Add the Transportation Plan from the 2008 Comprehensive Plan into the Appendix of this second draft of the Comprehensive Plan.

2008 Transportation Plan: The City and WSB staff reviewed the Transportation Chapter and Map from the 2008 Comprehensive Plan and determined that those policies and improvements are still relevant.

Hallin opened the public hearing.

Barbian said that there were just a few minor modifications that staff has made for improvements.

Moller asked if the adjacent townships have tried to incorporate to match this plan.

Barbian said the townships are going to be asked to contribute in the transportation plan. This would need a consultant that the City would need to retain.

Joel Minks, 6166 80<sup>th</sup> Avenue, lives in Princeton Township. He has property outside city limits along Brickton Road, north of the city. Princeton township does have a Comprehensive Plan and it has not been updated in 10 years. They have a more progressive Zoning Administrator and plans will be updated. The corridor along Hwy. 169 is already zoned commercial. His question he has is the City acceptable to the idea servicing the area with city sewer and selling the service to land owners in the township.

Barbian said to bring city services we would listen to the property owner and consider the options.

Joel Minks said he is away from the city by two or three properties and is not budding up to the city as in annexation. He would like city sewer.

Barbian said attachments or extensions could be made and there are ways to get it attached.

Joel Minks said in the past there was talk about creating a sewer district and not attaching to the township.

Barbian said talk to the township on it. It is a free county.

Moller said if the City does change a property that does not go with the Comprehensive Plan then what.

Zweber said the Comprehensive Plan would need to be changed and there would be notices sent for public hearing and findings of fact review. There would be steps that would need to be done.

Joel Minks said he has 63 acres and showed Zweber where his property is located.

Zweber said that area is zoned commercial on our Land Use Map and matches the current townships map.

Robert Peters asked if there are residential additions in Princeton, is that covered with the schools, businesses, and such.

Zweber said it is looked at through the economic business. The School District is a different entity and review growth in their own plans.

Hallin said the City has been following a Comp Plan update for each 10 years. We follow what is going on in the community and have that in the updated Comp Plan.

Barbian said that the Comp Plan puts shape to the growth. Transportation routes are based on the Land Use Plan.

Johnson discussed an area of high ground properties between County Road 1 and Rum River to be changed from Parks & Open Space to Residential, Low Density. There is buildable land there.

Zweber said the designation does not stop at the bluff, but certain footage from the bluff. He will talk to Barbian about the site and see about making changes.

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

JOHNSON MOVED, SECOND BY MOLLER, TO APPROVE THE COMPREHENSIVE PLAN WITH THE AMENDED CHANGE AND FORWARD TO THE CITY COUNCIL FOR FINAL APPROVAL. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

This will go to the City Council Study Session on March 4<sup>th</sup> with an updated map and then should be ready for the March 26<sup>th</sup> Council meeting.

**OLD BUSINESS:** None



**NEW BUSINESS:**

**A. West Rivertown Apartments**

Community Development Memo:

**Background:**

The development of two apartment buildings is proposed as shown on the attached map labeled exhibit 1. Note a public road is shown indicating an intersection on County Rd. 31. The new road is proposed to be 32' wide with a pedestrian trail, 10' wide on the west side of the road. The proposed right of way is 60'.

The Developer, Patrick Briggs, Briggs Properties Inc. is looking for feedback on the project and design. Please see the following comments gathered from City and Public Utilities supervisors on the concept. The comments are made to provide the developer direction in order to move forward in deciding the directions to pursue for the development.

The site proposed and other lands owned by Briggs Properties were subject to development discussion in the past. The plan from the past is attached as exhibit 2. Also attached as exhibit 3 is a map depicting the lands owned by the developer. None of the plans proposed were finalized or platted. In addition, discussion of the establishment of the Tax Incremental Financing (TID) District occurred around 2007. At that time the district included all of his lands plus lands to the west adjacent to 21<sup>st</sup> Avenue. A 25-year TIF District has been requested for the project.

At this time the consideration for site plan is to center on the two apartment buildings shown on exhibit 1. It has been presented that building 1 will be along 1<sup>st</sup> Street and the other behind. Building one is proposed to start in 2020 with occupancy in 2021 and building two proposed to start in 2022 and occupancy in 2023. Each building is to have 49 units. The three-story building is to have some inside parking available.

**Analysis:**

In review of the concept there are a few areas of questions that further information on the project is needed. These areas will be covered. As well, the considerations and decisions being made on the concept for the two apartment buildings proposed as West Rivertown Apartments will likely impact future the development decisions for other holding by Briggs Properties Inc.

Water availability: There is a 12" water line along First Street. The Developer will need to plan an 8" connection to be extend down to the end of the planned road construction and place a hydrant. In addition, a current 1" lateral exists on First Street, Public Utilities will want the old lateral for the house previously removed, abandoned. It is proposed that at this spot a 6" water be installed to serve the first building. As additional lands are developed the 8" water in the road will eventually need to be looped to 21<sup>st</sup> Avenue for flow redundancy and pressure.

Fire Service and access: There are a number of interconnected issues related to providing access to higher density properties. One such source to obtain a preview of issues is Appendix D of the Minnesota State Fire Code. Each apartment will need to be accessible, within the required distances via a Fire Access Road. The current plan to build apartment one does not present an issue as it is accessible along First Street. The second apartment presents issues as the parking lot does not accommodate an aerial fire truck. In a cursory review the Development Review Team took note that in the old concept a third building and a road in the back providing access to both the third and second building would be a good plan. There are a number of ways to solve fire access issues and the Developer will need to determine the best solution for the project being considered now as well as the impacts on future development. While the current concept does not meet fire code the City and Fire Chief are open to solutions and will review what is provided. It must be noted that other lands, future densities, land uses, costs and development will be impacted by the decisions made with this phase of the development. Probably best to provide an aerial fire truck negotable parking lots with FDC's on the front of each building along with Knox boxes at front entrance doors.

No storm water information has been provided and the impervious surfaces proposed will require improvements for ponding for storage, infiltration areas and other related items that will be reviewed when received. In addition, there does not appear to be areas designed for snow storage which may create site issues and vision safety issues on or around the site.

A trail is proposed along the new street. The initial analysis has determined that a sidewalk of 5 to 6 feet be the preferred improvement installed along the road and along the entire route as the road is extended. The best location being at the westerly edge of the right of way in order that the boulevard has a snow storage area. The placement of electrical equipment such as transformers is recommended to be west of the road right of way to have good vision and snow storage. The basis for a sidewalk vs a trail being that it serves a local purpose and not an access route to a recreational community asset. A street crossing with appropriate pedestrian ramps is recommended to be installed by the developer with the road.

Zoning, easements, setbacks seem to be fine. A street lighting plan is requested as well as landscaping plans. No recreational areas have been proposed or submitted. Park dedication requirements of improved lands and or fees are necessary, some of which may be TIF eligible.

A 25-year TIF District has been requested with the current project. TIF Districts for housing are limited to serve specific public purposes as established by State Statutes. In addition, an analysis will need to be performed to justify meeting and obtaining TIF approval. The analysis determines the justified public support provided to the project. The City's consultant Northland Securities, Inc, a qualified provider of these services will be providing a proposal. For the analysis of the development a deposit from the Developer has been requested to cover the cost. To conduct the study the Developer will need to provide project designs, costs, rents and various project details. The quality of information and timeliness of information provided will impact timelines to complete the analysis and process of considering the adoption of a TIF.

Exhibit 2, the plan from 2008 shows quite a few twin homes in addition to the apartment buildings. The city will be looking for a road connection to 21<sup>st</sup> Avenue for this type of density to be accommodated safely. It is anticipated that 21<sup>st</sup> Avenue provides a safer street design for traffic to more readily to access County Road 31 as well as travel to destinations north and south. It is anticipated that 21<sup>st</sup> Avenue will become the main access point for this subdivision.

The City will support a Developer request to Mille Lacs County on the authorization of a street access and pedestrian crossing.

**Recommendation:**

City staff has preliminary concluded that, provided certain conditions are met the project would be a great addition to the community.

The information above is preliminary in nature and comments are to provide direction to Briggs Properties and their Engineer. The Planning Commission involvement at this time is to let the Developer be aware of their views and likely hood of any issues they see in order for the development to gain approval. Please make your comments know at this time.

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

Barbian said this is a concept plan only. They are looking at putting one building up this year and the other building will follow. The building to the north would be the first building that would be built. A road would need to come in here for the second building to be built.

**REPORTS:**

**1) Consideration of Aero Business Park Expansion**

Barbian and Hillesheim showed an area west of the city that could be an Industrial Park expansion. Barbian said infrastructure would need to be put in, but no lift station would be needed. The water connection is nearby. This complies with the Comprehensive Plan and staff is looking at grants.

**2) AT&T Tower Update**

Barbian said the AT&T Tower will build this year.

**3) Solar Garden**

Barbian said they are planning to proceed with the variance request for the allowance to have the Solar Garden. This is the property adjacent to the Airport and a portion of the Solar Garden will fall into Zone A. Fencing and trees will need to be looked at. This will be on the Planning Commission March 16<sup>th</sup> meeting.

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

The Planning Commission Board had no comments.

MOLLER MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:36 P.M.

ATTEST:

---

Victoria Hallin, Vice Chairperson

---

Mary Lou DeWitt, Comm. Dev. Zoning Specialist