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## MEMORANDUM

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TO: Mayor & City Council  
FROM: Mary Lou DeWitt, Comm. Dev. Zoning Specialist  
SUBJECT: **West Branch Addition Preliminary and Final Plat**  
DATE: March 2<sup>nd</sup>, 2023

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### **Background:**

The City of Princeton is finalizing the exchange of parcels PID #24-028-0101 and #24-322-0260 for a portion of BED Investments, LLC parcel #24-028-3402. The reasoning for this exchange is future plans are to close the West Branch Street access to TH 95 and extend 13<sup>th</sup> Avenue North to intersect with TH 95 and a propose roundabout. The City will exchange 140' foot west section of #24-028-3402 for future access to TH 95 in exchange of #24-028-0101 and #24-322-0260. This process will require a Preliminary and Final Plat.

### **Analysis:**

The properties are located on the north side of West Branch Street and south of TH 95. The site is in the R-3, Multi-Family Residential District. The property owner of parcel #24-028-3402 would like to develop each lot with a duplex.

The plat proposes to combine Outlot A, Great Northern Addition with Parcel #24-028-0101 and Parcel #24-028-3402 into Lot 1 and Lot 2, Block 1, West Branch Addition with a proposed 13<sup>th</sup> Avenue North Right-of-Way.

The proposed Preliminary and Final Plat is being processed as a "Short Plat", which requires only one review by the Planning Commission and City Council, with a public hearing held at the Planning Commission level for the Preliminary Plat.

### **Zoning: Variance**

*The Variance is informational only, no action is required by City Council*

The proposed layout for the two lots meets the size requirements for the Zoning Ordinance, but the removal of the largest section on parcel #24-028-3402 for the proposed ROW makes it difficult to place an adequate residential site and meet the setbacks. BED Investments, LLC would like to build a 40' x 90' duplex on Lot 1 and a 36' x 86' duplex on Lot 2, reducing the rear yard setback from 30' feet to 10' feet and the front yard from 30' feet to 20' feet where the drainage and utility easement would be included inside those setbacks. The Planning Commission held a public hearing on February 27<sup>th</sup>, 2023 for the Variance and Preliminary Plat (and review of the Final Plat) where the Variance approval would be a condition for the Preliminary and Final Plat approval.

The Planning Commission approved the Variance Resolution #23-01 for the front yard setback reduction from 30' foot to 20' foot with the 16' foot easement inside that 20' feet and the rear setback from 30' foot to 10' foot with the easement of 16' foot reduced to 10' feet inside that setback, for the proposed plat of West Branch Addition, Lot 1 and Lot 2, Block 1, subject to the following conditions:

- 1) The proposed duplex building pad placement for Lot 1 is 40' x 90' sq. ft. and cannot exceed this size.
- 2) The proposed duplex building pad placement for Lot 2 is 36' x 86' sq. ft. and cannot exceed this size.
- 3) The R-3, Multiple Family Residential Zoning Ordinance requirements be followed.
- 4) The Developer will need to provide computations of all storm water directed toward the right of way to MnDOT and provide written approval to the City prior to issuance of building permits.
- 5) Access to the parcels is only from West Branch Street.
- 6) Grading plans need to be submitted to the City prior to the building permit approval.
- 7) Developer will need to contact Princeton Public Utilities and Public Works for individual connection for each living unit for water and sewer hookup from West Branch Street.
- 8) Developer will need to contact Princeton Public Utilities on power to the sites for individual connection for each living unit.
- 9) The Developer will obtain a Digging Permit from the City prior to digging in the street.
- 10) A building permit and SAC/WAC permit must be applied for and approved prior to construction for each site. Staff will provide the addresses for each site.
- 11) The Preliminary and Final Plat for West Branch Addition approved by the Planning Commission and City Council.
- 12) The Developer will provide a site survey and utility plan showing how each parcel will be serviced through utility extension for each unit service connection and will be subject to approval by the City Engineer.
- 13) Where the water curb stop is in a paved area (usually driveway) there needs to be a mini-manhole.
- 14) When work on the site begins, the work shall be carried on with minimum of interference with traffic.
- 15) The Developer shall replace in-kind or better all streets, curbs, and sidewalks disturbed by this operation.

**Conclusion / Recommendation for the Preliminary & Final Plat:**

Based on the analysis of the above-referenced information, the Preliminary and Final Plat follow the provisions of the Zoning and Subdivision Ordinance and Comprehensive Plan. The Planning Commission approved the Preliminary Plat and the Final Plat for West Branch Addition and forward the recommendation of approval to the City Council with Resolution #23-13 subject to:

1. The Variance for the proposed West Branch Addition plat be approved by the Planning Commission and the conditions of the Variance followed.



**Current Property Owners**



Reserved for Recording Purposes

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**RESOLUTION #23-13**

**A RESOLUTION AUTHORIZING APPROVAL OF THE PRELIMINARY AND FINAL  
PLAT FOR WEST BRANCH ADDITION**

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**WHEREAS**, City of Princeton and BED Investments, LLC has submitted a Preliminary and Final Plat application for West Branch Addition; and

**WHEREAS**, the properties are owned by the City of Princeton and BED Investments, LLC; and

**WHEREAS**, the plat creates a future access from 13<sup>th</sup> Avenue North to intersect with TH 95; and

**WHEREAS**, the plat proposes to combine described property: Outlot A, Great Northern Addition, Mille Lacs County, Minnesota. And the West 50 feet of former Burlington Northern Railroad Company right of way as located upon, over and across the SW1/4 of the SW1/4 of Section 28, Township 36 North, Range 26 West of the 4th Principal Meridian, Mille Lacs County, Minnesota, lying Westerly of said Main Track centerline and lying Southerly of the Southerly boundary of Trunk Highway No. 95 and lying Northerly of the centerline of West Branch Street. Said former Burling Northern Railroad Company right of way being described as follows: (for reference) All that portion of Burlington Northern Railroad Company's (formerly Great Northern Railway Company) 100.00 foot wide Branch Line right of way being 50.00 feet wide on each side of said Railroad Company's Main Track centerline, located upon, over and across the SW1/4 of the SW1/4 of Section 28, Township 36 North, Range 26 West of the 4th Principal Meridian, bounded on the South by a line drawn parallel with and distant 132.00 feet Northerly of, as measured at right angles to the South line of said SW1/4 of the SW1/4 and bounded on the Northerly side by the Southerly boundary of Trunk Highway No. 95, condemned by the State of Minnesota and described as Parcel 54 on the Plat designated as MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 48-6, on file and of record in the Office of the County Recorder for said Mille Lacs County, Minnesota. And All that part of the West Half of the Southwest Quarter of Section 28, Township 36, Range 26, Mille Lacs County, Minnesota, lying westerly of the Burlington Northern, Inc. Railroad right of way and lying southerly of the southerly line of the right of way of State Trunk Highway No. 95 as shown on Minnesota Department of Transportation Right of Way Plat No. 48-6 on file and of record in the office of the County Recorder in and for said Mille Lacs County, Minnesota, and lying northerly of the

centerline of West Branch Road, also known as the Greenbush to Princeton Road. Excepting therefrom all that part of said West Half of the Southwest Quarter described as lying West of the East line of the West 427.80 feet thereof, as measured at right angles to the West line thereof. PID's 24-028-3402, 24-028-0101, and 24-322-0260, City of Princeton; and

**WHEREAS**, the Planning Commission met and held a public hearing on February 27<sup>th</sup>, 2023 and recommended approval of the preliminary and final plat of West Branch Addition, subject to the following conditions:

- 1. The Variance for the proposed West Branch Addition plat be approved by the Planning Commission and the conditions of the Variance followed.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby authorize the Mayor, City Administrator, Planning Commission Chairperson, Planning Commission Secretary, and the City Attorney to sign said plat documents and cause the recording of this plat at the County Courthouse of Mille Lacs County, Minnesota.

**ADOPTED** by the Princeton City Council this day of March 9<sup>th</sup>, 2023.

This instrument was drafted by:

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

Attest:

\_\_\_\_\_  
Shawna Jenkins Tadych, City Clerk

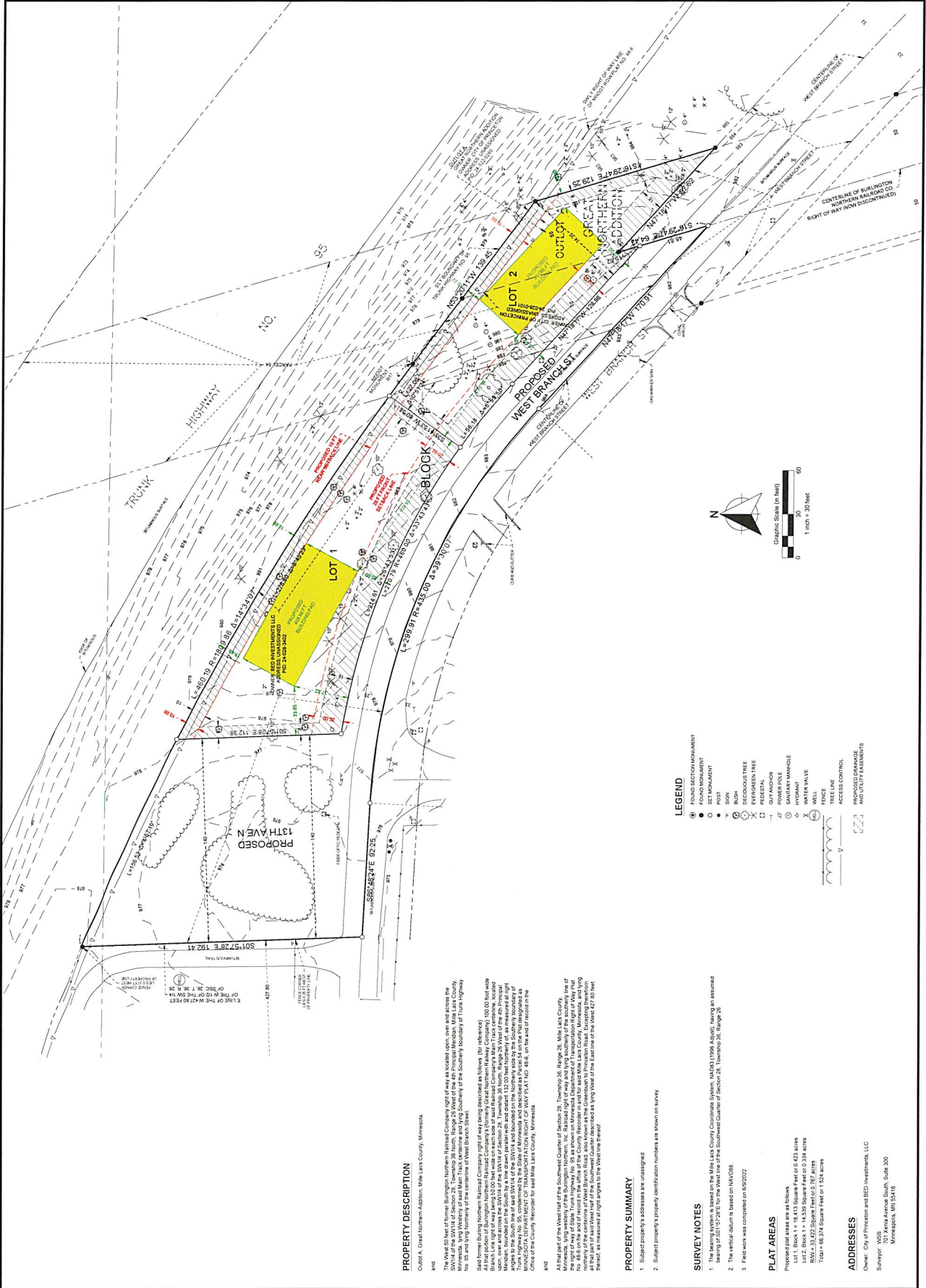
\_\_\_\_\_  
Thom Walker, Mayor

| NO. | DATE | DESCRIPTION |
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DATE: 01/24/2023  
 LIC. NO. 58013  
 DRAFT - 2023-01-24  
 Jerny R. Hennig  
 UNDER THE LAWS OF THE STATE OF MINNESOTA  
 LICENSED PROFESSIONAL LAND SURVEYOR  
 DIRECT SUPERVISION AND THAT I AM A D.L.R.  
 REPORT WAS PREPARED BY ME OR UNDER MY  
 SUPERVISION AND THAT I AM A D.L.R.  
 I HEREBY CERTIFY THAT THIS SURVEY PLAN OR

Preliminary Plat

West Branch Addition  
 Princeton, Minnesota



PROPERTY DESCRIPTION

Curt A. Great Northern Addition, Mile Lake, Minnesota  
 and  
 The West 50 feet of former Burlington Northern Railroad Company right of way as located upon, over and across the SW1/4 of the SW1/4 of Section 26, Township 36 North, Range 26 West of the 4th Principal Meridian, Mile Lake County, Minnesota, No. 88, and lying westerly of the centerline of West Branch Street.  
 Said former Burlington Northern Railroad Company right of way being described as follows: (for reference)  
 All that portion of Burlington Northern Railroad Company's (formerly Great Northern Railway Company) 100 foot wide right of way as located upon, over and across the SW1/4 of the SW1/4 of Section 26, Township 36 North, Range 26 West of the 4th Principal Meridian, Mile Lake County, Minnesota, No. 88, and bounded on the North by the Southern boundary of West Branch Street, on the South by the SW1/4 of the SW1/4 of Section 26, Township 36 North, Range 26 West of the 4th Principal Meridian, Mile Lake County, Minnesota, No. 88, on the East by the centerline of West Branch Street, and on the West by the centerline of West Branch Street, as measured in right angles to the West line as shown.

PROPERTY SUMMARY

1. Subject property's addresses are assigned.
2. Subject property's property identification numbers are shown on survey.

SURVEY NOTES

1. The bearing system is based on the Mile Lake County Coordinate System, NAD83 (1983 Adjust), having an assumed bearing of S01°27'29"E for the West line of the Southwest Quarter of Section 28, Township 36, Range 26.
2. The vertical datum is based on NAVD83.
3. Field work was completed on 6/9/2022.

PLAT AREAS

Proposed plat areas are as follows:  
 LOT 1: 14,539 Square Feet of 0.334 Acres  
 LOT 2: 14,539 Square Feet of 0.334 Acres  
 OUTLOT: 14,539 Square Feet of 0.334 Acres  
 Total = 43,617 Square Feet or 1.002 Acres

ADDRESSES

Owner: City of Princeton and BED Investments, LLC  
 Surveyor: Jerny R. Hennig  
 707 1/2 Keith Avenue, Suite 300  
 Minneapolis, MN 55416

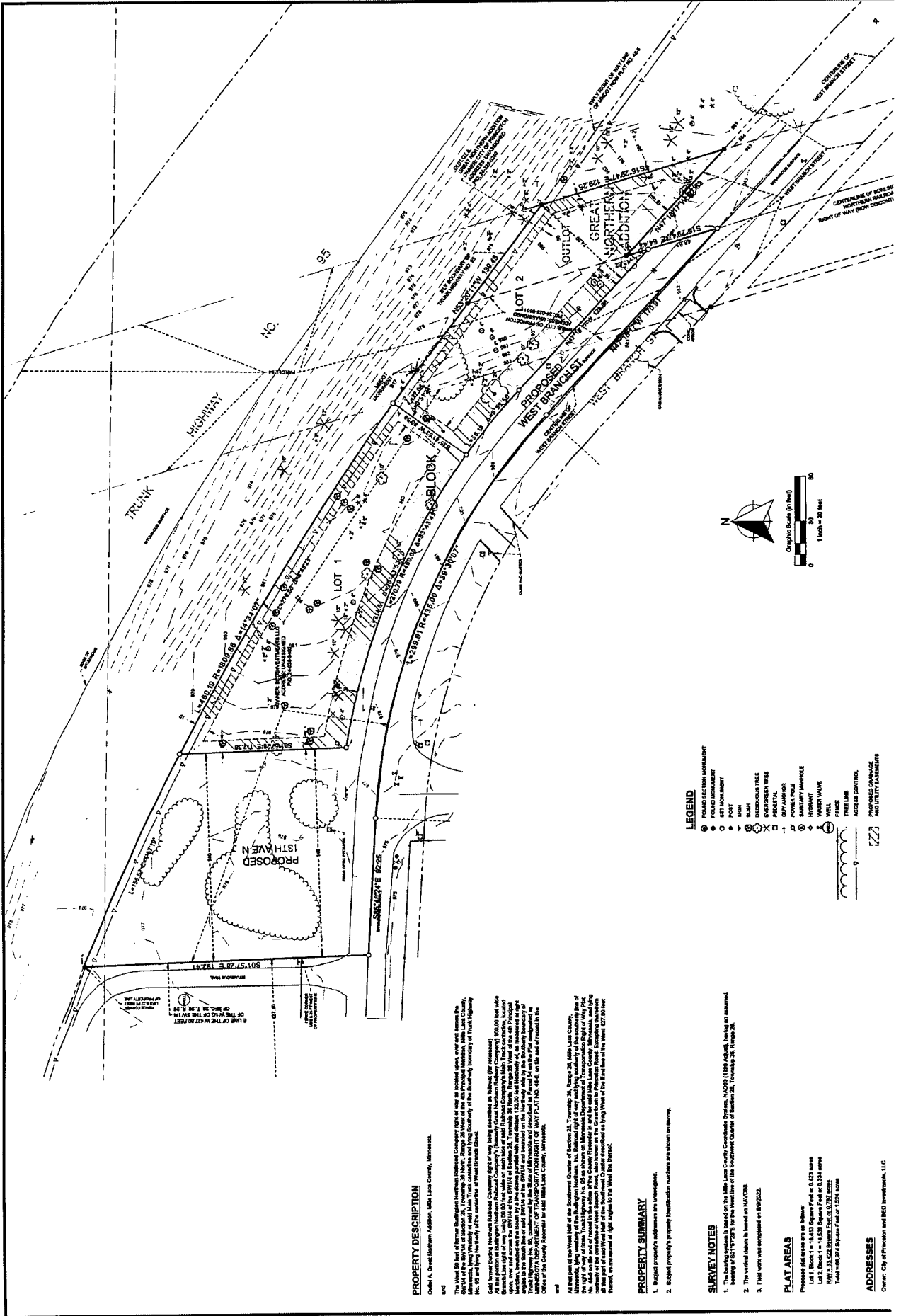
SCALE: DRAWN BY: CHECK BY:  
 1" = 30' JRH  
 SURVEY BY: JAV

| NO. | DATE | DESCRIPTION |
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DATE: 01/12/23 U.C. NO.: 58913  
 DRAFT: 2023-01-31  
 UNDER THE LAWS OF THE STATE OF MINNESOTA,  
 I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR  
 REPORT WAS PREPARED BY ME OR UNDER MY  
 DIRECT SUPERVISION AND THAT I AM A ONLY  
 LICENSED PROFESSIONAL LAND SURVEYOR  
 JERRY T. HENGMAN

**Preliminary Plat**

West Branch Addition  
 Princeton, Minnesota



**LEGEND**

|   |                        |
|---|------------------------|
| ⊙ | POUND SECTION MONUMENT |
| ● | FOUR-POINT MONUMENT    |
| ○ | POLE MONUMENT          |
| ⊙ | POLE                   |
| ⊙ | BIKINI                 |
| ⊙ | BAR                    |
| ⊙ | CONCRETE WALL          |
| ⊙ | CONCRETE TIE           |
| ⊙ | INDUSTRIAL             |
| ⊙ | POWER POLE             |
| ⊙ | UTILITY MONUMENT       |
| ⊙ | WATER VALVE            |
| ⊙ | WELL                   |
| ⊙ | FENCE                  |
| ⊙ | ACCESS CONTROL         |
| ⊙ | PROPOSED EASEMENT      |
| ⊙ | AMBIGUITY EASEMENTS    |

**PROPERTY DESCRIPTION**

Parcel A, Great Northern Addition, Mills Lake County, Minnesota.  
 The West 50 feet of Parcel A, Great Northern Addition, Mills Lake County, Minnesota, is being subdivided into two lots, Lot 1 and Lot 2, as shown on the attached plat. The total area of the parcel is 0.234 acres. The plat is subject to the easements and encumbrances shown thereon. The plat is also subject to the easements and encumbrances shown on the plat of the West 50 feet of Parcel A, Great Northern Addition, Mills Lake County, Minnesota, as shown on the attached plat. The plat is also subject to the easements and encumbrances shown on the plat of the West 50 feet of Parcel A, Great Northern Addition, Mills Lake County, Minnesota, as shown on the attached plat. The plat is also subject to the easements and encumbrances shown on the plat of the West 50 feet of Parcel A, Great Northern Addition, Mills Lake County, Minnesota, as shown on the attached plat.

**PROPERTY SUMMARY**

1. Subject property's address are as shown on survey.
2. Subject property's identification numbers are shown on survey.

**SURVEY NOTES**

1. The bearing between the Mills Lake County Courthouse System (MCS) (1866 ADJ), being as measured bearing of S61°07'20" E for 140.00 feet to the monument corner of Section 26, Township 36N, Range 20E.
2. The vertical datum is based on NAVD83.
3. 1164' north was completed on 06/23/22.

**PLAT AREAS**

Parcel A, Great Northern Addition, Mills Lake County, Minnesota.  
 Lot 1, Block 1 - 14.433 Square Feet or 0.329 acres  
 Lot 2, Block 1 - 14.538 Square Feet or 0.334 acres  
 Total - 28.971 Square Feet or 0.663 acres

**ADDRESSES**

Owner: City of Princeton and BCD Investments, LLC

# WEST BRANCH ADDITION

KNOW ALL PERSONS BY THESE PRESENTS, That the City of Princeton, a Minnesota municipal corporation, the owner of the following described property situated in the County of Mills, State of Minnesota, to-wit:

DubuA, Great Northern Addition, Mill Lake County, Minnesota.

and

The West 50 feet of Great Northern Northern Railroad Company right of way as located upon, over and across the SW1/4 of the Section 26, Township 36 North, Range 26 West of the 4th Principal Meridian, bounded upon the West by the Eastern boundary of said Main Trunk centerline and lying South of the Southern boundary of Township Highway No. 55 and lying North of the centerline of West Branch Street.

Said former (DubuA) Northern Railroad Company right of way being described as follows: (for reference) right of way being 50.00 feet wide on each side of said Railroad Company's Main Trunk centerline located upon, over and across the SW1/4 of the SW1/4 of Section 26, Township 36 North, Range 26 West of the 4th Principal Meridian, bounded on the South by a line drawn parallel with and distant 132.00 feet (thirty-two feet) to the East of the South line of said SW1/4 of the SW1/4 and bounded on the North by the Southern boundary of Township Highway No. 55, contained by the State of Minnesota and as shown on the plat of said West Branch Addition, a Minnesota Limited Liability Company, as recorded in Book 48-8, on file and of record in the Office of the County Recorder for said Mill Lake County, Minnesota.

AND, That BED Investments, LLC, a Minnesota Limited Liability Company, the owner of the following described property situated in the County of Mills, State of Minnesota, to-wit:

All that part of the West Half of the Southwest Quarter of Section 26, Township 36, Range 26, Mill Lake County, Minnesota, lying westerly of the Burlington Northern, Inc. Railroad right of way and lying southerly of the southerly line of the right of way of State Trunk Highway No. 55 as shown on Minnesota Department of Transportation Right of Way Plat No. 44-6 on file and of record in the office of the County Recorder for said Mill Lake County, Minnesota, and lying southerly of the centerline of West Branch Road, also known as Centerline Road, as shown on the plat of said West Branch Addition, a Minnesota Limited Liability Company, as recorded in Book 48-8, on file and of record in the Office of the County Recorder for said Mill Lake County, Minnesota.

Herein cause the same to be surveyed and platted as WEST BRANCH ADDITION, and do hereby dedicate to the public for public use forever the public ways, and do also dedicate the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said City of Princeton, a Minnesota municipal corporation, has caused these presents to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
By \_\_\_\_\_ Mayor By \_\_\_\_\_ City Administrator

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ City Administrator of the City of Princeton, under the laws of the State of Minnesota.

Notary Public \_\_\_\_\_ County, Minnesota  
My Commission Expires \_\_\_\_\_  
Notary Printed Name \_\_\_\_\_

In witness whereof said BED Investments, LLC, a Minnesota Limited Liability Company, has caused these presents to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNED: BED Investments, LLC  
By \_\_\_\_\_ as \_\_\_\_\_

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ of BED Investments, LLC, a Minnesota Limited Liability Company, under the laws of the State of Minnesota.

Notary Public \_\_\_\_\_ County, Minnesota  
My Commission Expires \_\_\_\_\_  
Notary Printed Name \_\_\_\_\_

I, Jeremy R. Hough, do hereby certify that this plat was prepared by me or under my direct supervision, that I am a duly licensed Land Surveyor in the State of Minnesota, that this plat is a correct representation of the boundary survey, that all mathematical data and books are correctly designated on this plat, that all monuments depicted on this plat have been, or will be correctly set within one year, that all water boundaries are wet lands, as defined in Minnesota Statutes, Section 805.01, Subd. 3, as of the date of this certificate, as shown and located on this plat, and all public ways are shown and located on this plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Jeremy R. Hough, Licensed Land Surveyor,  
Minnesota License No. 580713

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Jeremy R. Hough, a Licensed Land Surveyor.

Notary Public \_\_\_\_\_ County, Minnesota  
My Commission Expires \_\_\_\_\_  
Notary Printed Name \_\_\_\_\_

CITY OF PRINCETON, MINNESOTA

Reviewed by the Planning Commission of the City of Princeton this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_ Chairman By \_\_\_\_\_ Secretary

This plat of WEST BRANCH ADDITION was approved and accepted by the City Council of Princeton, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_ Mayor By \_\_\_\_\_ City Administrator

I hereby certify that proper notice of title has been presented to and examined by me and I hereby approve this plat as to form and location this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_ Princeton City Attorney

COUNTY SURVEYOR, MILL LAKE COUNTY, MINNESOTA

I hereby certify that this plat has been examined and recommended for approval this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_ Mill Lake County Surveyor

COUNTY AUDITOR/TREASURER, MILL LAKE COUNTY, MINNESOTA

Current and delinquent taxes paid and tendered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_ Mill Lake County Auditor/Treasurer

COUNTY RECORDER, MILL LAKE COUNTY, MINNESOTA

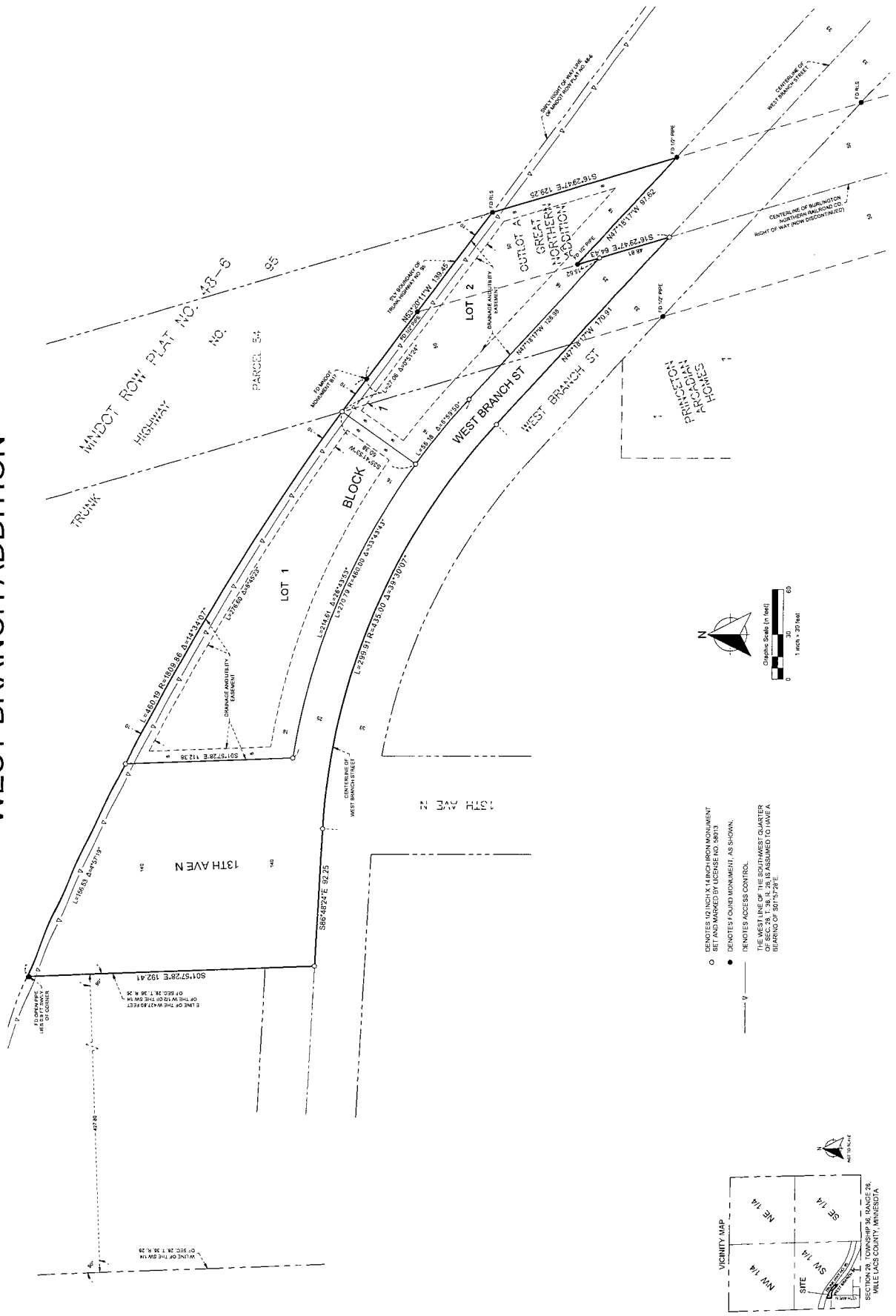
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M., and was duly recorded as Document No. \_\_\_\_\_.

By \_\_\_\_\_ Mill Lake County Recorder

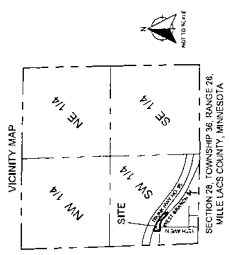
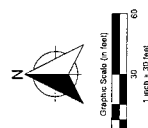




# WEST BRANCH ADDITION



- DENOTES 10 INCH X 1 1/4 INCH IRON MONUMENT SET AND MARKED BY LICENSE NO. 58673
  - DENOTES FOUND MONUMENT, AS SHOWN.
  - DENOTES ACCESS CONTROL.
- THE WEST LINE OF THE SOUTHWEST QUARTER HAS BEEN ASSUMED TO HAVE A BEARING OF S81°57'28\"/>



SECTION 28, TOWNSHIP 36, RANGE 21,  
WILLAS COUNTY, MINNESOTA