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## MEMORANDUM

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TO: Mayor & City Council  
FROM: Mary Lou DeWitt, Comm. Dev. Zoning Specialist  
SUBJECT: Minnco Credit Union Site Plan Review  
DATE: May 23<sup>rd</sup>, 2022

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### *Informational Only – No Action Required*

#### **Background:**

The Planning Commission reviewed and approved the Minnco Credit Union Site Plan application at their May 16<sup>th</sup>, 2022 meeting for the construction of a 2,831 square foot bank. The site has been platted to the Minnco Addition and is on Lot 1, which consist of 0.91 acres. The site is west of the City of Princeton on the north side of 5<sup>th</sup> Street North between 19<sup>th</sup> Avenue North and 21<sup>st</sup> Avenue North. The adjacent lot will be developed at a later date.

#### **Zoning:**

This property is located in the B-3, General Commercial District and banks (with/without drive thru service) is a permitted use. The Zoning Ordinance requirements have been met.

#### **Access:**

The proposed access to the site will be on 5<sup>th</sup> Street North that will take the visitors into the parking lot straight ahead or to the right will be the drive-thru area which consist of three service lanes. The City Engineer would prefer where the access was directly across from Aldi's access, but the Minnco Engineer's were concerned there would not be enough vehicle stacking area for the drive-thru lanes.

#### **Parking:**

There is a total of 22 parking stalls, 9' x 18' in size, and one of those is a handicap parking space which does meet the Americans with Disabilities Act (ADA). The Zoning Ordinance requirement for banks is one parking stall for each 250 square feet and one for each employee on the largest shift regardless whether any such person is a full-time employee. Per the building size there would need to be 11 parking stalls required for the building size and the plans show four offices and four teller stations. The 22 parking stalls would be more than adequate for the site. The parking stalls are setback 5' feet or more from the property lines. The parking area shall be hard-surfaced within one year of the date the permit is issued. Directional arrows will be painted on the hard surface for the drive-thru area lanes, parking spaces, and handicap parking. On the north end of the parking lot there should be a clear view area of landscape where vehicles leaving the drive-thru lane have visibility of those vehicles backing out of the parking stalls.

#### **Bicycle Parking:**

The plans show a "Rolling Rack" bike rack that accommodates five bikes that is placed by the front southwest corner entrance of the building.

#### **Lighting:**

Lighting is shown on the building and parking area. There are four parking lights, two on the north end of the parking lot, one on the west side of the parking lot and one on the south side to access the drive-thru area. The lighting shall be fixed, directed and designed so as to not

create a nuisance to any abutting properties. LED wallpack cabinet lights are placed above the window area on each side of the building.

**Landscaping:**

The plans show an assortment of 21 mature trees placed strategically around the site. There shall be no landscaping in the clear zone area of 5<sup>th</sup> Street North and 21<sup>st</sup> Avenue North for traffic visibility. The perimeter of the building will have placement of shrub and perennials placed in 4" inch mulch. Turfgrass sod will be 80% of Kentucky Blue Grass and 20% Perennial Rye seed will consist of the lawn area and the Ordinance requires 4" inches of topsoil. The plans show irrigation will be included throughout the parcel limits. A 7' foot concrete sidewalk is along the west and north border of the building as well as a 12'2" concrete area from the ADA ramp and along the south side of the building. On the north end of the parking lot there should be a clear view area of landscape where vehicles leaving the drive-thru lane have visibility of those vehicles backing out of the parking stalls.

The plans show for Lot 2 there will be hydroseed put in. The lot will need to be maintained where weeds/grass are kept 6" inches or under.

**Building Materials:**

There is a cemented base dumpster enclosure on the north wall of the building that will hold two residential size garbage cans. The area will be screened with a wood fence and gate.

The exterior façade would include a combination of pre-fin metal crown and trim with a blue LED strip light fixture white cement board exterior walls and stone with cast stone cap.

**Sewer and Water Connection:**

The applicant will contact the Public Works Department and Princeton Public Utilities for the connection of services. The SAC (Sewer Access Charge) and WAC (Water Access Charge) and a Digging Permit will be required prior to work.

The proposed easements along the street side of the plat is 10' feet. There is a Drainage and Utility Easement on the west side of Lot 1 where the infiltration basin is located. The back of the property has a 5' foot easement as well as a 10' foot combined easement between the two lots. When Lot 2 is to be developed, a dedicated Utility and Drainage Easement will need to be provided and recorded. Also, when Lot 2 develops and creates over an acre of impervious combined, an NPDES permit along with water quality and volume requirements would be needed. The proposed infiltration basin on Lot 1 will provide water quality treatment along with an infiltration basin for Lot 2 and when Lot 2 is developed it has to meet the City Engineer requirements.

**Stormwater:**

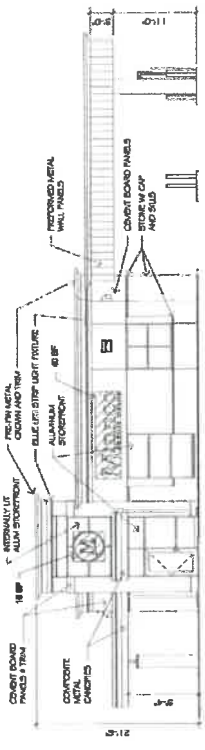
The plans reflect the conditions and conclusions of the City Engineer for storm water.

**Fire:** The Fire Chief request a Knox Box on the front of the building. The applicant can contact the Fire Department to acquire one. The parking lot has 30' feet drive area between the parking stalls and that will accommodate an aerial fire truck.

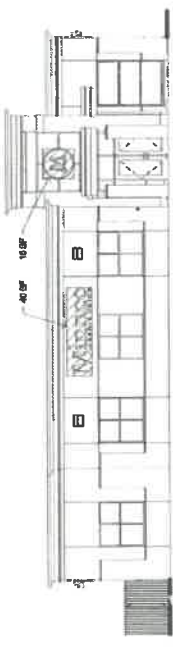
**Pylon Signage:**

The proposed pylon signage meets the zoning requirements and the Planning Commission approved the pylon sign with a separate motion based on the following conditions:

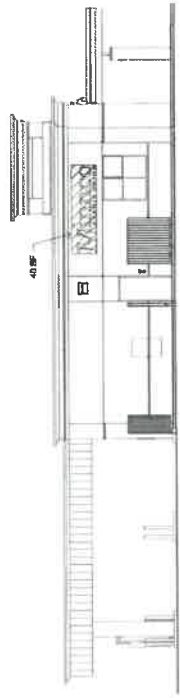
1. The plans reflect the conditions and conclusions of the City Engineer for storm water.
2. A building permit will not be issued for the Minnco building until the current building on the site has been removed with the issuance of a demo permit and MPCA form completed.
3. A Knox Box be placed on the front of the building in coordination with the Fire Chief.
4. 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.
5. If due to weather conditions the sodding and/or seeding and driveway asphalt installation is unadvisable a separate escrow deposit be submitted prior to issuance of Certificate of Occupancy.
6. No landscaping in the clear view area of 5<sup>th</sup> Street North and 21<sup>st</sup> Avenue North.
7. The area of curb that will be cut for entering the site will be restored to the manner of the remaining curb.
8. Applicant will contact Public Works Department and Princeton Public Utilities for the connections for water, electrical, sewer, and utility meters.
9. The work shall be carried on with minimum of interference with traffic.
10. The vacant Lot 2, will have to be maintained for grass/weeds to be kept 6" inches or under.
11. On the north end of the parking lot there should be a clear view area of landscape where vehicles leaving the drive-thru lane have visibility of those vehicles backing out of the parking stalls.
12. The setback for the pylon sign be increased from 8' foot to 15' foot for departure sight triangles.
13. The proposed infiltration basin on Lot 1 will provide water quality treatment along with an infiltration basin on the east site, and when Lot 2 is developed it has to meet the City Engineer requirements.



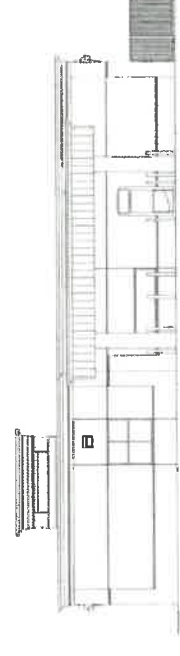
1. EXT. ELEV. - SOUTH  
A5.0 1/8" = 1'-0"



2. EXT. ELEV. - WEST  
A5.0 1/8" = 1'-0"



3. EXT. ELEV. - NORTH  
A5.0 1/8" = 1'-0"



4. EXT. ELEV. - EAST  
A5.0 1/8" = 1'-0"



5. 3D EXT. FROM SOUTH-WEST  
A5.0



**MIKE KRAFT ARCHITECTS**  
 1000 W. WASHINGTON ST. - SUITE 200  
 PRINCETON, MN 55405  
 TEL: 763.479.1234  
 WWW.MIKEKRAFTARCHITECTS.COM

**2022 MINNCO NEW  
 PRINCETON BRANCH**  
 ADDRESS  
 PRINCETON, MN

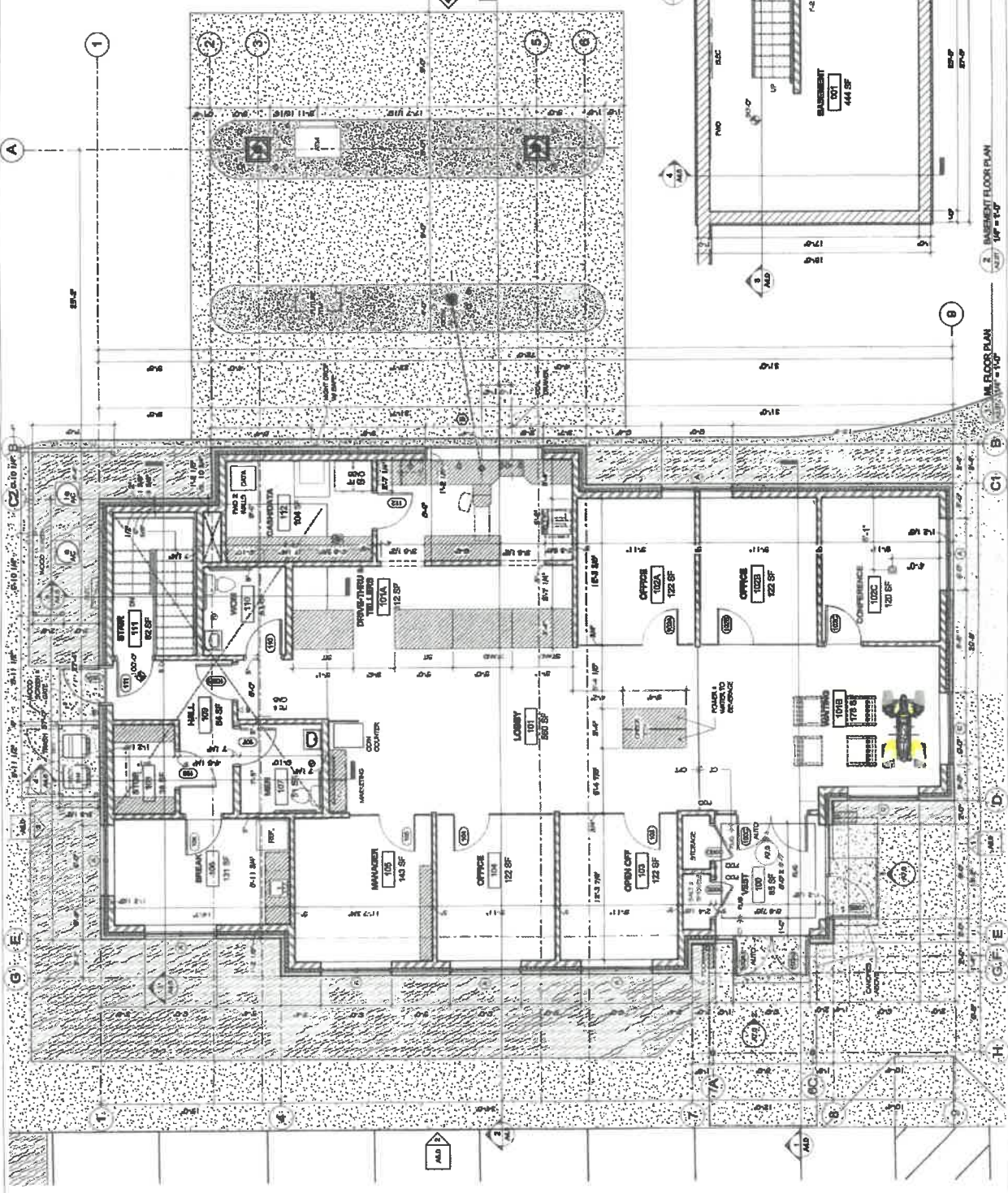
**FLOOR PLAN**

100% COMPLETE  
 PLAN PREPARED BY  
 MICHAEL F. KRAFT  
 DATE: 2/11/2022  
 PROJECT NO: 2020PM2200  
 SHEET NO: A2.0T

- REVISIONS**
- | NO. | DATE       | DESCRIPTION       |
|-----|------------|-------------------|
| 1   | 02/11/2022 | ISSUED FOR PERMIT |
| 2   | 02/11/2022 | ISSUED FOR PERMIT |
| 3   | 02/11/2022 | ISSUED FOR PERMIT |
| 4   | 02/11/2022 | ISSUED FOR PERMIT |
| 5   | 02/11/2022 | ISSUED FOR PERMIT |
| 6   | 02/11/2022 | ISSUED FOR PERMIT |
| 7   | 02/11/2022 | ISSUED FOR PERMIT |
| 8   | 02/11/2022 | ISSUED FOR PERMIT |
| 9   | 02/11/2022 | ISSUED FOR PERMIT |
| 10  | 02/11/2022 | ISSUED FOR PERMIT |
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| 14  | 02/11/2022 | ISSUED FOR PERMIT |
| 15  | 02/11/2022 | ISSUED FOR PERMIT |
| 16  | 02/11/2022 | ISSUED FOR PERMIT |
| 17  | 02/11/2022 | ISSUED FOR PERMIT |
| 18  | 02/11/2022 | ISSUED FOR PERMIT |
| 19  | 02/11/2022 | ISSUED FOR PERMIT |
| 20  | 02/11/2022 | ISSUED FOR PERMIT |

**SHEET SYMBOLS**

SYMBOL	DESCRIPTION
1	1" = 1' WALL TO 4'-0" AFF
2	1" = 1' WALL TO 4'-0" AFF
3	1" = 1' WALL TO 4'-0" AFF
4	1" = 1' WALL TO 4'-0" AFF
5	1" = 1' WALL TO 4'-0" AFF
6	1" = 1' WALL TO 4'-0" AFF
7	1" = 1' WALL TO 4'-0" AFF
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18	1" = 1' WALL TO 4'-0" AFF
19	1" = 1' WALL TO 4'-0" AFF
20	1" = 1' WALL TO 4'-0" AFF



**2. BASEMENT FLOOR PLAN**  
 1/4" = 1'-0"

**1. 1ST FLOOR PLAN**  
 1/4" = 1'-0"

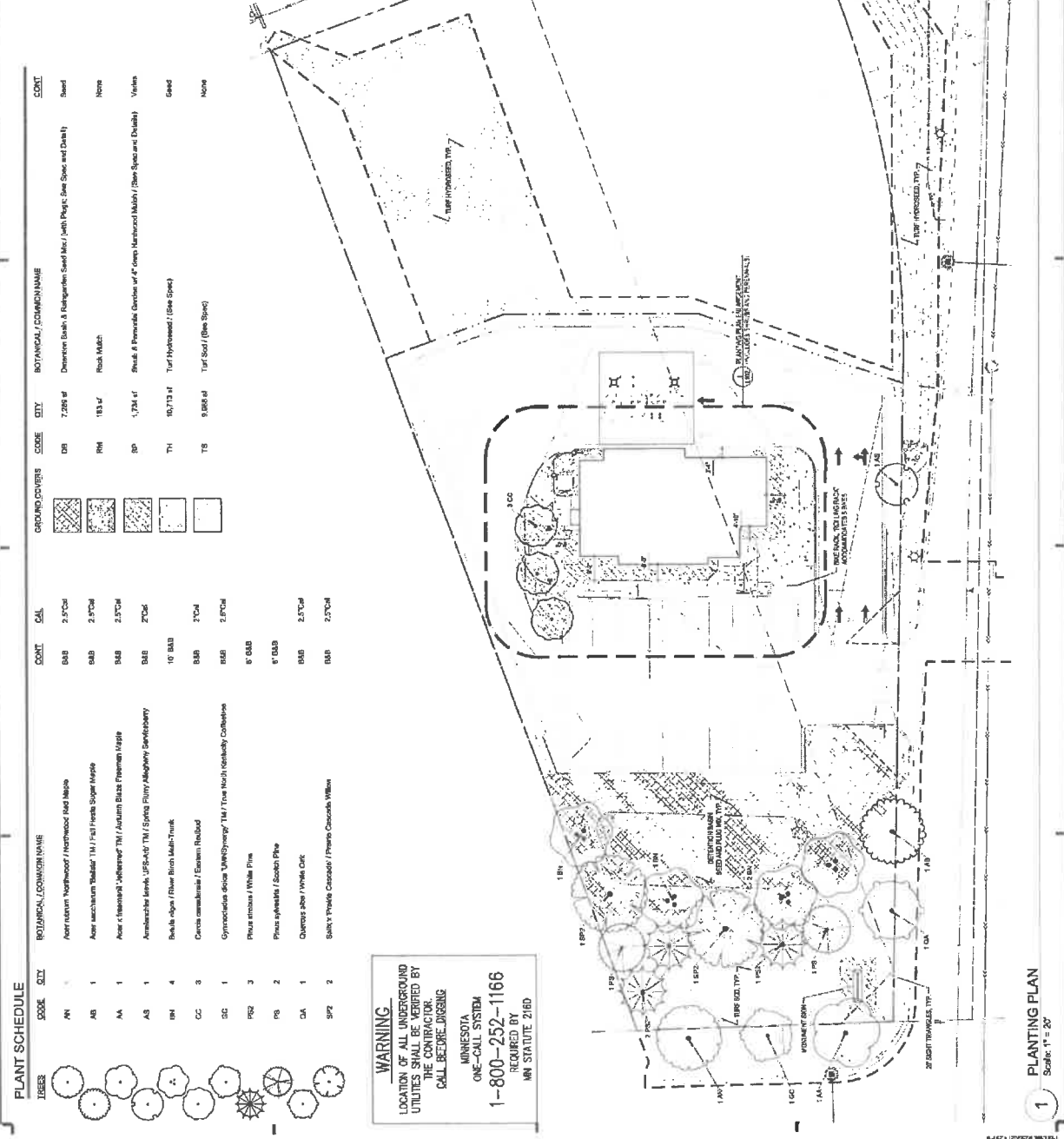




- GENERAL LANDSCAPE NOTES:**
1. LOCATIONS OF SURFACE AND SUBSURFACE UTILITIES BEING MOVED OR REPLACED SHALL BE SHOWN ON THE PLANTING PLAN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION. CONFIRM ALL UTILITIES WITH THE CITY OF PRINCETON.
  2. LOCATE ALL UTILITIES. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS WITH THE PLANTING PLAN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL UTILITIES AND PLANTING LOCATIONS TO COMPLETE THE WORK SHOWN ON THE PLAN. VERIFY ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL UTILITIES AND PLANTING LOCATIONS TO COMPLETE THE WORK SHOWN ON THE PLAN. VERIFY ALL UTILITIES PRIOR TO CONSTRUCTION.
  3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND PLANTING LOCATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND PLANTING LOCATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND PLANTING LOCATIONS.
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- PLANTING NOTES:**
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- PLANTING SCHEDULE:**
- | CODE | QTY    | CODE | QTY    | CODE | QTY    | CODE | QTY    | CODE | QTY    |
|------|--------|------|--------|------|--------|------|--------|------|--------|
| DB   | 7,200  | DB   | 7,200  | DB   | 7,200  | DB   | 7,200  | DB   | 7,200  |
| RM   | 13,400 | RM   | 13,400 | RM   | 13,400 | RM   | 13,400 | RM   | 13,400 |
| SP   | 1,784  | SP   | 1,784  | SP   | 1,784  | SP   | 1,784  | SP   | 1,784  |
| TV   | 40,713 | TV   | 40,713 | TV   | 40,713 | TV   | 40,713 | TV   | 40,713 |
| TS   | 9,888  | TS   | 9,888  | TS   | 9,888  | TS   | 9,888  | TS   | 9,888  |



**WARNING**  
LOCATION OF ALL UNDERGROUND UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR.  
CALL BEFORE DIGGING

MINNESOTA  
ONE-CALL SYSTEM  
1-800-252-1166  
REQUIRED BY  
MN STATUTE 216D

**PRELIMINARY  
NOT FOR CONSTRUCTION**  
04-13-2022

THIS DRAWING APPROVES 12" OF  
CITY OF PRINCETON

NO DATE REVIEWED

PROJECT NAME  
2022 MINNCO NEW  
PRINCETON BRANCH

501-503 19TH AVE N  
PRINCETON, MN 55371

DRAWN BY  
PLANTING PLAN

DATE  
04-13-2022