



DRAFT

**THE MEETING FOR THE PLANNING COMMISSION HELD ON AUGUST 15, 2022 AT 7:00 P.M.,
AT THE CITY HALL COUNCIL CHAMBERS**

The meeting was called to order at 7:00 P.M., by Dan Erickson. Members present were Victoria Hallin, Jon George, and Gene Stoeckel (Princeton Twsp. Rep.). Staff present were Mary Lou DeWitt (Comm. Dev. Zoning Specialist).

Absent were Scott Moller and Eldon Johnson.

APPROVAL OF MINUTES OF THE REGULAR MEETING ON JUNE 20, 2022

GEORGE MOVED, SECOND BY HALLIN, TO APPROVE THE MINUTES OF JUNE 20, 2022. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:

GEORGE MOVED, SECOND BY HALLIN, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING:

- A. Rezoning and Future Land Use Plan Amendment PID #24-071-0020 and also review for**
- B. Rezoning and Future Land Use Plan Amendment PID #90-005-1200**

Mary Lou DeWitt, Community Development Zoning Specialist Memo for both sites:

Background: The City of Princeton owns the two property sites where the Airport is to the west and Sylva Corporation is to the east. There is a split with the county line between the two sites. The north site is in Mille Lacs County, PID #24-071-0020 and the south is in Sherburne County, PID #90-005-1200.

The City has a manufacturing business that has been using the north site for a storage of package product and would now like to purchase the two properties from the City. These properties are not part of the Airport and would be beneficial to the City to sell it.

MN-1 Industrial Definition: *The intent of the MN-1, Industrial District is to provide a district for the development and operation of manufacturing, storage, and distribution type business. This district shall encourage the development of industrial uses which promote high-tech quality uses more likely to be compatible with existing uses and which shall be free of hazardous or objectionable elements such as noises, odor, dust, smoke, glare, or other pollutants.*

Analysis: The site is currently zoned D-1, Airport and is not part of the Airport property. The City would like to have it rezoned to MN-1, Industrial.

Rezoning Review Standards: Many communities utilize the following factors as review

standards in rezoning requests, which are being provided as information:

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

Conclusion / Recommendation: Based on the above analysis, staff recommends the Planning Commission approve the rezoning of the properties of PID #24-071-0020 and #90-005-1200 from D-1, Airport District to MN-1, Industrial District and forward the recommendation to the City Council to hold a first reading August 25th, 2022. Separate motions for each parcel.

*****End of this portion of the memo*****

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

Duane Kruse, 1101 19th Avenue South, said their taxiway is on the triangle piece of property for PID #90-005-1200 and he is concerned that the rezoning of this piece will make it that they cannot use the taxiway from their business property. North Memorial Medivac uses their taxi way to take off on emergencies also.

Discussion followed with Kruse and the Planning Commission Board.

DeWitt suggested that the motion to the City Council for rezoning the property site of PID #90-005-1200 is the rezoning cannot impede the taxiway to the Airport runway for the property site of 1101 19th Avenue South.

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

MOTION FOR PID #24-071-0020 IN MILLE LACS COUNTY:

HALLIN MOVED, SECOND BY GEORGE, TO APPROVE THE REZONING OF THE PROPERTY SITE OF CITY OWNED AIRPORT LAND PID #24-071-0020 FROM D-1, AIRPORT DISTRICT TO MN-1, INDUSTRIAL DISTRICT AND FORWARD TO THE CITY COUNCIL THE RECOMMENDATION FOR FINAL APPROVAL. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.



MOTION FOR PID #90-005-1200 IN SHERBURNE COUNTY:

HALLIN MOVED, SECOND BY GEORGE, TO APPROVE THE REZONING OF THE PROPERTY SITE OF CITY OWNED AIRPORT LAND PID #90-005-1200 FROM D-1, AIRPORT DISTRICT TO MN-1, INDUSTRIAL DISTRICT AND FORWARD TO THE CITY COUNCIL THE RECOMMENDATION FOR FINAL APPROVAL WITH THE CONDITION:

1. THE REZONING CANNOT IMPEDE THE TAXIWAY TO THE AIRPORT RUNWAY FOR THE PROPERTY SITE OF 1101 19TH AVENUE SOUTH.

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

Mary Lou DeWitt, Community Development Zoning Specialist – continued memo for the Comprehensive Plan Future Land Use Map for both properties of PID #24-071-0020 and PID #90-005-1200:

Princeton Industrial Park – Comprehensive Plan Future Land Use Map

The majority of manufacturing and wholesale trade activity in Princeton occurs within the Industrial Park, which is primarily located within Sherburne County west of U.S. Highway 169 and east of the Princeton Municipal Airport. The city also has interest within the industrial lands that lie beyond the city’s border in the surrounding townships. The city must plan for major investments in the Industrial Park to maximize long term benefits for the community.

Industrial – Manufacturing processing and warehouse uses.

Background: The Future Land Use Plan of the Comprehensive Plan designates the subject properties as Parks & Open Space. This property is directly adjacent to Industrial designation and with the rezoning of the two properties to MN-1, Industrial it would be appropriate to amend the Future Land Use Plan of the Comprehensive Plan to Industrial and Zoning Map Amendment to MN-1, Industrial.

Conclusion / Recommendation: If the Planning Commission is in favor of the Future Land Use Plan Amendment and Zoning Map Amendment, a motion for each parcel recommending approval to the City Council to have final approval, the findings should be based on the following factors:

1. The proposal complies with the Industrial category; and
2. The Industrial category is compatible with present and future land uses of the area.

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

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

There was no comments on the Future Land Use Plan Amendment for the two property sites.

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

MOTION FOR PID #24-071-0020 IN MILLE LACS COUNTY:

HALLIN MOVED, SECOND BY GEORGE, TO APPROVE THE FUTURE LAND USE PLAN AMENDMENT FROM PARKS & OPEN SPACE TO INDUSTRIAL AND THE ZONING MAP AMENDMENT TO MN-1, INDUSTRIAL FOR THE PROPERTY SITE OF CITY OWNED AIRPORT LAND PID #24-071-0020 AND FORWARD TO THE CITY COUNCIL THE RECOMMENDATION FOR FINAL APPROVAL. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

MOTION FOR PID #90-005-1200 IN SHERBURNE COUNTY:

HALLIN MOVED, SECOND BY GEORGE, TO APPROVE THE FUTURE LAND USE PLAN AMENDMENT FROM PARKS & OPEN SPACE TO INDUSTRIAL AND THE ZONING MAP AMENDMENT TO MN-1, INDUSTRIAL FOR THE PROPERTY SITE OF CITY OWNED AIRPORT LAND PID #90-005-1200 AND FORWARD TO THE CITY COUNCIL THE RECOMMENDATION FOR FINAL APPROVAL WITH THE CONDITION:

1. THE REZONING CANNOT IMPEDE THE TAXIWAY TO THE AIRPORT RUNWAY FOR THE PROPERTY SITE OF 1101 19TH AVENUE SOUTH.

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

OLD BUSINESS: None

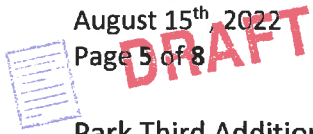
NEW BUSINESS:

A. Site Plan Review for Erdman Automation Building

Mary Lou DeWitt, Community Development Zoning Specialist Memo:

Background:

R.W. Builders, has submitted a Site Plan application for the construction of a 49,955 square foot building for an assembly and warehouse building. The site is located in the Princeton Industrial



Park Third Addition, Lot 3, Block 2, PID #90-407-0215. The subject property is 2.25 acres. The site is east of their current building, south of 14th Street South, and west of 17th Avenue South. The existing production and warehouse building will be joined with a link on the southwest corner of the proposed building.

Zoning:

The property is located in the MN-1, Industrial District, and designated as Industrial on the Future Land Use Plan.

Yard Requirements for MN-1 District:

- A. Lot area minimum – 12,500 sq. ft.
- B. Lot width minimum feet - --
- C. Front yard minimum - 40 feet
- D. Side yard minimum – 20 feet
- E. Street side yard – 30 feet
- F. Rear yard minimum – 20 feet
- G. Maximum height – 30 feet

Access / Parking:

The proposed access to the site will be on 17th Avenue South with a 30' foot entrance. There will be a total of 47 parking stalls, 19' x 9' in size, on one of those is a handicap parking space which does meet the Americans with Disabilities Act (ADA). Because of the Administrator Lot Line Adjustment and proposed Drainage and Utility Easement Vacation, some of the parking stalls on Lot 2 will be removed, but those have been added to the proposed building site. The parking stalls are setback 16' feet or more from the property line. The parking area shall be hard-surfaced within one year of the date the permit is issued with painted parking stalls. The handicap parking stall shall be signed with ADA required signage. The Ordinance states that if due to weather conditions if driveway asphalt installation is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.

Warehouse: Five plus one for each employee on the largest working shift, but no less than one per 2,000 SF.

Manufacturing: Five plus one for each employee on the largest working shift, but not less than one per 1,000 SF.

Lighting:

Wall packs will be placed around the exterior of the building.

Signage:

The plans show a possible monument lighted sign on the northeast corner of the property. No signage has been applied for a part of this application. Any new signs will require approval

prior to installation. (New freestanding signs require Planning Commission review).

Landscaping:

The plans show a grass area along the north, east, and south perimeter of the site. In the area will be five-autumn blaze maples, seven-weigela midnight wine shrubs, six-rose glow barberry shrub, and two-mugho pine shrubs. The shrubs and trees shall be a minimum of 36" inches from the curb at the car parking areas to allow for overhang unless wheel stops are provided. Ground cover will be installed in all planting beds, to cover under the trees and shrubs. The Ordinance states that if due to 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 1st of the following year.

Building Materials:

The structure will be faced with the same steel material as existing buildings. All rooftop mechanicals shall be screened with materials that area architecturally compatible with the building. All ground level mechanicals (air conditions units, electrical boxes, etc.) shall be screened with shrubs or an approved fence.

Sewer and Water Connection:

The connections to the water line and sewer service will be off the existing service on 14th Street South. Princeton Public Utility Commission personnel will operate all valves and shutting off the water to any business shall be coordinated with the Public Utilities. A notice shall be given to all affected businesses a minimum of 48 hours prior to water shut off. A digging permit will need to be applied and approved prior to street work. Princeton Public Works and Princeton Public Utilities will be contacted for connection prior to work. A SAC (Sewer Access Connection) and WAC (Water Access Connection) be applied for with the building permit.

The applicant said the building will have fire sprinklers.

Grading, Drainage and Storm Water:

The plans reflect the City Engineer's memo dated July 28, 2022.

Link:

(Variance review for link will be at the September 19th, 2022 PC meeting)

The plans show a 40' x 50' removable link between the existing building west of the site to the proposed building. The applicant indicated that the link could be removed in the future if need be. However, this creates a zero setback where the link will be built over the property line. This requires a variance. The building construction must also meet all building codes. Should a variance not be granted or building codes not met, the buildings cannot be connected.



Drainage & Utility Easement Vacation: (Council Review)

The applicant has submitted an application for a Drainage & Utility Easement Vacation for the City Council to hold a public hearing for review and approval. The current easement between Lot 2 and Lot 3, Block 2, will be vacated and a proposed Drainage and Utility Easement would be moved further to the west, between the two lots. The approval will be a condition for the Site Plan Review.

Conclusion / Recommendation:

Staff would recommend approval of the Site Plan for Erdman Automation with the following conditions:

1. The plans reflect the conditions and conclusions of the City Engineer for storm water.
2. The building will have fire sprinklers.
3. 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.
4. 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.
5. Applicant will contact Public Works Department and Princeton Public Utilities for the connections for water, sewer, and utility meters.
6. Should the variance for the link between the proposed building and existing building not be granted or building codes not met, the buildings cannot be connected.
7. The Drainage & Utility Easement Vacation will need to be approved by the City Council.
8. The plans reflect the conditions and conclusions of the City Engineer's memo dated July 28, 2022 for storm water and grading.
9. Princeton Public Utility Commission will operate all valves and shutting off the water to any business shall be coordinated with the Public Utilities. A notice shall be given to all affected businesses a minimum of 48 hours prior to water shut off.
10. The work shall be carried on with minimum of interference with traffic.

*****End of this portion of the memo*****

Ron Weyer, representative for R.W. Builders was present and said all water stubbing to the site will not disrupt the water to other facilities in the Industrial Park.

HALLIN MOVED, SECOND BY GEORGE, TO APPROVE THE SITE PLAN REVIEW FOR ERDMAN AUTOMATION BUILDING LOCATED IN THE PRINCETON INDUSTRIAL PARK THIRD ADDITION, LOT 3, BLOCK 2, PID #90-407-0215. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

B. Administrator Lot Line Adjustment:

Continuation of Staff Memo for Erdman Automation

The applicant has applied for an Administrator Lot Line Adjustment due to the Drainage and Utility Easement Vacation. Staff has prepared the Resolution #22-03 for your review. Staff supports the Administrator Lot Line Adjustment and recommends approval of Resolution #22-03.

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

HALLIN MOVED, SECOND BY GEORGE, TO APPROVE THE ADMINISTRATOR LOT LINE ADJUSTMENT FOR THE PROPERTIES OF PID #90-407-0210 (LOT 2, BLOCK 2, PRINCETON INDUSTRIAL PARK THIRD ADDITION, SHERBURNE COUNTY, CITY OF PRINCETON) AND PID #90-407-0215 (LOT 3, BLOCK 2, PRINCETON INDUSTRIAL PARK THIRD ADDITION, SHERBURNE COUNTY, CITY OF PRINCETON). UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

COMMUNICATION AND REPORTS: None

HALLIN MOVED, SECOND BY GEORGE, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:59 P.M.

ATTEST:

Mary Lou DeWitt, Comm. Dev. Zoning Specialist

Dan Erickson, Chair