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**THE REGULAR MEETING FOR THE PLANNING COMMISSION BOARD HELD ON AUGUST 19TH,
2024 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 Scott Moller, Ben Lewis, Jim Oliver, and Gene Stoeckel (Princeton Township Rep). Staff present was Mary Lou DeWitt (Comm. Dev. Zoning Specialist).

Absent were Dan Erickson and Jim Oliver. (Oliver arrived at 7:02 P.M.)

APPROVAL OF MINUTES OF THE PLANNING COMMISSION MEETING ON JULY 15TH, 2024

LEWIS MOVED, SECOND BY MOLLER, TO APPROVE THE MINUTES OF JULY 15TH, 2024. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:

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

Oliver arrived at 7:02 P.M.

PUBLIC HEARING: None

OLD BUSINESS: None

NEW BUSINESS:

A. Site Plan Review for Crystal Cabinet Works Addition

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

Background:

Rice Companies, applicant submitted a Site Plan Review application for the construction of a 32,500 square foot warehouse addition to the north end of their current building at Crystal Cabinets Works, Inc. The site is located at 1100 Crystal Drive in the MN-1, Industrial District.

Analysis:

The addition will connect to the existing north wall of the current building to provide more warehouse space. No additional employees will be hired where added parking is not needed.

Zoning:

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.

Permitted Uses:

In the MN-1, Industrial District, unless otherwise provided herein, no building or land shall be used and no building shall be erected, converted, or structurally altered, except for one or more of the following, as well as similar uses: Warehousing is a permitted use.

Landscaping:

Modification or expansion of a building or improvements to a site that affect greater than 10% of the existing non-residential structure/site, and/or when there is a change in land use. Landscaping requirements shall be applied to those portions of the site that are directly affected by the proposed improvements, or change in land use, as determined by the Zoning Administrator. In all cases appropriate screening and buffering shall be provided for the entire site.

The plans show the west and north side of the addition will have a break down of 8,315 square feet to be sod; 20,970 square feet to be bluegrass seed mix and the wetland area of 12,085 square feet be emergent wetland seed mix. On the northeast corner of the site by the existing pond will be overstory deciduous trees. Three of those will be Green Mountain Sugar Maples and two will be Matador Freeman Maples. The grass and weeds will be maintained to a minimum of 6" inches in height.

Fire Department:

The plans show there will be a sprinkler system installed in the addition. The contractor will work with the Fire Department on the fire suppression system during sprinkler installation to obtain a plan for the fire suppression system. The gravel road north of the current site will be relocated north of the new addition for fire access. This gravel road will be maintained in the winter to keep the access open.

Lighting:

Wall mounted LED wall packs will be installed on the exterior roof line of the building that will be fixed, directed, and designed to not create a nuisance to any abutting properties.

Building Materials:

The exterior will be pre-finished metal panels that match the existing building. There are two buildings located north of the current building site and those will be removed. If the buildings are to be moved to another location on the site, they will follow setback conditions and building permit regulations or if removing the buildings, a demo permit will be required.

Sanitary Sewer:

The existing sanitary force main and water main will be removed and relocated. Princeton Public Works representative will have to be present for the relocation of the existing forcemain. The forcemain will be shut down for a period of time during this work and will need to be coordinated with Princeton Public Works representative and properties that will be neighboring



properties. The plans need to reflect the conditions and conclusions of the City Engineers memo dated August 15th, 2024.

Stormwater:

The plans need to reflect the conditions and conclusions of the City Engineers memo dated August 15th, 2024.

Watermain:

The existing watermain will be relocated and the Princeton Public Utilities will need to be present to operate valves and inspect the relocation of the existing main. If a temporary shut off to existing properties will be required with the relocation, the contractor will coordinate the shut off with existing properties and Princeton Public Utilities representative. The plans need to reflect the conditions and conclusions of the City Engineers memo dated August 15th, 2024.

The contractor will protect the existing hydrant on the north east area of the site.

Conclusion / Recommendation:

Staff would recommend approval of the Site Plan for Crystal Cabinets Works, located at 1100 Crystal Drive, PID #90-00004-2301 and PID #90-00004-2302 with the following conditions:

1. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: Building Permits and Signage Permit.
2. Any work on adjacent private property, the contractor will obtain written permission from the adjacent property owner prior to any work.
3. The applicant shall replace in-kind or better all streets disturbed by this operation.
4. The contractor will repair or replace any utilities that are damaged during construction at no cost to the City.
5. The applicant will contact Gopher State One prior to construction for location of existing utilities.
6. The applicant will contact Public Works Department and Princeton Public Utilities for the removal and/or relocation connections for water, electrical, sewer, and utility meters.
7. The grass area on the lot shall be maintained for grass/weeds to be kept 6" inches or under.
8. The work shall be carried on with minimum of interference with traffic.
9. The plans need to reflect the conditions and conclusions of the City Engineer memo dated

August 15th, 2024.

10. The applicant will contact the Building Official prior to removal of the two buildings for relocation permits and/or demo permits.
11. If due to weather conditions the sodding and/or seeding installation is unadvisable a separate escrow deposit be submitted prior to issuance of the Certificate of Occupancy.
12. The relocation of the Drainage and Utility Easement will have to be recorded at the County.
13. Signage will need to be submitted and approved by staff and building officials prior to installation.
14. The relocated gravel road north of the proposed addition will be maintained during winter months for fire access.

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

Jenn Edison, WSB City Engineer memo, dated August 15th, 2024 (the non-strike through items will only be written from the memo).

Re: Crystal Cabinet North Building Expansion

We have reviewed the preliminary Civil Plans for the Crystal Cabinet North Building Expansion, dated 7/30/24, Westwood Professional Services, and have the following comments:

Planning/Zoning

4. Site Plan application and \$500 escrow be submitted with plans addressing remarks by August 12th, 2024.

Watermain

5. There are multiple watermains shown on the drawing. Asbuilts show only one 10” watermain circling the building, please verify the additional watermain as shown on the drawings and label pipe size and material. Existing asbuilt drawings are included with this memo. Provide explanation or correct on plan sheets.
6. The PUC will need to be present (or have a representative present) to operate valves and inspect the relocation of the existing watermain. Any new watermain must have a minimum 7.5 foot depth from the top of the pipe.
7. Determine if a temporary shut off to existing properties will be required with the watermain relocation.



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Sanitary Sewer

10. The City will need to have a representative present for the relocation of the existing forcemain. Coordination will be required for this work as well as the forcemain will be shut down for a period of time during this work.

12. Verify existing storm sewer is in place to connect the ponds. If not, we will need to determine if its necessary to have it installed with this project. If pipe is proposed to be installed, please label lengths, elevations (rim and invert as applicable, and pipe material).

General

16. Fire will work with the fire suppression system contractor during sprinkler installation to obtain a copy of the plan for the fire suppression system.

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

DeWitt gave an overview of the Site Plan Review to the Planning Commission Board.

Steve Nelson, Rice Company President and Ron Molitor, Rice Company Representative was present to answer questions.

Hallin asked what the two buildings are that may be moved or demoed.

Nelson said he believes the property owner will demo the buildings and understands whatever they chose to do, a building permit will be applied for.

MOLLER MOVED, SECOND BY LEWIS, TO APPROVE THE SITE PLAN REVIEW FOR CRYSTAL CABINETS WORKS INC. WAREHOUSE ADDITION OF 32,500 TO THE CURRENT BUILDING LOCATED AT 1100 CRYSTAL DRIVE IN THE MN-1, INDUSTRIAL DISTRICT (PID #90-00004-2301 AND PID #90-00004-2302) WITH THE FOLLOWING CONDITIONS:

1. ALL NECESSARY PERMITS SHALL BE APPLIED FOR AND APPROVED PRIOR TO CONSTRUCTION, INCLUDING, BUT NOT LIMITED TO: BUILDING PERMITS AND SIGNAGE PERMIT.
2. ANY WORK ON ADJACENT PRIVATE PROPERTY, THE CONTRACTOR WILL OBTAIN WRITTEN PERMISSION FROM THE ADJACENT PROPERTY OWNER PRIOR TO ANY WORK.
3. THE APPLICANT SHALL REPLACE IN-KIND OR BETTER ALL STREETS DISTURBED BY THIS OPERATION.
4. THE CONTRACTOR WILL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE CITY.

5. THE APPLICANT WILL CONTACT GOPHER STATE ONE PRIOR TO CONSTRUCTION FOR LOCATION OF EXISTING UTILITIES.
6. THE APPLICANT WILL CONTACT PUBLIC WORKS DEPARTMENT AND PRINCETON PUBLIC UTILITIES FOR THE REMOVAL AND/OR RELOCATION CONNECTIONS FOR WATER, ELECTRICAL, SEWER, AND UTILITY METERS.
7. THE GRASS AREA ON THE LOT SHALL BE MAINTAINED FOR GRASS/WEEDS TO BE KEPT 6' INCHES OR UNDER.
8. THE WORK SHALL BE CARRIED ON WITH MINIMUM OF INTERFERENCE WITH TRAFFIC.
9. THE PLANS NEED TO REFLECT THE CONDITIONS AND CONCLUSIONS OF THE CITY ENGINEER MEMO DATED AUGUST 15TH, 2024.
10. THE APPLICANT WILL CONTACT THE BUILDING OFFICIAL PRIOR TO REMOVAL OF THE TWO BUIDINGS FOR RELOCATION PERMITS AND/OR DEMO PERMITS.
11. IF DUE TO WEATHER CONDITIONS THE SODDING AND/OR SEEDING INSTALLATION IS UNADVISABLE A SEPARATE ESCROW DEPOSIT BE SUBMITTED PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY.
12. THE RELOCATION OF THE DRAINAGE AND UTILITY EASEMENT WILL HAVE TO BE RECORDED AT THE COUNTY.
13. SIGNAGE WILL NEED TO BE SUBMITTED AND APPROVED BY STAFF AND BUILDING OFFICIALS PRIOR TO INSTALLATION.
14. THE RELOCATED GRAVEL ROAD NORTH OF THE PROPOSED ADDITION WILL BE MAINTAINED DURING WINTER MONTHS FOR FIRE ACCESS.

UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

COMMUNICATIONS AND REPORTS: None

MOLLER MOVED, SECOND BY LEWIS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:15 P.M. MOTION CARRIED.

ATTEST:

Victoria Hallin, Vice Chair

Mary Lou DeWitt, Comm. Dev. Zoning Specialist