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THE REGULAR MEETING FOR THE PLANNING COMMISSION BOARD HELD ON SEPTEMBER 16TH, 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 were Mary Lou DeWitt (Comm. Dev. Zoning Specialist) and Stacy Marquardt (Comm. Dev. Planner).

Absent was Dan Erickson.

APPROVAL OF MINUTES OF THE PLANNING COMMISSION MEETING ON AUGUST 19TH, 2024

MOLLER MOVED, SECOND BY OLIVER, TO APPROVE THE MINUTES OF AUGUST 19TH, 2024. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:

LEWIS MOVED, SECOND BY MOLLER, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None

OLD BUSINESS: None

NEW BUSINESS:

A. Site Plan Review for Palmer Bus Service

Mary Lou DeWitt, Community Development Zoning Specialist Memo:

Background:

Rice Companies, in behalf of Palmer Princeton Holdings, LLC has submitted a Site Plan Review application for a 38,320 square foot Office/Bus Storage Facility for Palmer Bus Service on 8.58 acres. The site is located at 103 Business Park Drive in Princeton Business Park, Lot 1, Block 1, PID #24-687-0010.

Zoning:

The proposed office/bus storage facility is located in the MN-1, Industrial Zoning District.

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 (Business abutting a highway and street shall have two front yards)
- D. Side yard minimum – 20 feet
- E. Street side yard – 30 feet

- F. Rear yard minimum – 20 feet (50 feet when abutting a residential district)
- G. Maximum height – 30 feet (as measured to the eaves)

Access / Parking:

The access to the site is from First Street/18th Street (County Road 31) onto Business Park Drive or the secondary access would be First Street onto 21st Avenue South to Business Park Drive.

The total site parking spaces is 54, of those are 3 ADA compliant spaces, and 5 mechanic spaces adjacent to the shop entrance. Accessible parking signage is required with logo and striping as well as areas that need no parking signage. Employees on the largest shift is approximately 40. The buses will be stored in the bus garage that will fit 32 buses and positions for vans and trailers.

The parking lot dimensions will be 20' x 9' with a 26' foot drive aisle. The entrance for the buses will be 41' feet wide to give more room for the bus drivers to turn into the site.

Lighting:

The plans show light poles around the parking lot. Existing light poles will be protected during construction and if damaged, the cost to replace or repair will be at the contractor's expense. The exterior doors and garage doors will be lit by wall packs.

Signage:

Signage will be submitted for review at a later date.

Landscaping:

In the MN-1, Industrial District the landscape requirements:

- 1) At least fifteen percent (15%) of the land area shall be sodded and landscaped with approved ground cover, shrubbery and trees.
- 2) At least three percent (3%) of the internal parking area shall be landscaped. This area is counted as part of the overall required "landscape area."

Trees shall be at least eight (8) inches in diameter at installation.

The lot shall be maintained for grass/weeds to be kept no higher than 6" inches.

Screening for the neighboring property on the west side of the lot is provided by the stormwater pond with four blue spruce trees to reduce headlights from the buses entering into the garage.

Dumpster:

The trash enclosure is located in the northwest area of the site on an enclosed concrete pad. The size of the enclosure is 8' x 18'.

Building Materials:

The building height is 34'-10" with pre-finished metal panels. The office is at the front east side of the building with windows facing the parking lot.

Sewer and Water Connection:

The water and sewer service line connection is in the lot from the existing service on Business Park Drive. A SAC (Sewer Access Connection) and WAC (Water Access Connection) be applied for with the building permit.

Grading, Drainage, and Storm Water:

The plans need to reflect the City Engineer's memo dated September 11th, 2024

Fire:

The building will have a fire sprinkler system. A Knox Box will be required on the building and the applicant will contact the Princeton Fire Department to acquire one and placement location of the building.

South of the bus garage is a refueling pad with a 12,600 gallon diesel pump and a 2,000 gallon gas pump. The pad is 18' x 40' square feet and is positioned where the buses come in, refill, and proceed to the garage. There is a 55' foot drive area which will give room for other buses to drive around the bus that is being refueled.

Conclusion / Recommendation:

Staff would recommend approval of the Site Plan for Palmer Bus Service located at 103 Business Park Drive, Lot 1, Block 1, Princeton Business Park, PID #24-687-0010 with the following conditions:

1. The plans reflect the conditions and conclusions of the City Engineer's memo dated September 11th, 2024.
2. The building will have a fire sprinkler system.
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. The work shall be carried on with minimum of interference with traffic.
5. The contractor will contact Public Works Department and Princeton Public Utilities for the connections for water, sewer, and utility meters.
6. If due to weather conditions the sodding and/seeding and driveway asphalt installation is

unadvisable, a separate escrow deposit be submitted prior to issuance of a Certificate of Occupancy.

7. The contractor will contact the Princeton Fire Department to acquire a Knox Box and placement location on the building.
8. The lot shall be maintained for grass/weeds to be kept no higher than 6" inches.
9. The contractor shall replace in-kind or better all streets, sidewalks, curb and gutter disturbed or damaged during construction.
10. The contractor is responsible for avoidance of utilities and shall not damage existing utilities and repair or cost of repair shall be sole responsibility of the contractor.
11. At least fifteen percent (15%) of the land area shall be sodded and landscaped.

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

Jenn Edison, WSB City Engineer memo, dated September 11th, 2024:

We have reviewed the preliminary plat documents, revised 08/27/24, by Gradient Engineering, and have the following comments:

Planning/Zoning

1. SAC and WAC fees are based on service line size and must be paid at the time of building permit.
2. Signage will need a permit and must meet the traffic visibility guidelines if placed near a road intersection.

Engineering

Sanitary Sewer/Watermain

3. With the proposal to split the lot for a future development to the south, staff are not in favor of using a single sewer and water connection to service both lots. Since both sewer and water area available on CSAH 31, City staff supports a connection for both utilities at this location in lieu of the stub off of Business Park Drive. It appears that it will be a more direct connection and will eliminate all the cleanouts (we are not in support of using cleanouts in lieu of manholes for 6" pipe).

Storm Sewer/Storm Water

4. Include detail on inlet protection devices.
5. Include detail of HDPE flared-end section.
6. Submit design calculations for the 1-year storm event.



7. Provide rational method storm sewer sizing calculations to confirm storm sewer is sized for a 10-year storm event.
8. Verify CBMH 3 diameter will work with the two pipe angles coming into the structure.
9. Following the construction of infiltration areas, field testing of the area shall be completed by the project proposer and results submitted to the City for review.

Grading

10. Identify curb type and indicate on plans where tip out curb will be necessary. The grading plan shows a curb separating the two parking lots, but the grading plan shows stormwater draining from the south lot to the north lot. With the curb present, its not clear how this will work.
11. The scale on the grading plan is 80 scale, this is not a standard scale-please change to a standard scale.
12. I would like more of an opportunity to talk about the grading of the southern lot. Are the grades set to balance earthwork? It seems as if there could be some additional grading modifications to eliminate some of the storm catch basins in the southern curb line.

PUC (Electric)

13. See attached handout from the Princeton Public Utility Commission.

Police/Fire

Hydrant Required Per 2020 MN State Fire Code

14. 507.5.1.1 Hydrant for standpipe systems.
Buildings equipped with a standpipe system installed in accordance with Section 905 shall have a fire hydrant within 100 feet (30 480 mm) of the fire department connections.

Lock Box Required Per 2020 MN State Fire Code

15. 506.1 Where required.
Where access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official.

*****End of Engineer Memo*****

DeWitt gave an overview of the Site Plan Review for Palmer Bus Service.

Hallin questioned the gas pump area that there is a diesel pump and a gas pump, what is the difference and are they above ground.

Bryan Lynch, Palmer Bus Service said that on gas tank has 87% octane. Both tanks are above

ground.

Oliver asked how many buses he has.

Lynch said he has 46 buses.

MOLLER MOVED, SECOND BY OLIVER, TO APPROVE THE SITE PLAN FOR PALMER BUS SERVICE LOCATED AT 103 BUSINESS PARK DRIVE, LOT 1, BLOCK 1, PRINCETON BUSINESS PARK, PID #24-687-0010 WITH THE FOLLOWING CONDITIONS:

1. THE PLANS REFLECT THE CONDITIONS AND CONCLUSIONS OF THE CITY ENGINEER'S MEMO DATED SEPTEMBER 11TH, 2024.
2. THE BUILDING WILL HAVE A FIRE SPRINKLER SYSTEM.
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. THE WORK SHALL BE CARRIED ON WITH MINIMUM OF INTERFERENCE WITH TRAFFIC.
5. THE CONTRACTOR WILL CONTACT PUBLIC WORKS DEPARTMENT AND PRINCETON PUBLIC UTILITIES FOR THE CONNECTIONS FOR WATER, SEWER, AND UTILITY METERS.
6. IF DUE TO WEATHER CONDITIONS THE SODDING AND/SEEDING AND DRIVEWAY ASPHALT INSTALLATION IS UNADVISABLE, A SEPARATE ESCROW DEPOSIT BE SUBMITTED PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.
7. THE CONSTRUCTOR WILL CONTACT THE PRINCETON FIRE DEPARTMENT TO ACQUIRE A KNOX BOX AND PLACEMENT LOCATION ON THE BUILDING.
8. THE LOT SHALL BE MAINTAINED FOR GRASS/WEEDS TO BE KEPT NO HIGHER THAN 6" INCHES.
9. THE CONTRACTOR SHALL REPLACE IN-KIND OR BETTER ALL STREETS, SIDEWALKS, CURB AND GUTTER DISTURBED OR DAMAGED DURING CONSTRUCTION.
10. THE CONTRACTOR IS RESPONSIBLE FOR AVOIDANCE OF UTILITIES AND SHALL NOT DAMAGE EXISTING UTILITIES AND REPAIR OR COST OF REPAIR SHALL BE SOLE RESPONSIBILITY OF THE CONTRACTOR.



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11. AT LEAST FIFTEEN PERCENT (15%) OF THE LAND AREA SHALL BE SODDED AND LANDSCAPED.

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

B. PC Bylaws 2024 Amendment

Marquardt said the City Board Bylaws had to be looked at since Baldwin Township became a city. Ex officio members should not have been appointed to the board, even though they are not voting members. The language has been changed in the Bylaws.

Changes in the Bylaws are as followed, ~~striketroughs~~ are removing the verbiage and underlining items is added to the Bylaws:

SECTION 7. DEADLINE FOR AGENDA

The deadline for filing for placement on the agenda for items on New Business to be considered by the Planning Commission shall be 12:00 noon, Monday, ~~one week~~ three weeks prior to the meeting, ~~unless a public hearing is required~~. Application deadlines are to be followed as per Developer's Guide requirements.

SECTION 9. MEMBER RESPONSIBILITIES

The Planning Commission shall consist of five regular members who shall be residents of the City, except that one of the members may be a person who owns a business located within the City of Princeton so long as that person lives within the 55371 zip code area and/or lives within the ISD #477 Princeton School District. ~~In addition, three ex officio members who shall each be a member of the Township Board or Township Planning Commission and be from the Townships of Baldwin, Greenbush, and/or Princeton.~~

MOLLER MOVED, SECOND BY LEWIS, TO APPROVE THE PC BYLAWS 2024 AMENDMENT TO THE LANGUAGE AND FORWARD TO THE CITY COUNCIL FOR FINAL APPROVAL. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

C. Code of Ordinance, Chapter 265 Planning Commission Amendment

Marquardt said the Code of Ordinance also has some language changes that need to be corrected. The City Council approves the Code of Ordinance.

Hallin asked if Gene Stoeckel would still be the representative for Princeton Township.

Marquardt said no. He still can attend the meetings, but would not be on the Planning Commission board table. He would be in the audience.

Changes in the Code of Ordinance, Chapter 265 Planning Commission are as followed, ~~strikethroughs~~ are removing the verbiage and underlining items is added to the Code of Ordinance, Chapter 265:

265.02 Composition. The Planning Commission shall consist of five regular members who shall be residents of the city, except that one of the members may be a person who owns a business located within the City of Princeton, so long that person lives within the 55371 zip code and/or lives within the ISD #477 Princeton School District. ~~In addition, three ex officio members who shall each be a member of the Municipal Board or Municipal Planning Commission and be from the Municipalities of Baldwin, Greenbush and Princeton.~~

265.03 Appointment.

~~B. Ex officio members. The three ex officio members shall be appointed by their respective municipal boards and shall serve staggered three year terms. Any vacancy shall be filled by the appointing authority for the remainder of the term.~~

265.05 Powers. The Planning Commission shall have the following powers:

(F) Form standing or ad hoc committees. Membership on committees may consist of regular ~~and ex officio~~ members.

265.08 Compensation. Filling of Vacancies; Compensation. Vacancies on the Board shall be reported to the City Council and filled by liked appointment for the unexpired term. Board members shall receive \$25 a per diem in accord with the adopted fee schedule for each Planning Commission meeting they attend.

MOLLER MOVED, SECOND BY OLIVER, TO SUPPORT THE LANGUAGE CHANGE TO THE CODE OF ORDINANCE, CHAPTER 265 PLANNING COMMISSION AMENDMENT. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

COMMUNICATIONS AND REPORTS: None

OLIVER MOVED, SECOND BY LEWIS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:29 P.M. MOTION CARRIED.

ATTEST:

Victoria Hallin, Vice Chair

Mary Lou DeWitt, Comm. Dev. Zoning Specialist