MEMORANDUM



TO: Mayor & City Council

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

SUBJECT: Palmer Bus Service Site Plan Review

DATE: September 23rd, 2024

NO ACTION REQUIRED, INFORMATIONAL ONLY

Background:

Rice Companies, in behalf of Palmer Princeton Holdings, LLC had 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

•		All Uses
A.	Lot area minimum	12,500 sq ft
B.	Lot width minimum feet	
C.	Front yard minimum	40 feet ³
D.	Side yard minimum	20 feet
E.	Street side yard	30 feet
F.	Rear yard minimum	20 feet ¹
G.	Maximum height	30 feet ²

¹ Rear Yard Setback – 50 feet when abutting a residential district.

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 $20' \times 9'$ feet 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.

² Maximum building height greater than (30) thirty feet, as measured to the eaves.

³ Business that is abutting a highway and a street shall have two front yards.

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 present (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 storm-water 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 $8' \times 18'$.

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 on 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 $18' \times 40'$ 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:

The Planning Commission approved on September 16th, 2024 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.





Memorandum

To: Bryan Lynch, Palmer Bus Service

Rian DeMarais, Rice Companies Matt Knutson, Rice Companies

Kelli Gradient, PE, Gradient Engineering

From:

Jennifer Edison, PE – WSB, City Engineer

Stacy Marquardt, Community Development Director, City of Princeton

Mary Lou Dewitt, Community Development Zoning Specialist, City of Princeton

Date:

September 11, 2024

Re:

Palmer Bus Holdings, LLC

Site Plan Review

WSB Project No. 026552-000

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

Planning/Zoning

- 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 are 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



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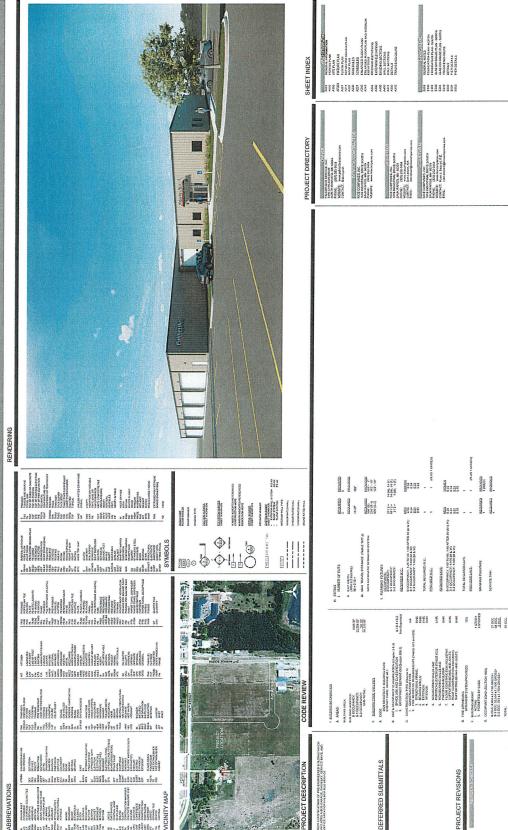


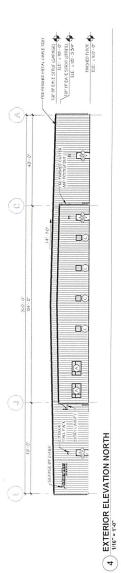
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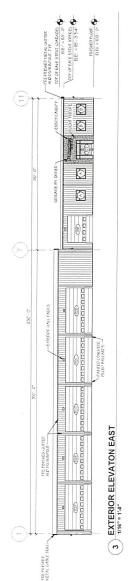
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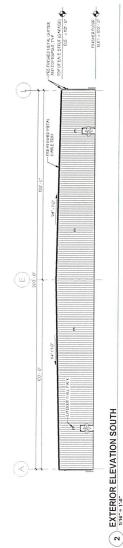
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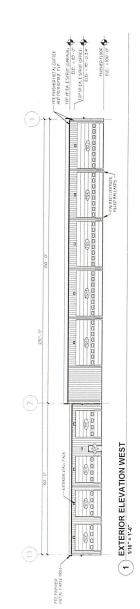
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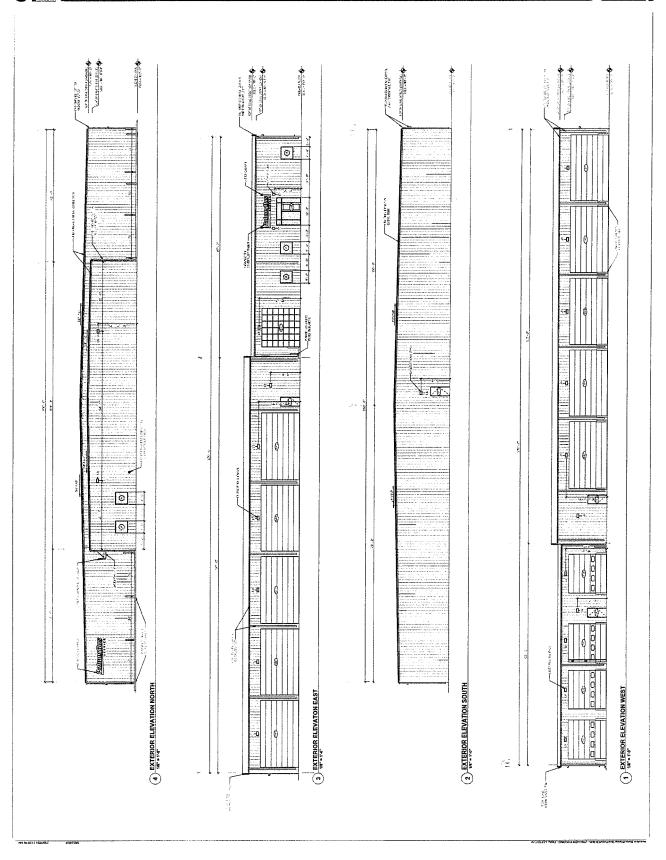
















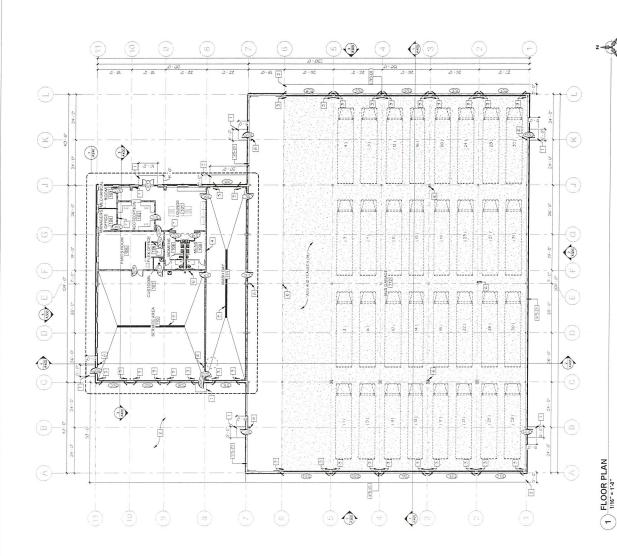


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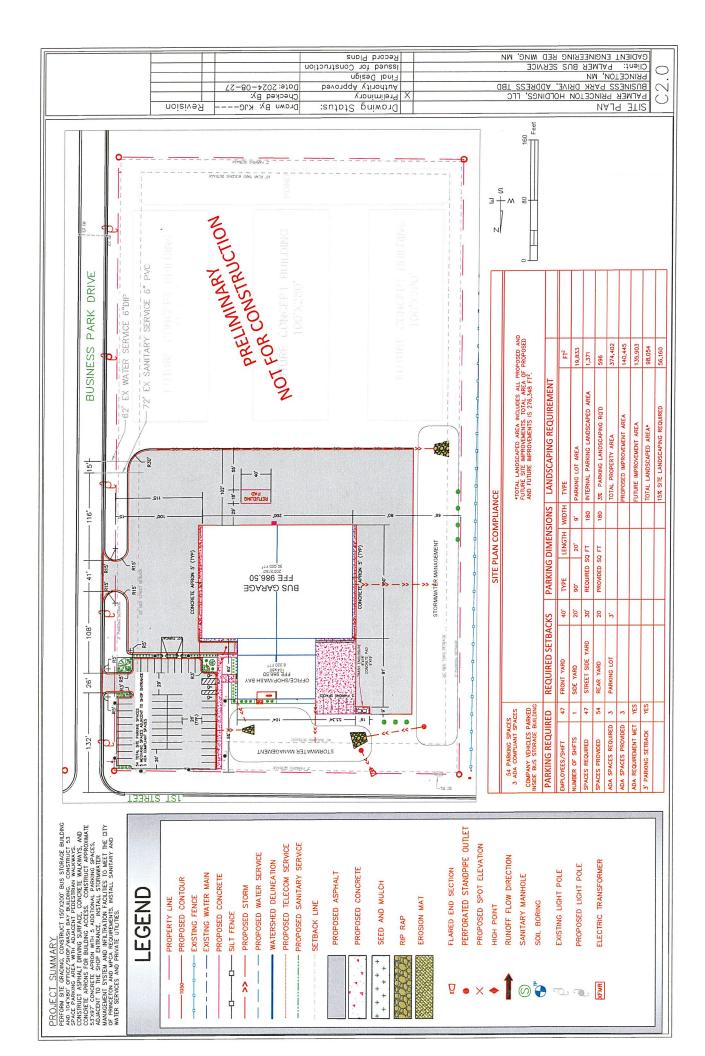
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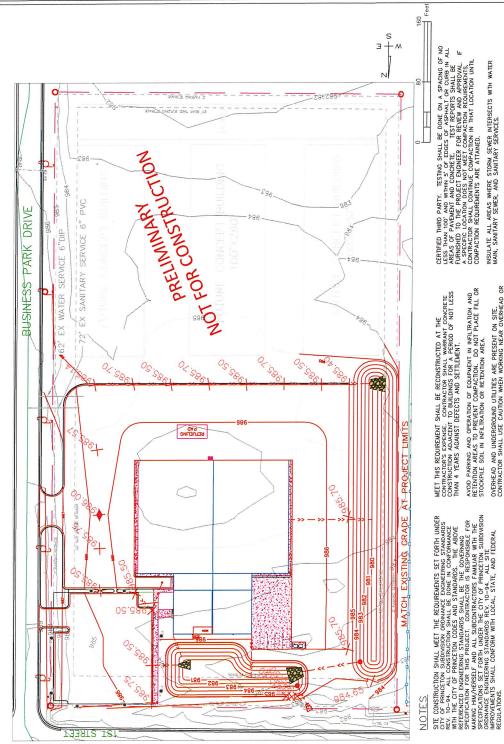
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1) ENLARGED WASH BAY AND OFFICE PLAN







Date: 2024-08-

Drawn By: KJG-

PRELIMINARY

SITE PLAN

Revision

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Final Design

Preliminary

Authority App

Drawing Status:

ssued for Construction

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CONTRACTOR SHALL VERIFY LOCATION OF EXISTING UTILITIES AND SERVICES. SANITARY AND WATER SERVICES SHALL BE EXTENDED EXISTING LOCATION ALONG BUSINESS PARK DRIVE TO PROPOSED MECHANICAL ROOM.

CADIENT ENGINEERING RED WING, MN

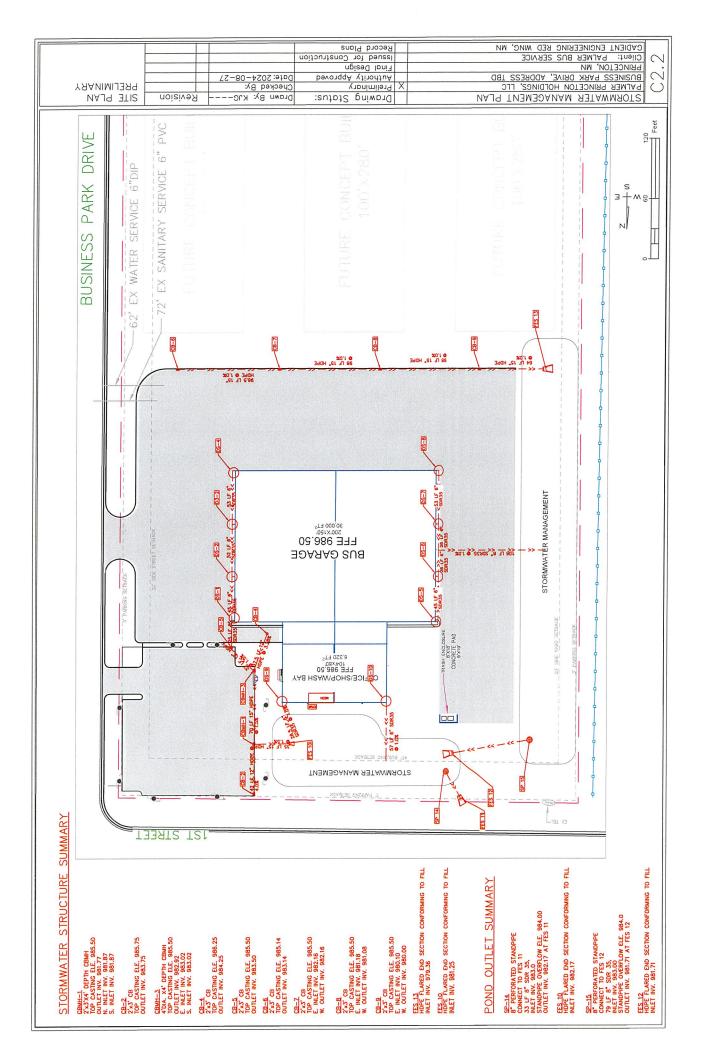
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CRADING PLAN

PALMER BUS SERVICE

BUSINESS PARK DRIVE, ADDRESS TBD

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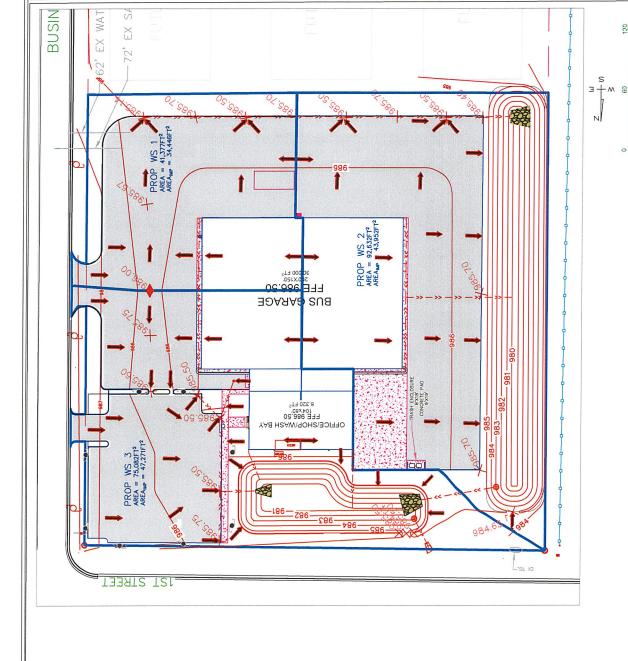


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Client: PALMER BUS SERVICE
Client: PALMER BUS SERVICE
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Record Plans

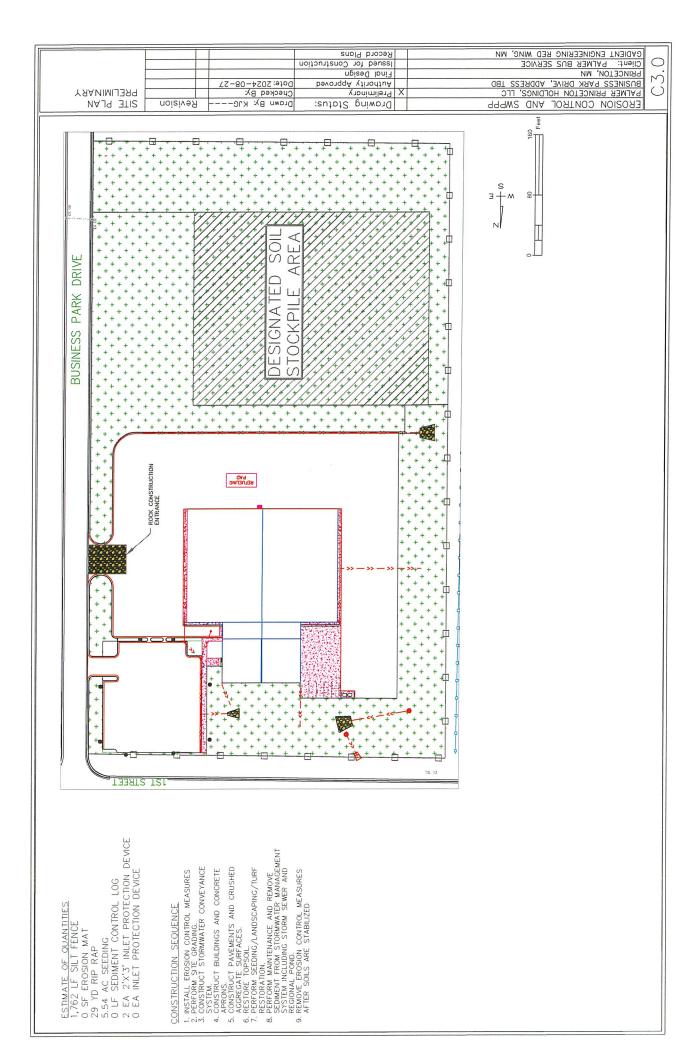
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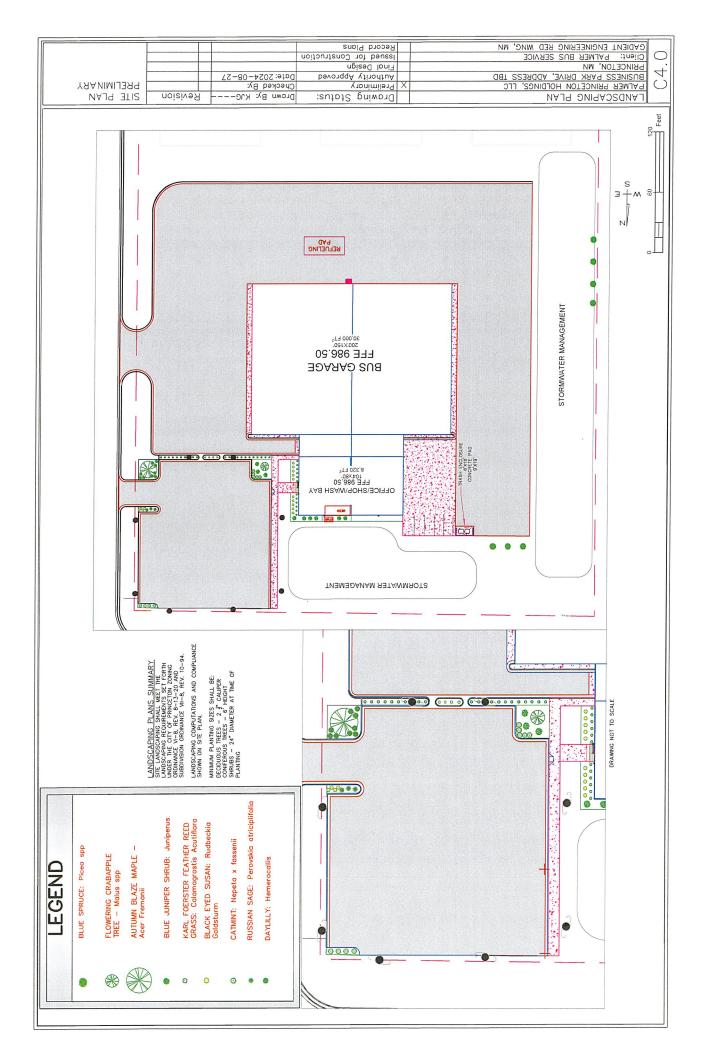
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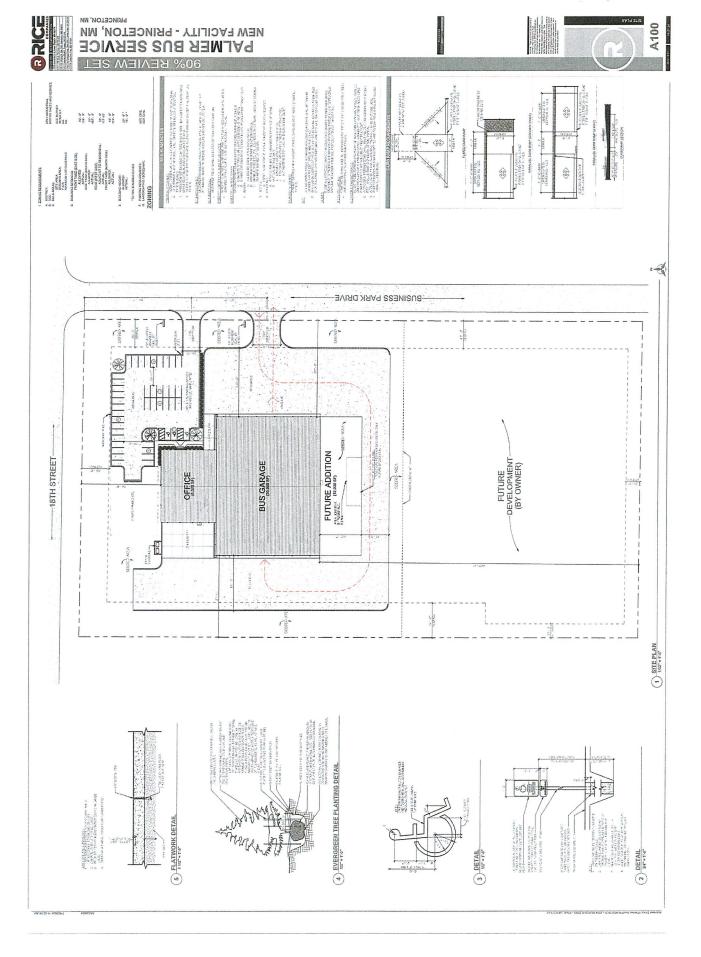


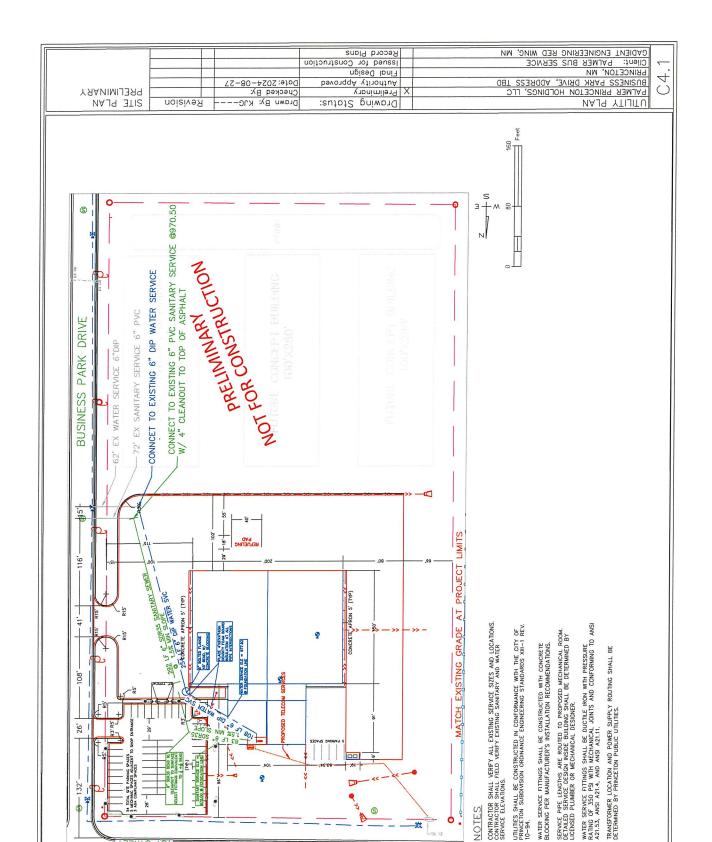
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WATERSHED SUMMARY OF PROPOSED SITE









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1ST STREET