



**DRAFT**

**THE REGULAR MEETING FOR THE PLANNING COMMISSION BOARD HELD ON NOVEMBER 20<sup>TH</sup>, 2023, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS**

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The meeting was called to order at 7:00 P.M, by Dan Erickson. Members present were Scott Moller, Victoria Hallin, Jim Oliver, Eldon Johnson (Per Zoom), and Gene Stoeckel (Princeton Township Rep). Staff present was Mary Lou DeWitt (Comm. Development Zoning Specialist).

**APPROVAL OF MINUTES OF REGULAR MEETING ON OCTOBER 16<sup>TH</sup>, 2023**

HALLIN MOVED, SECOND BY OLIVER, TO APPROVE THE MINUTES OF OCTOBER 16<sup>TH</sup>, 2023. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**AGENDA ADDITIONS / DELETIONS:**

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

Johnson joined the meeting at 7:03 P.M.

**PUBLIC HEARING:**

**A. Variance at 706 7<sup>th</sup> Avenue South**

Mary Lou DeWitt Comm. Dev. Zoning Specialist Memo:

**Background:**

Michael Ziegler Sr., applicant has applied for a Variance at the property site of 706 7<sup>th</sup> Avenue South. The property site is in the R-3, Multiple Family Residential District. The applicant would divide the property into two residential lots. For the division of the property, the lot width minimum of 80' feet would be reduced to Parcel A – 73' feet and Parcel B – 70' feet. A Variance would be required for the reduction of the lot width prior to allowing a Lot Split.

The applicant has a signed purchased agreement from the intended buyer that wants to build a single-family home, but only on half on the lot. The purchase agreement is contingent on the Variance and Lot Split being approved. In 2003, the applicant had a lot split survey completed. This survey had never been recorded because a potential buyer wanted to purchase the full property for an apartment site. The buyer backed out of the apartment plan and since then the applicant has had no interest in the lot until currently.

**Quit Claim Deed:**

The survey shows that the front property pin is located in 7<sup>th</sup> Avenue South. This creates the lot without the required street frontage. To eliminate any issues the property owner will Deed to the City of Princeton for right-of-way, drainage, and utility purposes a Quit Claim Deed and the City Council will review that as well as the Lot Split at their December 14<sup>th</sup>, 2023 meeting. If approved, the document will be recorded along with the Lot Split Resolution at Mille Lacs County.

**Analysis:**

Parcel A lot size would be 18,302.56 sq. ft. and Parcel B lot size would be 17,547.60 sq. ft. where both lots would be larger than the require 12,500 sq. ft. lot area minimum square footage.

The R-3, Multiple Family Residential District does state the same requirements are applicable to use as the R-2 District. The R-2 District states the minimum lot width is 66' feet.

According to Section 2 of chapter IV of the Zoning Ordinance, request may be made for variances from the literal provisions of the Zoning Ordinance in instances when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.

A variance shall not be granted by the Planning Commission unless it conforms to the following standards:

1. Is the variance in harmony with the general purposes and intent of the Zoning Ordinance?

Comment: One of the purposes of the Zoning Ordinance is to establish regulations to promote health, safety, morals, and general welfare of the residents of Princeton, which is accomplished through regulating the location of structures. The proposed Lot Split for this site will reduce the minimum lot width of 80' feet where a variance will be required. The setbacks for a single-family dwelling would meet the R-2 Zoning District requirements as well as the other regulations.

2. Is the variance consistent with the Comprehensive Plan?

Comment: The splitting of this parcel is consistent with the Vision and Plan of the City of Princeton for the Residential District.

3. Does the property owner proposed to use the property in a reasonable manner not permitted by the Zoning Ordinance?

Comment: The applicant would be able to meet all the zoning regulations with the Lot Split except for the minimum lot width. The R-3, Multiple Family Residential District does state the same requirements are applicable to use as the R-2 District states the minimum lot width is 66' feet.

4. Are there circumstances unique to this property not created by the landowner?

Comment: The parcel is setup with two water connections, so there was intent to have this lot split for two residential lots.

5. Will the issuance of the variance maintain the essential character of the locality?

Comment: Yes, the Zoning District is R-3, Multiple Family Residential and the planned use of the Lot Split is for two separate residential lots.

6. Does the alleged practical difficulty involve more than economic considerations?

Comment: The lot is already setup with two separate water service connections. There was intent to have this lot split and would have met the zoning requirements at that time.

**Conclusion / Recommendation:**

Based on the findings that the variance meets the listed variance review standards in the Ordinance, staff would suggest approval of the Variance Resolution #23-12 for the front yard minimum yard width reduction from 80' feet to 73' feet for Parcel A and 70' feet for Parcel B at the property site of 706 7<sup>th</sup> Avenue South, PID #24—33-0680, with the following conditions:

1. The proposed residential buildings on Parcel A and Parcel B have to meet the R-3 District Zoning Ordinance setbacks and building requirements.
2. The Lot Split Resolution for this parcel approved by the City Council.
3. The City Council approve the Quit Claim Deed for the 37.13 feet of 7<sup>th</sup> Avenue South of street frontage that will be Deeded to the City of Princeton.

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

HALLIN MOVED, SECOND BY MOLLER, TO OPEN THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

There were no questions from those present at the meeting.

HALLIN MOVED, SECOND BY MOLLER, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

MOLLER MOVED, SECOND BY HALLIN, TO APPROVE RESOLUTION #23-12 VARIANCE TO ALLOW FOR A PROPOSED LOT SPLIT FOR THE REDUCTION OF THE LOT WIDTH MINIMUM OF 80' FEET BE REDUCED TO LOT SPLIT PARCEL A TO 73' FEET AND PARCEL B TO 70' FEET AT THE PROPERTY SITE LOCATED AT 706 7<sup>TH</sup> AVENUE SOUTH, PID #24-033-0680, IN THE R-3, MULTIPLE FAMILY RESIDENTIAL DISTRICT WITH THE FOLLOWING CONDITIONS:

1. THE PROPOSED RESIDENTIAL BUILDINGS ON PARCEL A AND PARCEL B HAVE TO MEET THE R-3 DISTRICT ZONING ORDINANCE SETBACKS AND BUILDING REQUIREMENTS.
2. THE LOT SPLIT RESOLUTION FOR THIS PARCEL APPROVED BY THE CITY COUNCIL.
3. THE CITY COUNCIL APPROVE THE QUIT CLAIM DEED FOR THE 37.13 FEET OF 7<sup>TH</sup> AVENUE SOUTH OF STREET FRONTAGE THAT WILL BE DEEDED TO THE CIYT OF PRINCETON.

UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission Board reviewed the Findings of Fact:

1. Is the variance in harmony with the purpose and intent of the Ordinance? Yes.
2. Is the variance consistent with the Comprehensive Plan? Yes.
3. Does the proposal put the property to use in a reasonable manner? Yes.
4. Are there unique circumstances to the property not created by the landowner? Yes.
5. Will the variance maintain the essential character of the locality? Yes.
6. Does the alleged practical difficulty involve more than economic considerations? Yes.

### **B. Lot Split at 706 7<sup>th</sup> Avenue South**

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

#### **Background:**

Michael Ziegler Sr., applicant has applied for a Lot Split at the property site of 706 7<sup>th</sup> Avenue South. The property is in the R-3, Multiple Family Residential District. The property is a vacant lot and the applicant has a proposed buyer that would like to build a single-family home, but not on the full lot. The applicant did have a survey prepared in 2003 with a lot split, but not follow through with it because he had interested party that wanted to build an apartment building on the site.

At the Planning Commission meeting, November 20<sup>th</sup>, 2023 will be a public hearing for a Variance for the lot, prior to the Lot Split review. The approval of the Variance will be a condition for the Lot Split approval for the minimum lot width being reduced from 80' feet for Parcel A of 73' feet and Parcel B to 70' feet. The R-3, Multiple Family Residential District does state the same requirements are applicable to use as the R-2 District. In the R-2 the minimum lot width is 66' feet.

Please note that the City mapping does show two separate water lines going into this lot. Years ago there had been a residential home where the southern line is.

#### **Proposal:**

The applicant has a purchase agreement contingent that the lot will be split. The buyer would like to have a single-family home built on Parcel A and would meet the required R-3 Zoning Ordinance setbacks. Parcel B will have to meet the setbacks at the time of building and that would be in the condition of the Lot Split.

#### Quit Claim Deed:

The survey shows that the property pin in the front is located in 7<sup>th</sup> Avenue South. This creates the lot without the required street frontage. To eliminate any issues the property owner will Deed to the City of Princeton for right-of-way, drainage, and utility purposes a Quit Claim Deed and the City Council will review that at their December 14<sup>th</sup>, 2023 meeting. If approved the document will be recorded along with the Variance Resolution, and Lot Split Resolution at Mille Lacs County.

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**Access:**

The access to the lots will be from 7<sup>th</sup> Avenue South.

**Water / Sewer:**

The site has two water lines connections. There was a residential home on the site that had been torn down years ago which explains the southern line. The parcel is large so that could be the reasoning for the second line. Sewer connection would be from 7<sup>th</sup> Avenue South.

**Electrical:**

There is no electrical service to this site and the applicant will need to bring it to the lots. The applicant will have to contact Princeton Public Utilities for the separate electric connections and utility meters.

**Proposed Address:**

702 7<sup>th</sup> Avenue South – Parcel B (norther parcel)

706 7<sup>th</sup> Avenue South – Parcel A (southern parcel)

**Conclusion / Recommendation:**

The proposed Lot Split will meet all standards of the Zoning Ordinance with the Variance for the lot width minimum. Staff would recommend approval of the Lot Split at 706 7<sup>th</sup> Avenue South, PID #24-033-0680, and forward to the City Council for final approval subject to the following conditions:

1. The Variance Resolution #23-12 application for the reductions of the minimum lot width be approved.
2. The R-3, Multiple Family Residential Zoning Ordinance requirements be followed.
3. The applicant will need to contact Princeton Public Utilities and Public Works for individual connection for each lot for sewer and water hookup from 7<sup>th</sup> Avenue South.
4. The applicant will obtain a Digging Permit from the City prior to digging in the street.
5. Separate building permits and SAC/WAC permits must be applied for and approved prior to construction of the single-family homes.
6. When the works on the site begins, the work shall be carried on with minimum of interference with traffic.
7. All front yards and side yards to the rear of the dwelling and garage of a new single-family dwelling be sodded over a minimum of four (4) inches of topsoil. The back yard needs to be sod or seed. The sodding and seeding must be completed prior to issuing a Certificate of

Occupancy. If inadvisable, a temporary Certificate of Occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1<sup>st</sup> of the following year.

8. Each single family home will have a two-car garage with two off-street parking driveway spaces with hard surfaced material (asphalt or cement). The driveway be completed prior to issuing a Certificate of Occupancy. If inadvisable, a temporary Certificate of Occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1<sup>st</sup> of the following year.

9. The Quit Claim Deed be approved by the City Council for the 37.13 feet of 7<sup>th</sup> Avenue South street frontage that will be Deeded to the City of Princeton.

10. Where the water curb stop is in a paved area (usually driveway) there needs to be a mini-manhole.

11. The applicant shall replace in-kind or better all streets disturbed by this operation.

12. The applicant will contact Princeton Public Utilities to bring electrical service to the sites.  
\*\*\*\*\*End of Staff Memo\*\*\*\*\*

MOLLER MOVED, SECOND BY HALLIN, TO OPEN THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

There were no questions from those present at the meeting.

HALLIN MOVED, SECOND BY MOLLER, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

HALLIN MOVED, SECOND BY OLIVER, TO APPROVE AND FORWARD ON TO THE CITY COUNCIL FOR FINAL APPROVAL FOR THE LOT SPLIT AT 706 7<sup>TH</sup> AVENUE SOUTH, PID #24-033-0680 AT THE PROPERTY SITE LOCATED IN THE R-3, MULTIPLE FAMILY RESIDENTIAL DISTRICT WITH THE FOLLOWING CONDITIONS:

1. THE VARIANCE RESOLUTION #23-12 APPLICATION FOR THE REDUCTIONS OF THE MINIMUM LOT WIDTH BE APPROVED.
2. THE R-3, MULTIPLE FAMILY RESIDENTIAL ZONING ORDINANCE REQUIREMENTS BE FOLLOWED.
3. THE APPLICANT WILL NEED TO CONTACT PRINCETON PUBLIC UTILITIES AND PUBLIC WORKS FOR INDIVIDUAL CONNECTION FOR EACH LOT FOR SEWER AND WATER HOOKUP FROM 7<sup>TH</sup> AVENUE SOUTH.



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4. THE APPLICANT WILL OBTAIN A DIGGING PERMIT FROM THE CITY PRIOR TO DIGGING IN THE STREET.

5. SEPARATE BUILDING PERMITS AND SAC/WAC PERMITS MUST BE APPLIED FOR AND APPROVED PRIOR TO CONSTRUCTION OF THE SINGLE-FAMILY HOMES.

6. WHEN THE WORK ON THE SITE BEGINS, THE WORK SHALL BE CARRIED ON WITH MINIMUM OF INTERFERENCE WITH TRAFFIC.

7. ALL FRONT YARDS AND SIDE YARDS TO THE REAR OF THE DWELLING AND GARAGE OF A NEW SINGLE-FAMILY DWELLING BE SODDED OVER A MINIMUM OF FOUR (4) INCHES OF TOPSOIL. THE BACK YARD NEEDS TO BE SOD OR SEED. THE SODDING AND SEEDING MUST BE COMPLETED PRIOR TO ISSUING A CERTIFICATE OF OCCUPANCY. IF UNADVISABLE, A TEMPORARY CERTIFICATE OF OCCUPANCY MAY BE ISSUED SUBJECT TO AN ESCROW DEPOSIT TO ASSURE COMPLIANCE BY NO LATER THAN JULY 1<sup>ST</sup> OF THE FOLLOWING YEAR.

8. EACH SINGLE-FAMILY HOME WILL HAVE A TWO-CAR GARAGE WITH TWO OFF-STREET PARKING DRIVEWAY SPACES WITH HARD SURFACED MATERIAL (ASPHALT OR CEMENT). THE DRIVEWAY BE COMPLETED PRIOR TO ISSUING A CERTIFICATE OF OCCUPANCY. IF UNADVISABLE, A TEMPORARY CERTIFICATE OF OCCUPANCY MAY BE ISSUED SUBJECT TO AN ESCROW DEPOSIT TO ASSURE COMPLIANCE BY NO LATER THAN JULY 1<sup>ST</sup> OF THE FOLLOWING YEAR.

9. THE QUIT CLAIM DEED BE APPROVED BY THE CITY COUNCIL FOR THE 37.13 FEET OF 7<sup>TH</sup> AVENUE SOUTH STREET FRONTAGE THAT WILL BE DEEDED TO THE CITY OF PRINCETON.

10. WHERE THE WATER CURB STOP IS IN A PAVED AREA (USUALLY DRIVEWAY) THERE NEEDS TO BE A MINI-MANHOLE.

11. THE APPLICANT SHALL REPLACE IN-KIND OR BETTER ALL STREETS DISTURBED BY THIS OPERATION.

12. THE APPLICANT WILL CONTACT PRINCETON PUBLIC UTILITIES TO BRING ELECTRICAL SERVICE TO THE SITES.

UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

**C. Variance for Spire Credit Union Pylon Signage**

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

**Background:**

Spire Credit Union, has submitted an application for a Variance for a pylon sign where the sign

would exceed the allowable maximum height of 20' feet and maximum sign area of 75' sq. ft. site is located at 905 Rum River Drive South in the B-2, Neighborhood Business District. The location is west of Rum River Drive South, north of Tiger Blvd., and east of 7<sup>th</sup> Avenue South.

**Analysis:**

The applicant would like to install a 36' foot pylon sign area a total of 150' sq. ft. The proposed sign would be located in excess of 900 feet from Hwy. 169 and Rum River Drive interchange and does not meet the Zoning Ordinance requirements. A variance would be required for the added height and additional sign area.

**Variations Procedure:**

According to Section 2 of Chapter IV of the Zoning Ordinance, request may be made for variances from the literal provisions of the Zoning Ordinance in instances when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.

A variance shall not be granted by the Planning Commission unless it conforms to the following standards:

1. Is the variance in harmony with the general purposes and intent of the Zoning Ordinance?
2. Is the variance consistent with the Comprehensive Plan?
3. Does the property owner proposed to use the property in a reasonable manner not permitted by the Zoning Ordinance?
4. Are there circumstances unique to this property not created by the landowner?
5. Will the issuance of the variance maintain the essential character by the locality?
6. Does the alleged practical difficulty involve more than economic considerations?

**Pylon Business Sign:**

B-2 District in excess of 900 feet from the Highway 169 and Rum River Drive Interchange allowed is 75 square feet maximum sign area and 20 feet maximum sign height.

**Requirements:**

1. The sign is supported by one or two poles or other approved methods which shall be metal in the B-1 zone and metal or treated wood in the B-2, B-3, and MN-1 zones, and are sufficient in size and strength to support the sign.
2. Ten feet of clearance shall exist between grade levels and the bottom of the sign.
3. The sign cannot be attached to any building or structure and must be a minimum of 15 feet from any surrounding building or structures.
4. The sign must be located on the property where the business advertised is located, except for highway billboard advertising.



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5. The sign cannot extend over public sidewalks or streets.

6. There shall be no more than one pylon sign per lot, except as proved in subdivision D of this section.

F. Video Display Signs, Electronic Changeable Copy Signs, and Electronic Graphic Display Sign and Gas Station Canopy Tube Lighting – General Provisions (Added 03-10-16; Ord. 730):

1. Location:

a. Signs shall only be permitted on property that is zoned B-2 Neighborhood Business, B-3 General Commercial, HC-1 Health Care, MOR Medical Office Residential, MN-1 Industrial, and MN-2 Industrial Districts.

b. Signs shall not be located within 125 feet of any existing residence (including single family homes, townhomes, multi-family residential buildings, apartments, etc). without property shielding to ensure that the brightness does not exceed maximum illumination of 5,000 nits (candelas per square meter) between dusk and dawn, as measured from the sign's face at maximum brightness.

2. Orientation:

a. Signs shall not interfere with traffic and road safety due to placement and orientation, as determined by the City Engineer.

3. Size and Height: The size and height of the sign shall be subject to the same provisions as any other wall or freestanding sign.

4. Brightness:

a. No sign may be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device, signal or the safety of the public, or located where it would do so as determined by the City Engineer.

b. Signs must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours, and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn, as measured from the sign's face at maximum brightness.

1) The sign owner shall be required to provide an accurate field method of ensuring that maximum light levels are not exceeded if requested by City officials.

2) The sign owner shall sign a license agreement supplemental to the building permit agreeing to operations of a sign in conformance with these regulations. Violation of these regulations shall result in forfeiture of the license, and the City shall be authorized to arrange disconnection of electrical service to the facility.

3) Signs shall have an automatic dimmer control or other mechanism to automatically adjust its

nit level based on ambient light conditions.

- 5. Flashing Prohibited: Flashing signs are prohibited (refer to Definition section).
- 6. Malfunction: In the event of a malfunction, the sign shall be designed to freeze the display, and the owner shall discontinue the display immediately upon malfunction, or upon notice from the City that the display violates the City’s regulations.

**Conclusion / Recommendation:**

Based on the findings, the Planning Commission will have to determine if the Variance request for a 36’ foot high pylon sign and 150’ sq. ft. total sign area meets the variance standards. If the variance is granted, the proposed signage will have the following conditions:

- 1. All conditions outlined in the Sign Ordinance must be followed.
- 2. A building permit along with Engineer signed plans is approved by staff and the Building Inspector prior to installation.

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

HALLIN MOVED, SECOND BY OLIVER, TO OPEN THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

Hallin asked the applicant what is the reasoning for the larger pylon sign.

Pat McCann, representative for Spire Credit Union said the new location will work great for the community and they would like people to see the new branch location and having the extra height for the sign size should help.

Josh Longo, HGT Architects said the lot next door was approved for a gas station years ago and their concern is when that site builds, the canopy height would cover their sign.

Stoeckel asked if Spire will be changing their name.

McCann said yes, it will change to Blaze Credit Union after the merger of Spire Credit Union and Hiway Credit Union. The signs will just have the new name of Blaze Credit Union on them.

Hallin explained that her concern of approving the variance request for the larger sign in the B-2 District would be opening a pandoras box where in the future there would be request for larger pylon signs and if they allow one, how do you deny another.

Moller mentioned the site should be rezoned to B-3 District where the higher signage is allowed.

Hallin liked that thought also, then it is an allowed use.

McCann liked the idea of rezoning the site. Then they could have the larger pylon sign without a variance.

DeWitt said it would not slow any of this process of the Final Plat Review or Site Plan Review. They would need to apply for a rezoning application and that would take a public hearing and have the final review approval by the City Council.

HALLIN MOVED, SECOND BY MOLLER, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

There were no questions from those present at the meeting.

MOLLER MOVED, SECOND BY ERICKSON, TO DENY THE VARIANCE REQUEST FOR A 36' FOOT HIGH PYLON SIGN AND 150' SQUARE FOOT TOTAL SIGN AREA WHERE THE MAXIMUM PYLON SIGN HEIGHT OF 20' FEET AND MAXIMUM PYLON SIGN AREA OF 75' FEET IS ALLOWED IN THE B-2, NEIGHBORHOOD BUSINESS DISTRICT FOR THE PROPOSED SPIRE CREDIT UNION ON THE PROPERTY SITE OF 905 RUM RIVER DRIVE SOUTH, PID'S #24-033-0770, #24-033-0760, AND #24-033-0750. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission Board reviewed the Findings of Fact:

1. Is the variance in harmony with the purpose and intent of the Ordinance? No, no because it's not B-3 District.
  2. Is the variance consistent with the Comprehensive Plan? No.
  3. Does the proposal put the property to use in a reasonable manner? Yes.
  4. Are there unique circumstances to the property not created by the landowner? Yes.
  5. Will the variance maintain the essential character of the locality? Yes.
  6. Does the alleged practical difficulty involve more than economic considerations? Yes.
- The Planning Commission denied the Variance request.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Tiger Blvd. Addition Final Plat**

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

**Background:**

Spire Credit Union has submitted a Final Plat application for Tiger Blvd. Addition. The site is located in the B-2, Neighborhood Business District. The address of the site is 905 Rum River Drive South where currently Frontier Steak House reside until the closing of the property. The plan will combine PID #24-033-0760 and #24-033-0770 and property line adjustment of PID #24-033-0750.

**Analysis:**

The Planning Commission held a public hearing for the Preliminary Plat on October 16<sup>th</sup>, 2023. There were no comments from those that received the public hearing notice.

**Conclusion / Recommendation:**

If the recommended conditions are met, the Final Plat appears to meet the Zoning and Subdivision Ordinance standards; therefore, staff recommends the Planning Commission recommend approval to the City Council for the Final Plat of Tiger Blvd. Addition, (Preliminary Plat will be reviewed also at Council meeting) subject to the following conditions:

1. Applicant shall address the City Engineer’s comments on memo dated November 8<sup>th</sup>, 2023.
2. Applicant will contact Public Works Department and Princeton Public Utilities for the connections for water, electrical, sewer, and utility meters.
3. The work shall be carried on with minimum of interference with traffic. Suitable and adequate guards, warnings, barricades, lights, etc. shall be provided. Access to private property shall be maintained.
4. Prior to any work on the site, a Performance Bond/Letter of Credit will be provided to the City of Princeton and the amount should cover external improvements.
5. A demo permit and MPCA form complete ad approved for the removal of the current building prior to any ground work on the site.
6. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: Building Permit, possible Water Access Charge (WAC), Sewer Access Charge (SAC), and Digging Permit.
7. The contractor shall replace in-kind or better all streets, driveways, curbs, and sidewalks disturbed by the operations.

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

Jennifer Edison, PE-WSB City Engineer Memo  
Gianna Turturillo, PE – WSB  
November 8<sup>th</sup>, 2023



Re: Spire Credit Union Site Plan Review

We have reviewed the following documents submitted for the Spire Credit Union in Princeton, MN by Loucks on November 6, 2023:

- Spire Princeton Civil and Landscape Architecture Plans (10-31-23)
- Spire Princeton Storm Report (9-25-23)
- Spire Princeton Geotechnical Report (8-18-23)

We have the following comments (please note that comments in red are new, or refer to previous comments not addressed):

### Plans

1. **Change all labeling of Smith System Road to Tigers Blvd on all plan sheets.**
2. Provide a removals plans to confirm what existing utilities will remain and which will be removed (the existing storm sewer in the northeast for example). **A removals plans still has not been provided. Removals should be identified throughout the site including structures, utilities (private and public) and curb/street/concrete.**
  - a. Show existing CB 202 on removals plans.
  - b. Show existing pipe from existing CB to CB 202 on removals plan.
  - c. **Necessary traffic control should be provided at the intersection of Tiger Blvd/CSAH 29 during the utility connections.**
3. Call out removals related to connecting to existing utilities for service connections. Identify impacts to Smith System Road (street, curb and sidewalk). **Tiger Blvd has only been hatched. Call out remove existing bituminous and curb/sidewalk and replace to match existing street section. Pedestrian ramp will need to be replaced to meet ADA.**
4. Where are the existing services to the building and how will they be removed/abandoned? **This comment is still not addressed, should be included on the demo sheets.**
5. Public Works will need to provide input as to whether a drainage and utility easement will be required over the proposed underground chamber and access to the chamber. Additionally, the City will require a stormwater maintenance agreement for this system.
6. SWPPP needs to be updated for the project. **Update 'REPORT BY XXX' under Section 3 Site Plan Data for general soil type from the geotechnical evaluation report.**
7. **Provide detail for sanitary sewer inside drop.**
8. **Identify how connections will be made to existing watermain and label existing watermain side.**
9. **Sheet C4-1, notes 12 and 13 refer to St. Paul Regional Water services, please change this to Princeton Public Utilities. Additionally, note 15 refers to the Geotech Report and is missing some details.**
10. **Identify tip out curb where it is needed.**
11. Underground Stormtech Chamber system details discuss compaction requirements. Since infiltration is proposed, a flat surface should be achieved without compaction equipment. This

should be made clear on the plans. **Comment has not yet been addressed (language has not changed) on sheet C8-3.**

**12. Provide casting information for proposed storm sewer structures. Castings for STMHs on Storm Sewer Schedule on Storm Sewer Plan do not match Manhole detail. Please adjust Manhole detail to specify 'R-1642' as the casting type.**

**Stormwater Management**

No comments.

\*\*\*\*\*End of City Engineer Memo\*\*\*\*\*

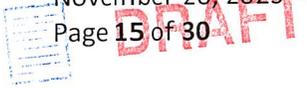
HALLIN MOVED, SECOND BY OLIVER, TO APPROVE TIGER BLVD. ADDITION FINAL PLAT AND FORWARD THE RECOMMENDATION TO THE CITY COUNCIL FOR FINAL APPROVAL WITH THE FOLLOWING CONDITIONS:

1. APPLICANT SHALL ADDRESS THE CITY ENGINEER’S COMMENTS ON THE MEMO DATED NOVEMBER 8<sup>TH</sup>, 2023.
2. APPLICANT WILL CONTACT PUBLIC WORKS DEPARTMENT AND PRINCETON PUBLIC UTILITIES FOR THE CONNECTION FOR WATER, ELECTRICAL, SEWER, AND UTILITY METERS.
3. THE WORK SHALL BE CARRIED ON WITH MINIMUM OF INTERFERENCE WITH TRAFFIC. SUITABLE AND ADEQUATE GUARDS, WARNINGS, BARRICADES, LIGHTS, ETC. SHALL BE PROVIDED. ACCESS TO PRIVATE PROPERTY SHALL BE MAINTAINED.
4. PRIOR TO ANY WORK ON THE SITE, A PERFORMANCE BOND/LETTER OF CREDIT WILL BE PROVIDED TO THE CITY OF PRINCETON AND THE AMOUNT SHOULD COVER EXTERNAL IMPROVEMENTS.
5. A DEMO PERMIT AND MPCA FORM COMPLETED AND APPROVED FOR THE REMOVAL OF THE CURRENT BUILDING PRIOR TO ANY GROUND WORK ON THE SITE.
6. ALL NECESSARY PERMITS SHALL BE APPLIED FOR AND APPROVED PRIOR TO CONSTRUCTION, INCLUDING, BUT NOT LIMITED TO: BUILDING PERMIT, POSSIBLE WATER ACCESS CHARGE (WAC), SEWER ACCESS CHARGE (SAC), AND DIGGING PERMIT.
7. THE CONTRACTOR SHALL REPLACE IN-KIND OR BETTER ALL STREETS, DRIVEWAYS, CURBS, AND SIDEWALKS DISTURBED BY THE OPERATIONS.

UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

**B. Spire Credit Union Site Plan**

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



**Background:**

Spire Credit Union, has submitted a Site Plan Review application to construct a 5,050 square foot bank facility located at 905 Rum River Drive South in the B-2, Neighborhood Business District. The site is west of Rum River Drive South, north of Tiger Blvd., and east of 7<sup>th</sup> Avenue South. Currently, Frontier Steak House is still operating at the site and once the sale is complete, the building will be removed.

**New Address:**

Currently the site's address is 905 Rum River Drive South. With the new building design, the front of Spire Credit Union will face Tiger Blvd. The new address for the site will be 602 Tiger Blvd.

**Parking:**

The Zoning Ordinance parking requirement is one for each 250 square feet of useable floor area and one for each employee.

The plans show 32 parking stalls and 2 of those are ADA stalls. Employee parking is the eight parking stalls to the west of the drive thru area. The applicant employs eight full-time branch employees and one full-time investment services representative. Spire Credit Union may add two additional part-time employees in the future if needed. The two accessible spaces cannot be counted towards typical use so the parking would be one short if additional employees are added in the future.

**Lighting:**

Each corner of the building has lighting as well as the entrance/exit areas. The access from Rum River Drive South to the drive thru has light poles as well as the parking areas. The illumination of the lights will be directed downward to not disturb the adjoining properties.

**Building:**

The main exterior will be an ash color brick with the roofing material of asphalt shingles in an onyx color. The fascia will be prefinished metal in the Spire Gold coloring as well as dark bronze. The accent walls to the building will be metal Spire Blue.

**Fire:**

There is a hydrant located to the west of the site on Tiger Blvd and 7<sup>th</sup> Avenue South. FDC will be left on the main door with a strobe light above along with a Knox box in the same area. The building will be sprinklered with a wet and dry system.

**Trash Enclosure:**

The dumpster will be located on the northeast corner of the site and enclosed by a brick enclosure that matches the building.

**Driveway:**

If because of weather conditions, 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 1<sup>st</sup> of the following year.

**Landscaping Plan:**

The impervious coverage is 56.92%, slightly above the allowable coverage of 50%, stormwater has been reviewed by the City Engineer, please see memo dated November 8<sup>th</sup>, 2023. If because of weather conditions, landscaping installation is unadvisable a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1<sup>st</sup>, of the following year.

No landscaping in the clear view area of the access from Rum River Drive South and Tiger Blvd so vehicles entering or existing the site have clear visibility.

**Signage:**

The applicant tonight has a Variance on the agenda for a higher pylon sign. If the Variance application is denied, the applicant would like to go with the pylon sign presented with the Site Plan Review.

Wall Signage:

The three locations of the Spire wall signage will be a white coloring in illuminated channel letters. All three signs meet the Sign Ordinance.

Pylon Signage:

This pylon sign is second choice if the Variance application for the lager pylon sign is denied.

1. The sign is supported by one or two poles or other approved methods which shall be metal in the B-1 zone and metal or treated wood in the B-2, B-3, and MN-1 zones, and are sufficient in size and strength to support the sign. **The plans submitted with the building permit will need to be signed by an Engineer.**
2. Ten feet of clearance shall existing between grade levels and the bottom of the sign.
3. The sign cannot be attached to any building or structure and must be minimum of 15 feet from any surrounding buildings or structures. **There is more than 15 feet separation from where the sign will be placed in the grass area with the parking lot and drive access between it and the building.**
4. The sign must be located on the property where the business advertised is located, except for highway billboard advertising. **The pylon signage will not extend to the public sidewalk or street.**

**DRAFT**

5. The sign cannot extend over public sidewalks or streets. **The pylon signage will not extend to the public sidewalk or street.**

6. There shall be no more than one pylon sign per lot, except as provided in subdivision D of this section. **There will only be one pylon sign to this site.**

**F. Video Display Signs, Electronic Changeable Copy Signs, and Electronic Graphic Display Sign and Gas Station Canopy Tube Lighting – General Provisions (Added 03-10-16; Ord. 730):**

**1. Location:**

a. Signs shall only be permitted on property that is zoned B-2 Neighborhood Business, B-3 General Commercial, HC-1 Health Care, MOR Medical Office Residential, MN-1 Industrial, and MN-2 Industrial Districts. **The site is located in the B-2 District.**

b. Signs shall not be located within 125 feet of any existing residence (including single family homes, townhomes, multi-family residential buildings, apartments, etc). without property shielding to ensure that the brightness does not exceed maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 (candelas per square meter) between dusk and dawn, as measured from the sign's face at maximum brightness. **The pylon sign will face south and north to be seen along Rum River Drive. Even though the direction of the signage should not be directed towards the apartment complex across Rum River Drive or the residential sites along 7<sup>th</sup> Avenue South, staff would have in the conditions that the maximum illumination of 5,000 nits during daylight hours and a maximum illumination of 500 nits between dusk and dawn as to measured from the sign's face at maximum brightness.**

**Orientation:**

a. Signs shall not interfere with traffic and road safety due to placement and orientation, as determined by the City Engineer. **Having the nits controlled during daylight hours and between dusk and dawn should reassure that traffic and road safety has no interference and the sign will not be in the clear view area for those exiting or accessing the site.**

**3. Size and Height:** The size and height of the sign shall be subject to the same provisions as any other wall or freestanding sign. **The 20' foot height of the pylon sign meeting the Sign Ordinance to the B-2 District.**

**4. Brightness:**

a. No sign may be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device, signal or the safety of the public, or located where it would do so as determined by the City Engineer. **The pylon sign would be approximately 500 feet from the traffic lights on Rum River Drive South. Should not be an issue for traffic safety.**

b. Signs must not exceed a maximum illumination of 5,000 nits (candelas per square meter)

during daylight hours, and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn, as measured from the sign's face at maximum brightness. **The control of the nits would be a condition for pylon sign approval.**

1) The sign owner shall be required to provide an accurate field method of ensuring that maximum light levels are not exceeded if requested by City officials. **If there are complaints to the City on the sign light levels, the applicant will provide accurate field method of ensuring the light levels.**

2) The sign owner shall sign a license agreement supplemental to the building permit agreeing to operation of a sign in conformance with these regulations. Violation of these regulations shall result in forfeiture of the license, and the City shall be authorized to arrange disconnection of electrical service to the facility. **The applicant will follow the Sign Ordinance regulations.**

3) Signs shall have a automatic dimmer control or other mechanism to automatically adjust its nit level based on ambient light conditions.

**5. Flashing Prohibited:** Flashing signs are prohibited (refer to Definition Section).

**6. Malfunction:** In the event of a malfunction, the sign shall be designed to freeze the display, and the owner shall discontinue the display immediately upon malfunction, or upon notice from the City that the display violates the City's regulations.

Monument Signage:

In the B-2 District: The maximum sign area allowable is 60 sq. ft. and maximum sign height is 8' feet. The proposed monument signage does meet the requirements and will have internally illumination. The monument signage will be out of the clear view area.

**Site Plan Conclusion / Recommendation:**

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

1. When work on the site begins, the work shall be carried on with minimum interference with traffic.
2. The applicant shall replace in-kind or better all streets, curbs, and sidewalks disturbed by this operation.
3. A building permit will not be issued for the Spire Credit Union building until the current building on the site has been removed with the issuance of a demo permit and MPCA form completed.
4. A Knox Box be placed on the front of the building in coordination with the Princeton Fire Department.



- 5. 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. If the current WAC/SAC services are upsizing, then the applicant would pay the difference at the time of the building permit.
- 6. 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.
- 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 plans reflect the conditions and conclusions of the City Engineer's memo dated November 8<sup>th</sup>, 2023.
- 10. No landscaping in the clear view area of the access from Rum River Drive South and Tiger Blvd.

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

Pat McCann, representative for Spire Credit Union said their current site is so confined so this new site will be helpful.

HALLIN MOVED, SECOND BY MOLLER, TO APPROVE THE SITE PLAN FOR THE CONSTRUCTION OF THE PROPOSED 5,050 SQUARE FOOT SPIRE CREDIT UNION FACILITY AT THE PROPERTY SITE OF 905 RUM RIVER DRIVE SOUTH, PID #24-033-0770, #24-033-0760, AND #24-033-0750, (NEW ADDRESS WILL BE 602 TIGER BLVD.) AND THE PROPOSED SECOND CHOICE PYLON SIGN, AND MONUMENT SIGNAGE IN THE B-2, NEIGHBORHOOD BUSINESS DISTRICT WITH THE FOLLOWING CONDITIONS:

- 1. WHEN THE WORK ON THE SITE BEGINS, THE WORK SHALL BE CARRIED ON WITH MINIMUM INTERFERENCE WITH TRAFFIC.
- 2. THE APPLICANT SHALL REPLACE IN-KIND OR BETTER ALL STREETS, CURBS, AND SIDEWALKS DISTURBED BY THIS OPERATIONS.
- 3. A BUILDING PERMIT WILL NOT BE ISSUED FOR THE SPIRE CREDIT UNION BUILDING UNTIL THE CURRENT BUILDING ON THE SITE HAS BEEN REMOVED WITH THE ISSUANCE OF A DEMO PERMIT AND MPCA FORM COMPLETED.
- 4. A KNOX BOX BE PLACED ON THE FRONT OF THE BUILDING IN COORDINATION WITH THE PRINCETON FIRE DEPARTMENT.

5. 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. IF THE CURRENT WAC/SAC SERVICES ARE UPSIZING, THEN THE APPLICANT WOULD PAY THE DIFFERENCE AT THE TIME OF THE BUILDING PERMIT.
6. 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.
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 PLANS REFLECT THE CONDITIONS AND CONCLUSIONS OF THE CIYT ENGINEER'S MEMO DATED NOVEMBER 8<sup>TH</sup>, 2023.
10. NO LANDSCAPING IN THE CLEAR VIEW AREA OF THE ACCESS FROM RUM RIVER DRIVE SOUTH AND TIGER BLVD.

UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

### **C. Princeton Residential Suites Final Plat**

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

#### **Request:**

Briggs Companies has submitted Princeton Residential Suites Final Plat application for review. The site is in the R-3, Multiple Residential District where apartment complexes are an allowable use and the Future Land Use Map has the property designated as Residential-High Density. The plat involves the creation of two separate lots with Lot 1 consisting of 2.28 acres and Lot 2 comprising of 4.98 acres. The plat also has two outlots; Outlot A that is 4.56 and Outlot B that is 44.21 acres.

#### **Analysis:**

The plans for Lot 1 will host a 66-unit apartment building and Lot 2 will have an 100-unit apartment building. The Planning Commission held a public hearing on September 18<sup>th</sup>, 2023 for the following applications:

1. **Preliminary Plat for Princeton Residential Suites** (The Developer changed the name from Rum River Suites) – Approved with the following conditions:

1. The cul-de-sac will need to have a right-of-way or easement shown on the Final Plat and a sewer and water valve for future expansion. This cul-de-sac should have Class 5 material or temporary bituminous.
  2. City Engineer's memo dated September 12, 2023 comments be followed that is provided in the Planning Commission packet and to the Developer.
  3. Park Dedication fees will be paid at the time of submittal of the building permit for each building.
  4. Proof of NPDES (national Pollutant Discharge Elimination System) permit coverage will be required prior to the start of construction.
  5. Continuation of 19<sup>th</sup> Avenue South to the cul-de-sac must be constructed with a bituminous surface with the Minnesota Highway Department Spec. 2331.
  6. Third Street South to the cul-de-sac must be constructed with a bituminous surface with the Minnesota Highway Department Spec. 2331.
  7. The work shall be carried on with minimum of interference with traffic. Suitable and adequate guards, warnings, barricades, lights, etc. shall be provided. Access to private property shall be maintained.
  8. The construction shall replace in-kind or better all streets, driveways, curbs, and sidewalks disturbed by these operations.
  9. Applicant will contact Public Works Department and Princeton Public Utilities for the connections for water, electrical, sewer, and utility meters.
  10. The Developer submits detailed information on transformers, utilities plans, including street lighting prior to Final Plat submittal.
  11. Prior to any work on the site, the City will elect on a Performance Bond and/or a Developer's Agreement be provided by the Developer.
  12. 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), Sewer and Water Trunk Fees, and Digging Permit.
- 2. Variance for Apartments on Lot 1 and Lot 2, Block 1, Rum River Suites** – This complex for a 66-unit building and a 100-unit building would increase the allowable average density of 16 units per acres in the R-3, Multiple Family Residential District.

The Variance was approved with separate motion for the 66-unit building and the 100-units building with the following conditions:

1. The Preliminary Plat and Final Plat of Princeton Residential Suites must be approved by the City Council.
2. The Site Plan Review for the 66-units apartment complex and the 100-units apartment complex on this property must be approved by the Planning Commission.
3. The Conditional Use Permit approval for the height of the two buildings.

**3. Conditional Use Permit for Apartments on Lot 1, and Lot 2, Block 1, Princeton Residential Suites** – a CUP to construct two apartment units that will exceed the 30’ foot maximum height restriction for a proposed 48’ foot building height.

The CUP was approved with separate motion for the 66-units building and the 100-units building with the following conditions:

1. The Variance to building the 66-units and 100-units apartment complex on the site must be approved by the Planning Commission.
2. The Preliminary and Final Plat of Princeton Residential Suites must be approved by the City Council.
3. The Site Plan Review for the 66-units and 100-units apartment complex on this property must be approved by the Planning Commission.
4. The Developer files two separate filings for an aeronautical study (FAA 7460-1) for both the permanent structure and the temporary crane/equipment needed to erect the structure.

**Conclusion / Recommendation:**

If the Final Plat guidelines in the Zoning and Subdivision Ordinance standards are met, therefore staff would recommend the Planning Commission recommend approval of Princeton Residential Suites Final Plat and forward the recommendation to the City Council for their review with the following conditions:

1. The applicant shall follow the final plat procedures identified in the Subdivision Ordinance.
2. City Engineer’s comments and conditions shall be met on memo dated November 8<sup>th</sup>, 2023 and notes on the utility plans followed.
3. Any other conditions as recommended by staff, the Princeton Public Utilities, Princeton Public Works, Planning Commission, and City Council.
4. Execution of a Performance Bond and/or a Developer’s Agreement with the City prior to any work on the site.
5. Park Dedication Fee’s will be paid at the time of submittal of the building permit for each building.
6. All conditions from the Preliminary Plat approval be followed.

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

Jennifer Edison, PE – WSB City Engineer  
Gianna Turturillo, PE - WSB  
November 8<sup>th</sup>, 2023

**DRAFT**

Re: Rum River Suites 3<sup>rd</sup> and 4<sup>th</sup> Addition Site Plan Review

We have reviewed the following documents submitted for the Rum River Suites 3<sup>rd</sup> and 4<sup>th</sup> Addition in Princeton, MN by Bogart, Pederson & Associates, Inc. on October 25, 2023:

- Princeton Residential Suites Civil Set 10-24-2023
- Princeton Residential Suites Stormwater Report 10-24-2023
- BPA Responses to Review 2 – 10252023
- Complete Princeton Residential Suites Stormwater Maintenance Agreement
- 22-047.01 Rum River Suites – Combined

Please note that comments in red are either new or else refer to previous comments that were not addressed.

### General Comments

1. Prior to work starting, a temp easement must be signed by the parties. The language in the easement should terminate upon the replatting of the next phase. **WSB leaving comment here until easement is signed.**
2. Proof of NPDES permit coverage will be required prior to the start of construction. **WSB leaving comment here until permit coverage is obtained.**

### Plans

1. **Add valves to the end of stubbed watermain to ensure the site will not need a water shut off in order to make the connection.**
2. **Clean up the labeling for the watermain. See attached comments for Sheet 4.2 and 4.3.**

### Stormwater Management

1. Rate Control

**The total area in the existing and proposed HydroCAD model does not match. Existing total area is larger. Correct area to match one another.**

1. Volume Control

Following construction of infiltration areas, field testing of the area shall be completed by the project proposer and results submitted to the City for review to confirm the basin meets the design rate noted above. **Please adjust the overlapping text in the Grading Plan Notes on the Overall Grading Plan so that note number 12 is readable.**

2. Flood Control

**Provide an EOF elevation on SW Grading Plan (C3.3) where called out on previous 10-4-2023**

**EFO Routing Comments.**

**Modeling**

1. No comments.

**Operation and Maintenance**

1. No comments.

\*\*\*\*\*End of City Engineer Memo\*\*\*\*\*

Hallin asked Pat Brigg's if increasing the apartments would be where they would be decreasing two bedrooms apartments and adding more studio apartments.

Brigg's said they had an excessive amount of parking stalls so they are reducing the inside first floor parking on the north wing and instead adding additional apartments. He said he is currently building an apartment complex in Clearwater and that is what this building will look like. He believes phase four would be in 2026 or 2027.

HALLIN MOVED, SECOND BY OLIVER, TO APPROVE THE FINAL PLAT FOR PRINCETON RESIDENTIAL SUITES AND FORWARD THE RECOMMENDATION TO THE CITY COUNCIL WITH THE FOLLOWING CONDITIONS:

1. THE APPLICANT SHALL FOLLOW THE FINAL PLAT PROCEDURES IDENTIFIED IN THE SUBDIVISION ORDINANCE.
2. CITY ENGINEER'S COMMENTS AND CONDITIONS SHALL BE MET ON MEMO DATED NOVEMBER 8<sup>TH</sup>, 2023 AND NOTES ON THE UTILITY PLANS FOLLOWED.
3. ANY OTHER CONDITIONS AS RECOMMENDED BY STAFF, THE PRINCETON PUBLIC UTILITIES, PRINCETON PUBLIC WORKS, PLANNING COMMISSION, AND CITY COUNCIL.
4. EXECUTION OF A PERFORMANCE BOND AND/OR A DEVELOPER'S AGREEMENT WITH THE CITY PRIOR TO ANY WORK ON THE SITE.
5. PARK DEDICATION FEE'S WILL BE PAID AT THE TIME OF SUBMITTAL OF THE BUILDING PERMIT FOR EACH BUILDING.
6. ALL CONDITIONS FROM THE PRELIMINARY PLAT APPROVAL BE FOLLOWED.

UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

**D. Site Plan Review for 66 Units Apartment Complex and a 100 Units Apartment Complex**  
Mary Lou DeWitt, Comm. Dev. Zoning Specialist Memo:

**Background:**

Brigg's Companies has submitted Princeton Residential Suites Site Plan Review application. The Preliminary Plat, Variance, and Conditional Use Permit were reviewed and approved by the Planning Commission on September 18<sup>th</sup>, 2023. The Planning Commission meeting November



20<sup>th</sup>, 2023 will review the Final Plat as well as the Site Plan Review. The Final Plat approval will be one of the conditions for the Site Plan approval.

The Developer has proposed to construct market capacity apartments. On Lot 1 would be a 66-units apartment complex and Lot 2 an 100-units apartment complex. Each site would be three stories, approximately 48' feet in height with the 66-units building having 58 indoor parking stalls and 74 outdoor and the 100-units complex having 94 indoor parking stalls and 137 outdoor.

The Developer proposed to construct the apartment complex in two phases with the 66-unit apartment on Lot 1 being the first to construct. This complex will have 14 studios, 38 one bedrooms, and 14 two bedrooms. Phase two on the Lot 2 will consist of 32 studios, 42 one bedrooms, and 12 two bedroom units.

**Zoning:**

The site is in the R-3, Multiple Residential District. All setbacks are met.

Park Dedication Fee: The Developer would like to meet with the City on the fee's. The fees will need to be paid at the time of submittal of the building permit for each building.

The Fee Schedule has Residential Zone is \$1,800 per unit.

Lot 1, 66-unit apartment = \$118,800

Lot 2, 85-unit apartment = \$154,800 – This has since changed to 100-unit apartment building and the fee would be = \$180,000.

**Access:**

Access for Lot 1 will be from 19<sup>th</sup> Avenue South and access to Lot 2 will be from 21<sup>st</sup> Avenue South onto 3<sup>rd</sup> Street South. 19<sup>th</sup> Avenue South will end right at the southeast corner of Lot 1 with a temporary gravel turn around. Future plans are to extend 19<sup>th</sup> Avenue South (the road extension will be 3<sup>rd</sup> Street South) to 21<sup>st</sup> Avenue South when the next phase of development is planned.

**Parking:**

The entire parking area, including parking spaces and maneuvering lanes, shall be provided with a durable, dustless surface with specifications approved by the City Engineer. The parking area shall be hard-surfaced within one year from the date of the permit issued.

Lot 1, 66-unit apartment complex: The plans show 58 indoor parking stalls, 74 outside parking stalls and four of those are ADA parking spaces.

Lot 2, 100-unit apartment complex: The plans show 94 indoor parking stalls, 137 outside parking stalls, and four of those are ADA parking spaces. The 14 larger stalls will be leased to the tenants for recreational vehicles parking. The 44 stall garage has parking spaces outside each assigned garage space and will give the tenant the availability to have two vehicles at the

site.

**Fire Department:**

The Fire Chief is requesting Knox boxes at the front of each building and the Developer will arrange with the Fire Chief placement of the FDC hookups. Each apartment complex will have fire sprinkler system.

**Electrical:**

The electrical panel will be inside the buildings. The Developer shall provide Princeton Public Utilities with the electrical drawings for the building service connections. Also, complete the necessary forms, one for temporary service during construction and another for permanent service.

**Sidewalk:**

Multiple Family Area requires a 6-foot sidewalk wide and the plans have that. Sidewalk maintenance replacement and/or snow and ice removal shall be the responsibility of the property owner.

**Storm Water / Drainage Elevations:**

Please see City Engineer memo dated November 8<sup>th</sup>, 2023 and utility plans with City Engineer notes.

**Sewer and Water:**

Future additional development will require the completion of a water loop.

**Lighting:**

Off-street parking shall be illuminated to a minimum level of one (1) foot candle at ground level over the entire surface of the parking area. Wall packs are not permitted.

**Landscaping:**

Areas not covered by the buildings, concrete, or asphalt will be sodded or seeded, with over four inches of top soil. The trees should total at least 8 inches in diameter at installation and a mix of plantings around 50% of the exterior foot print of the buildings. Sodding and seeding must be completed prior to issuing a temporary certificate of occupancy. If because of weather conditions sodding and/or seeding is unadvisable by no later than July 1<sup>st</sup> of the following year. No plantings shall interfere with traffic visibility in the intersection sight distance triangle.

Lot 1 has a concrete patio that connects to a black chain link fenced in dog park with pea gravel on the northwest corner of the lot.

Lot 2 has a garden area on the northeast corner of the site enclosed by a retaining wall. The plans show a playground area on Lot 1 on the north side of the apartment building.

**DRAFT**

In the center of the site, between Lot 1 and Lot 2 is a stormwater pond that will also be a fishing pond. A play and recreational area are to the west of the fishing pond.

The site will have a 6' foot concrete sidewalk that connects to the entrance from 21<sup>st</sup> Avenue South and follows through the two apartment sites to link to Rum River Residential Suites (Phase 1 and 2 apartment site) sidewalk to First Street.

**Bike Rack:**

There will be a bike rack near the front entrance of the buildings.

**Trash Area:**

Lot 1 will have an indoor trash room located inside the apartment site. The dumpster will be rolled out to the parking area on pickup days.

Lot 2 the trash enclosure will be located at the southwest area of the lot by the 20 garage parking stalls.

**Building Materials:**

The exterior façade would include a combination of Horizontal & Vertical 5" EDCO steel siding & cultured stone at the main entrances. All trims including garage doors, soffit, fascia, to include aluminum wrap accents.

All rooftop mechanicals shall be screened with materials that are architecturally compatible with the building. All ground level mechanicals (air conditions units, electrical boxes, etc.) shall be screened with shrubs or an approved fence.

**Signage:**

The Developer has not submitted signage. If in the future the applicant is asking for a monument signage at the entrance of the development, it will have to be reviewed by the Planning Commission prior to the building permit submittal.

Stop signs will be placed at Lot 1 when leaving the parking lot and entering 19<sup>th</sup> Avenue South and at Lot 2 accessing 3<sup>rd</sup> Street South to 21<sup>st</sup> Avenue South.

**Conclusion / Recommendation:**

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

1. All necessary building permit applications need to be submitted and approved by the Building Inspector prior to building.
2. When work on the site begins, the work shall be carried on with minimum of interference with traffic.

3. The Developer shall replace in-kind or better all streets, curbs, and sidewalks disturbed by this operation.
4. Applicant will contact Public Works Department and Princeton Public Utilities for the connections for water, electrical, sewer, transformers, and utility meters.
5. Signage will need to be reviewed and approved by staff and the Building Inspector prior to approval of the building permit.
6. If digging in the street to hookup for sewer or water is needed, the applicant will need to take out a Digging Permit and put down the escrow amount.
7. Applicant shall meet the City Engineer's requirements in memo dated November 8<sup>th</sup>, 2023 and the utility plans with City Engineer notes.
8. Applicant will arrange with Fire Department to purchase Knox boxes for each building and the placement as well as placement of FDC hookups.
9. The sodding or seeding must be completed prior to issuing a certificate of occupancy. If because of 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 1<sup>st</sup> of the following year.
10. The parking area shall be hard-surfaced within one year of the date the permit is issued. If because of weather conditions the hard-surface is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1<sup>st</sup> of the following year.
11. The final approval of the Princeton Residential Suites Preliminary Plat and Final Plat by the City Council will be a condition of approval for the Site Plan.
12. 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), Sewer and Water Trunk Fees.

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

HALLIN MOVED, SECOND BY OLIVER, TO APPROVE THE SITE PLAN REVIEW FOR 66 UNITS APARTMENT COMPLEX AND AN 100 UNITS APARTMENT COMPLEX FOR PRINCETON RESIDENTIAL SUITES WITH THE FOLLOWING CONDITIONS:

1. All necessary building permit applications need to be submitted and approved by the Building Inspector prior to building.

2. When work on the site begins, the work shall be carried on with minimum of interference with traffic.
3. The Developer shall replace in-kind or better all streets, curbs, and sidewalks disturbed by this operation.
4. Applicant will contact Public Works Department and Princeton Public Utilities for the connections for water, electrical, sewer, transformers, and utility meters.
5. Signage will need to be reviewed and approved by staff and the Building Inspector prior to approval of the building permit.
6. If digging in the street to hookup for sewer or water is needed, the applicant will need to take out a Digging Permit and put down the escrow amount.
7. Applicant shall meet the City Engineer's requirements in memo dated November 8<sup>th</sup>, 2023 and the utility plans with City Engineer notes.
8. Applicant will arrange with Fire Department to purchase Knox boxes for each building and the placement as well as placement of FDC hookups.
9. The sodding or seeding must be completed prior to issuing a certificate of occupancy. If because of weather conditions sodding and/or seeding is inadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1<sup>st</sup> of the following year.
10. The parking area shall be hard-surfaced within one year of the date the permit is issued. If because of weather conditions the hard-surface is inadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1<sup>st</sup> of the following year.
11. The final approval of the Princeton Residential Suites Preliminary Plat and Final Plat by the City Council will be a condition of approval for the Site Plan.
12. 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), Sewer and Water Trunk Fees.

UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

**COMMUNICATIONS AND REPORTS:** None

MOLLER MOVED, SECOND BY HALLIN, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:30 P.M.

ATTEST:

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Dan Erickson, Chair

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Mary Lou DeWitt, Comm. Dev. Zoning Specialist