



**DRAFT**

**THE REGULAR MEETING FOR THE PLANNING COMMISSION BOARD HELD ON DECEMBER 18<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 Victoria Hallin, Jim Oliver, Scott Moller (Per Zoom) and Gene Stoeckel (Princeton Township Rep). Staff present were Mary Lou DeWitt (Comm. Development Zoning Specialist) and Stacy Marquardt (Comm. Dev. Planner).

Absent was Eldon Johnson.

**APPROVAL OF MINUTES OF REGULAR MEETING ON NOVEMBER 20<sup>TH</sup>, 2023**

HALLIN MOVED, SECOND BY OLIVER, TO APPROVE THE MINUTES OF NOVEMBER 20<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.

**PUBLIC HEARING:**

**A. Rezoning of the proposed Spire Credit Union from B-2 District to B-3 District**

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

**Background:**

Patrick McCann representative for Spire Credit Union has applied for rezoning of the property site of 905 Rum River Drive South (to be platted as Lot 1, Block 1, Tiger Blvd. Addition) that is currently zoned as B-2, Neighborhood Business District to B-3, General Commercial Business District. The proposed address to the site when it is being built will be 602 Tiger Blvd.

Spire Credit Union is in the process of purchasing the property with the contingency that the Preliminary Plat & Final Plat as well as the Site Plan Review were approved. The reasoning behind the rezoning change is the applicant would like to place a larger pylon sign at their new site. The applicant had applied for a Variance application for the November 20<sup>th</sup>, 2023 Planning Commission meeting to request for a pylon sign that would be higher in height and larger maximum sign area permitted in the B-2 District. The Planning Commission denied the Variance request because it did not meet the Findings of Fact practical difficulties in complying with the Zoning Ordinance. The Planning Commission mentioned to the applicant that the sign request would be permitted in the B-3 Zoning District.

**Analysis:**

The intent of the B-3, General Business District is to create an area to serve the commercial and service needs of the general population. The objective is to provide service needs of the general population. The objective is to provide services to both pedestrian and vehicular traffic

and to accommodate those businesses which require large areas for off-street parking or generate substantial traffic originating from outside the community.

**B-3 General Commercial District – Permitted Uses**

Any use permitted in B-1 and B-2 Districts. The B-1 District permitted use “Professional services including banks (with/without drive thru services)”.

On November 20<sup>th</sup>, 2023 the Planning Commission approved the Site Plan for Spire Credit Union building. The setbacks for the B-3 District are less extensive as they are with the B-2 District. This rezoning would not affect the Site Plan Review.

**Rezoning Review Standards:**

Many communities utilize the following factors as review standards in rezoning requests, which are being provided as information:

1. The proposed action has been considered in relation to the specific policies and provisions and has been found to be consistent with the official City Comprehensive Plan.
2. The proposed use is or will be compatible with present and future land uses of the area.
3. The proposed use conforms with all performance standards contained in this code.
4. The proposed use can be accommodated with existing public services and will not overburden the city’s service capacity.
5. Traffic generation by the proposed use is within capabilities of streets servicing property.

**Conclusion / Recommendation:**

Based on the above analysis, staff recommends the Planning Commission approve the rezoning of the property site located at 905 Rum River Drive South (and will be addressed at the time of building to 602 Tiger Blvd.) to be platted as Lot 1, Block 1, Tiger Blvd. Addition from B-2, Neighborhood Business District to B-3, General Commercial Business and forward the recommendation to the City Council to hold a first reading on December 28<sup>th</sup>, 2023.

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

DeWitt gave an overview of the rezoning application. If the Planning Commission approves the rezoning request as well as final approval by City Council, the applicant may go ahead and submit plans and a building permit for the 36’ foot high pylon sign with the 150’ square foot total sign area for approval by staff and the Building Inspector. A separate motion would be needed for the pylon signage.

HALLIN MOVED, SECOND BY ERICKSON, TO OPEN THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

There were no questions from those present at the meeting.

HALLIN MOVED, SECOND BY ERICKSON, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

HALLIN MOVED, SECOND BY ERICKSON, TO APPROVE THE REZONING OF THE PROPERTY SITE LOCATED AT 905 RUM RIVER DRIVE SOUTH (AND WILL BE ADDRESSED AT THE TIME OF BUILDING TO 602 TIGER BLVD.) TO BE PLATTED AS LOT 1, BLOCK 1, TIGER BLVD. ADDITION FROM B-2, NEIGHBORHOOD BUSINESS DISTRICT TO B-3, GENERAL COMMERCIAL BUSINESS DISTRICT AND FORWARD THE RECOMMENDATION TO THE CITY COUNCIL TO HOLD A FIRST READING ON DECEMBER 28<sup>TH</sup>, 2023. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission reviewed the Findings of Fact:

1. Is the zoning amendment consistent with the Princeton Land Use Plan? Yes.
  2. Have there been changes in the character of development in the vicinity? No.
- Based on the findings, a recommendation to approve the zoning amendment will be made to the Princeton City Council.

HALLIN MOVED, SECOND BY ERICKSON, THAT IF THE CITY COUNCIL APPROVES THE REZONING REQUEST OF LOT 1, BLOCK 1, TIGER BLVD ADDITION TO B-3, GENERAL COMMERCIAL BUSINESS DISTRICT, STAFF CAN REVIEW THE PROPOSED PYLON SIGN OF 36' FEET HIGH AND 150' SQUARE FOOT TOTAL SIGN AREA FOR BUILDING PERMIT APPROVAL. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Maytag Laundromat Pylon Sign**

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

**Request:**

RDF Inc., owner of the Maytag Laundromat, has submitted a permit application for a pylon sign at their new site of 210 19<sup>th</sup> Avenue North. The site is located at Lot 5, Block 2, Rivertown Crossing along 19<sup>th</sup> Avenue North.

**Zoning Provisions:**

The property is located in the B-3, General Commercial Business Zoning District. Pylon signage requires the Planning Commission review and approval.

In the B-3 District the maximum sign area permitted is 150 square feet and maximum sign height of 60 feet.

The proposed total sign area is 72' square feet and the maximum sign height is 26' feet.

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.

Comment: The proposed pylon sign is supported by one pole and the plans are stamped by a licensed professional Engineer.

2. Ten feet of clearance shall exist between grade levels and the bottom of the sign.

Comment: The grade level of the internally lit sign has approximately 20' feet of clearance of the bottom of the sign and ground.

3. The sign cannot be attached to any building or structure and must be a minimum of 15 feet from any surrounding buildings or structures.

Comment: The pylon sign will be over 25' feet from the building.

4. The sign must be located on the property where the business advertised is located, except for highway billboard advertising.

Comment: The pylon sign will be on the business property being advertised.

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

Comment: The pylon sign will be on the property site and not extend over public sidewalks or streets.

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

Comment: There will be only one pylon sign on the lot.

**Conclusion / Recommendation:**

The proposed pylon signage meets the zoning requirements and staff would recommend approval of the sign permit based on the conditions:

- 1. Pylon Sign Zoning Ordinance requirements are met.
- 2. A building permit is approved prior to installation with Engineer signed approval on the plans.

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

HALLIN MOVED, SECOND BY OLIVER, TO APPROVE THE PROPOSED PYLON SIGN FOR MAYTAG LAUNDROMAT AT 210 19<sup>TH</sup> AVENUE NORTH WITH THE FOLLOWING CONDITIONS:

- 1. PYLON SIGN ZONING ORDINANCE REQUIREMENTS ARE MET.
- 2. A BUILDING PERMIT IS APPROVED PRIOR TO INSTALLATION WITH ENGINEER SIGNED



APPROVAL ON THE PLANS.

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

**B. TIF No. 9-4 Residential Suites Phases 3 and 4**

Resolution of the Planning and Zoning Commission finding the modification to the development program for Development District No. 9 and the Tax Increment Financing Plan for Tax Increment Financing District (Housing) No. 9-4 (Residential Suites Phases 3 and 4) conform to the general plan for the development and redevelopment of the city.

Marquardt said the application from Briggs Company to complete phase 3 and 4. Financial Assistance guidance with Northland Services to move this project forward with the City and Developer.

Hallin asked if the first two phases were on TIF also.

Marquardt said yes.

HALLIN MOVED, SECOND BY OLIVER, TO APPROVE #23-13 RESOLUTION OF THE PLANNING AND ZONING COMMISSION FINDING THE MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 9 AND THE TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT (HOUSING) NO. 9-4 (RESIDENTIAL SUITES PHASES 3 AND 4) CONFORM TO THE GENERAL PLAN FOR THE DEVELOPMENT AND REDEVELOPMENT OF THE CITY. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**COMMUNICATIONS AND REPORTS:**

**A. January and February 2024 PC Meeting Dates Change**

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

Each year the Planning Commission reschedules their January and February Planning Commission meeting in observance of Martin Luther King Jr. Day and President's Day.

In the past the Planning Commission Board decides what meeting date would work best for them, if it is the Tuesday after or the following Monday. With the School District now sharing the Council Room, their School Board meetings are held the Tuesday after the Planning Commission meeting.

A motion for the date change would be in order for the following dates:

January 22<sup>nd</sup>, 2024

February 26<sup>th</sup>, 2024

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

Marquardt asked if the Planning Commission would like to move their meeting time earlier than 7:00 P.M.

The Planning Commission agreed that the meeting time should stay at 7:00 P.M. to accommodate public hearings for those that receive the notices.

HALLIN MOVED, SECOND BY OLIVER, TO APPROVE THE PLANNING COMMISSION MEETING FOR JANUARY 22<sup>ND</sup>, 2024 AND FEBRUARY 26<sup>TH</sup>, 2024 BECAUSE OF THE HOLIDAYS THAT FALL ON THE REGULAR SET MEETING DATES FOR THOSE TWO MONTHS. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

HALLIN MOVED, SECOND BY OLIVER, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:26 P.M.

ATTEST:

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Dan Erickson, Chair

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Mary Lou DeWitt, Comm. Dev. Zoning Specialist