
MEMORANDUM



TO: Mayor & City Council
FROM: Mary Lou DeWitt, Comm. Dev. Zoning Specialist
SUBJECT: **Site Plan Review for Eastey Auto Sales and General Auto Repair Site at PID #24-032-5004**
DATE: July 2nd, 2024

This is informational only – no action required

Background:

Sam Eastey, applicant submitted a Site Plan Review application for the construction of an independent auto dealer's office building with the square footage of 9,104 and two auto repair buildings, each with the square footage of 9,492. The site is located at PID #24-032-5004, north side of 18th Street.

Zoning:

The site is currently in the process to be rezoned to the B-3, General Commercial Business District. Automobile and Truck Repair along with Automobile and Recreational Sales and Service are a permitted use with a Conditional Use Permit for each use.

Yard Requirements For B-3 District

	All Uses
A. Lot area minimum	10,000 sq. ft. (or existing lots of record as of date of passage of this ordinance)
B. Lot width minimum feet	75 feet
C. Maximum lot coverage	60%
D. Front yard minimum	20 feet ¹
E. Side yard minimum	5 feet ²
F. Rear yard minimum	20 feet ³
G. Maximum height	30 feet ⁴

Impervious Coverage – 71.3%. All setbacks have been met.

Auto Sales Office Building:

The objective of this project is to provide adequate operating space for start up independent car dealers and start up small businesses commercial working space to operate, advertise, grow and network their business. These mini offices and independent dealers are normally one person operations.

These micro-offices have become very popular after covid when a large part of our economic system proved it did not need a large site to operate their business. Each independent auto dealer has independent entries to their space and five dedicated parking stalls for their business dealings. The state requires license holders to operate four hours per week and each dealer must have its own entry door to the office with signage on the door with the business name, business hours – and address. There will be a community mailbox where each office will be given a suite identity address and individual mailbox.

This office is the first building when you enter the site. The size of the building is 9,104 square

foot and host 34 leased offices, a conference room, a common space, and four restroom facilities.

MN Dealers License Requirements:

Anyone who has leased or sold more than five motor vehicles, either wholesale or retail, in a twelve-month period is considered to be in the business of buying and selling motor vehicles and is required to be licensed.

The applicant will schedule to have each MN Dealers License Zoning Verification with staff and pay any fees that may apply.

General Auto & Pickup Truck Repair Buildings:

The two auto repair buildings would be built behind the office area, one on the west side of the lot and the other on the east side of the parcel. The size of each building is 9,492 square feet with 10 shops and a wash bay in each building. Each unit in the shop will be leased and two parking stalls will be provided for each unit.

Parking:

There is a total of 308 parking stalls. Each of the 34 offices must have five parking stalls per MN Auto Licensing. There will also be one extra stall for each office staff. These parking stalls will be designated and marked for each office. 40 stalls are dedicated for the shops, where each shop has two stalls (one for staff and one for customers). There are also 31 stalls for customer parking. The applicant has provided extra parking spaces for the facility. There is a total of four ADA parking stalls, two in the front of the office and two in the rear.

Fire Department:

The applicant will coordinate with the Fire Chief to acquire a Knox Box for the main door of the office building and placement of it. The painted striped markings “no parking” on pavement at the corners of the buildings should have no parking signs. The plans show the fire truck turning movement and the Fire Chief has approved the plans. A hydrant will be added to the rear of the office building where it will be placed in the center of the parking lot on an island.

Trash:

The 16’ x 11’ trash enclosure is located on the east side of the site by the shop building. The dumpster will be placed on a hard surface and have fencing around it.

Lighting:

Light poles are placed throughout the parking areas for night visibility and safety.

Landscaping:

The Ordinance states 25% of the land area be sodded and landscaped and 3% of the internal parking area be landscaped. The plans show 26.9% of green space and 3.1% green space for internal parking. There will be a placement of 24 deciduous trees, 5 coniferous trees, 41 shrubs, and a combination of 96 perennials and ornamental grasses positioned through the site.

Grass and weeds will need to be maintained to a minimum of 6” inches in height.

Building Materials:

The buildings will be a framed building with Hardie Board siding.

Sewer and Water Connection:

The connection to sewer and water will be off from First Street/18th Street. The contractor will coordinate all the utility services with both the civil and mechanical plans prior to construction with Princeton Public Utilities and Princeton Public Works.

Sewer and Water Truck fee's will be the Developers expense to pay.

Utilities:

The applicant will need to contact Princeton Public Utilities for electrical services.

Stormwater:

The City Engineer reviewed the plans and submitted a memo May 14th, 2024 with comments that needed to be addressed. Confirmation that the items have been addressed are on the memo dated June 10th, 2024.

Signage:

The applicant would like to have a monument sign at the entrance of the site and will submit for staff review at a later date and staff will bring that to the Planning Commission for final approval. All signage will need to have building permit approval prior to installation.

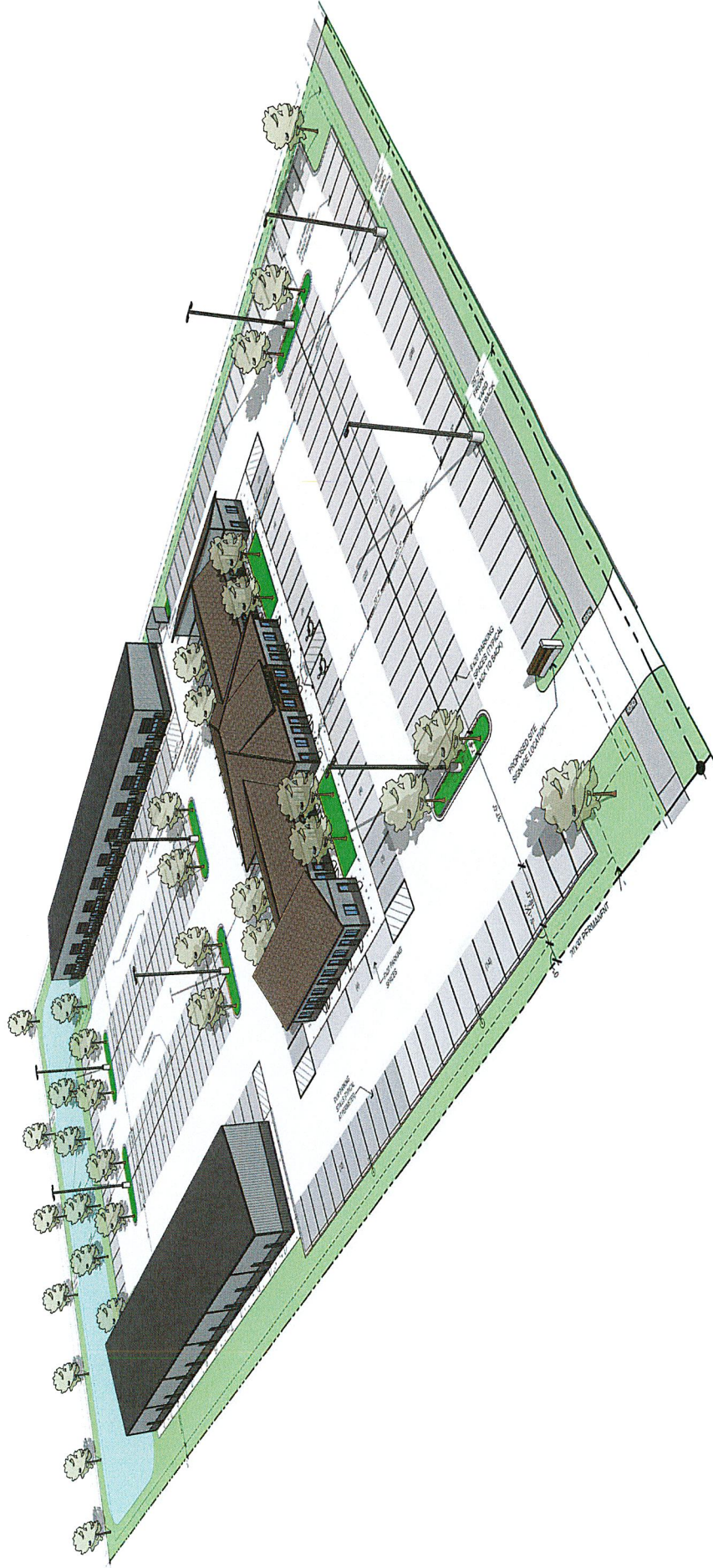
Recommendation:

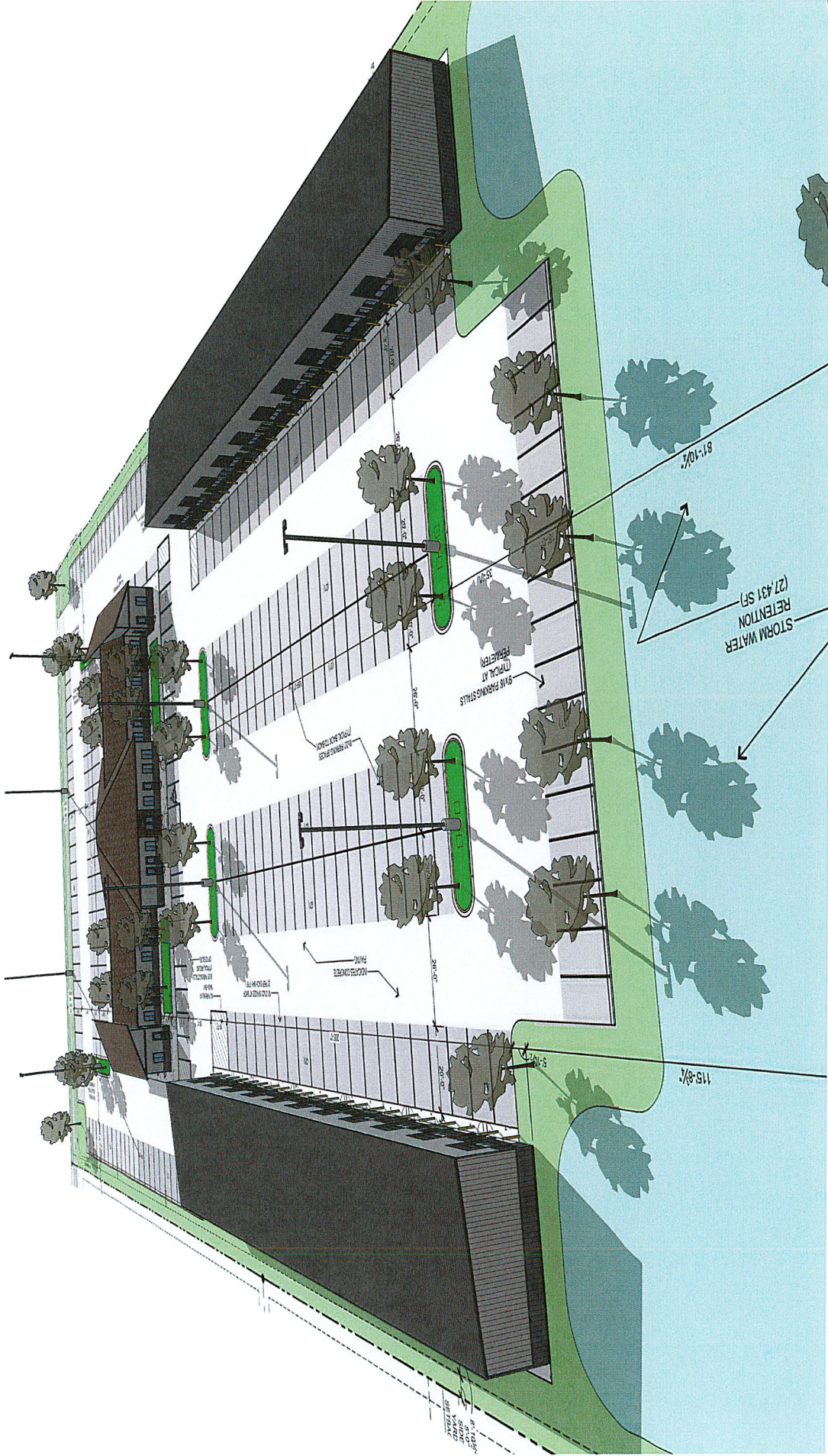
A Special Planning Commission meeting on July 1st, 2024 the Planning Commission reviewed the Site Plan for Eastey's Auto Sales and General Auto Repair site located at PID #24-032-5004 and approved the Site Plan Review with the following conditions:

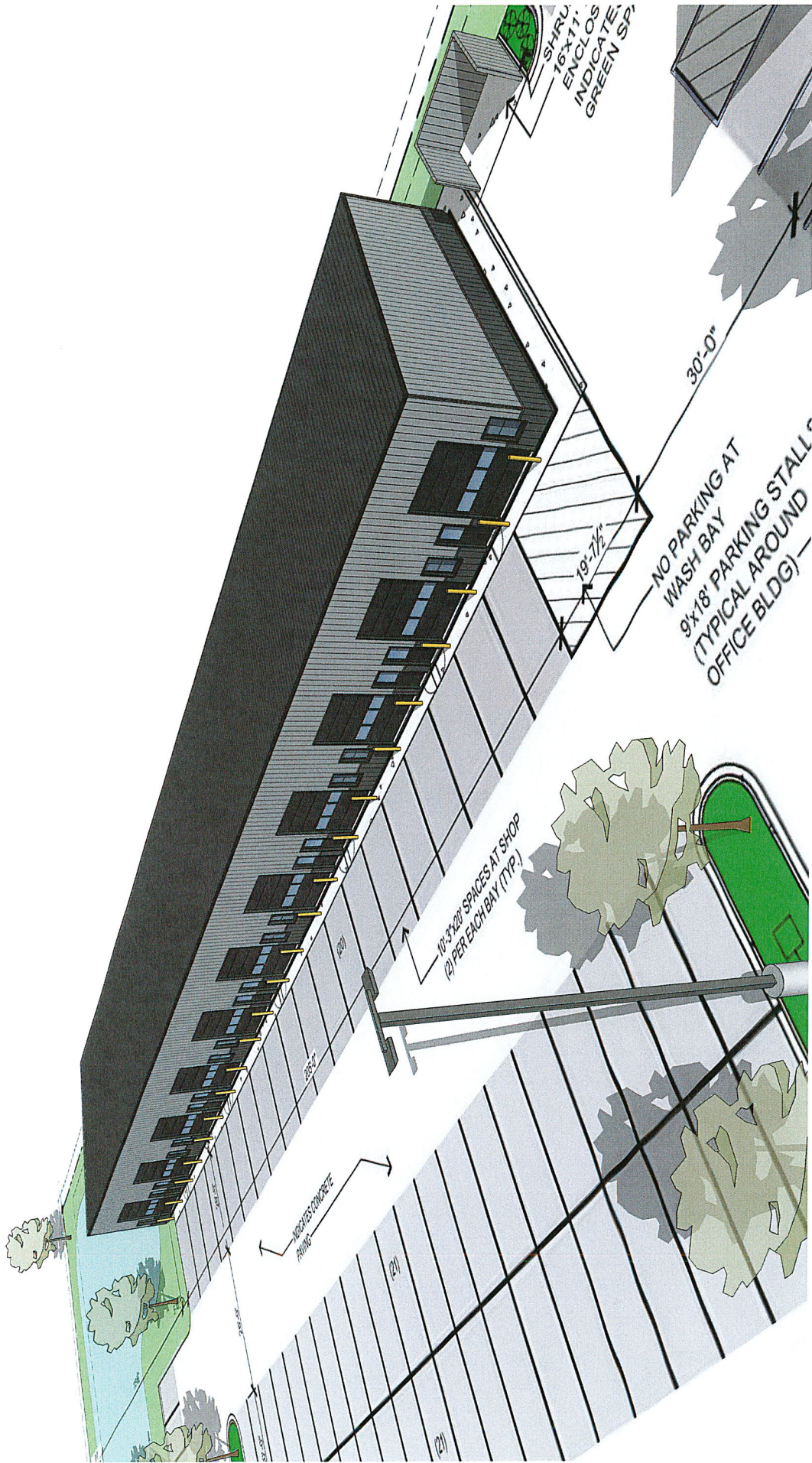
1. No parking signs be placed where no parking is marked on pavement.
2. Knox Box be placed on the office building in coordination with the Fire Chief.
3. The plans reflect the conditions and conclusions of the City Engineer's memos of May 14th, 2024 and June 10th, 2024.
4. The work shall be carried on with minimum of interference with traffic.
5. The grass area of the lot shall be maintained for grass/weeds to be kept 6" inches or under.
6. The applicant will contact Public Works Department and Princeton Public Utilities for the connections for water, electric, sewer, and utility meters.
7. If due to weather conditions the sodding and/or seeding and driveway asphalt installation is unadvisable a separate escrow deposit for each be submitted prior to issuance of Certificate of Occupancy.

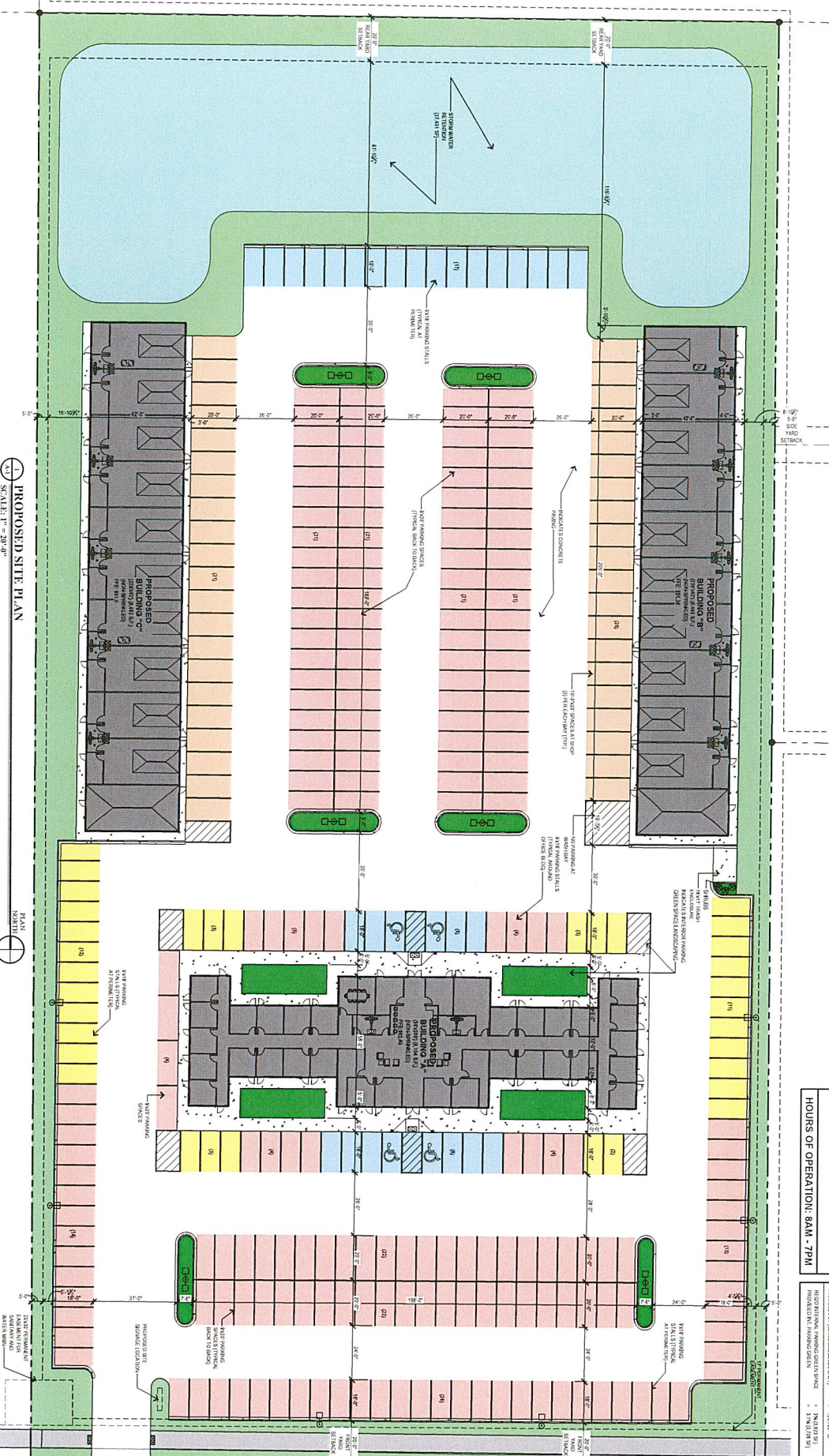
8. The applicant will contact Gopher State One prior to construction for location of existing utilities.
9. The applicant shall replace in-kind or better all streets, curbs, trails, and sidewalks disturbed by this operation.
10. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: Building Permit, Water Access Charge (WAC) and Sewer Access Charge (SAC) Trunk Fees, Right-of-Way Permit if digging in the street, Digging Permit, and future sign permit.
11. The applicant will schedule to have each MN Dealers License Zoning Verification with staff and pay any fees that may apply.
12. Applicant will coordinate the placement of the facility mailbox with Princeton Post Office and Mille Lacs County.
13. The applicant will contact Mille Lacs County for any permits they require for building at this site.











1. PROPOSED SITE PLAN
SCALE: 1" = 20'-0"

PLAN NORTH

NOT FOR CONSTRUCTION FOR ESTIMATING PURPOSES ONLY

SHEET NUMBER
A-1

PROPOSED
SITE PLAN

INDEPENDENT DEALERS UNITED
PRINCETON, MINNESOTA

SPEC. OFFICE/SHOP SPACES

Hammers Construction
 DESIGN / BUILD / CONSTRUCTION MANAGEMENT
 COMMERCIAL / AGRICULTURAL / INDUSTRIAL
 P.O. BOX 148 44534 HWY WEST AVE. PERHAM, MN 56773
 PHONE: (218) 346-2196 - FAX: (218) 346-2998 - WWW.HCI-MN.COM

PARKING CALCULATIONS		AREA CALCULATIONS	
REQUIRED	38 STALLS	PROPOSED TOTAL SQUARE FOOTAGE	45,000 SF
AVAILABLE	100 STALLS	PROPOSED BUILDING SQUARE FOOTAGE	45,000 SF
UNAVAILABLE	0 STALLS	PROPOSED OFFICE SQUARE FOOTAGE	15,000 SF
AVAILABLE	100 STALLS	PROPOSED SHOP SQUARE FOOTAGE	30,000 SF
AVAILABLE	100 STALLS	TOTAL PROPOSED SQUARE FOOTAGE	45,000 SF
AVAILABLE	100 STALLS	AVAILABLE SQUARE FOOTAGE	45,000 SF
AVAILABLE	100 STALLS	REMAINING SQUARE FOOTAGE	0 SF
AVAILABLE	100 STALLS	REMAINING SQUARE FOOTAGE	0 SF

HOURS OF OPERATION: 8AM - 7PM		PROJECT #	
REQUIRED	100 STALLS	24-180	DATE
AVAILABLE	100 STALLS	DATE	05/22/24
UNAVAILABLE	0 STALLS	REVISIONS	
AVAILABLE	100 STALLS	THIS DRAWING AND ALL INFORMATION CONTAINED HEREIN IS THE PROPERTY OF HAMMERS CONSTRUCTION INC. ALL RIGHTS ARE RESERVED. NO PART OF THIS DRAWING SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS WITHOUT THE WRITTEN CONSENT OF HAMMERS CONSTRUCTION INC.	

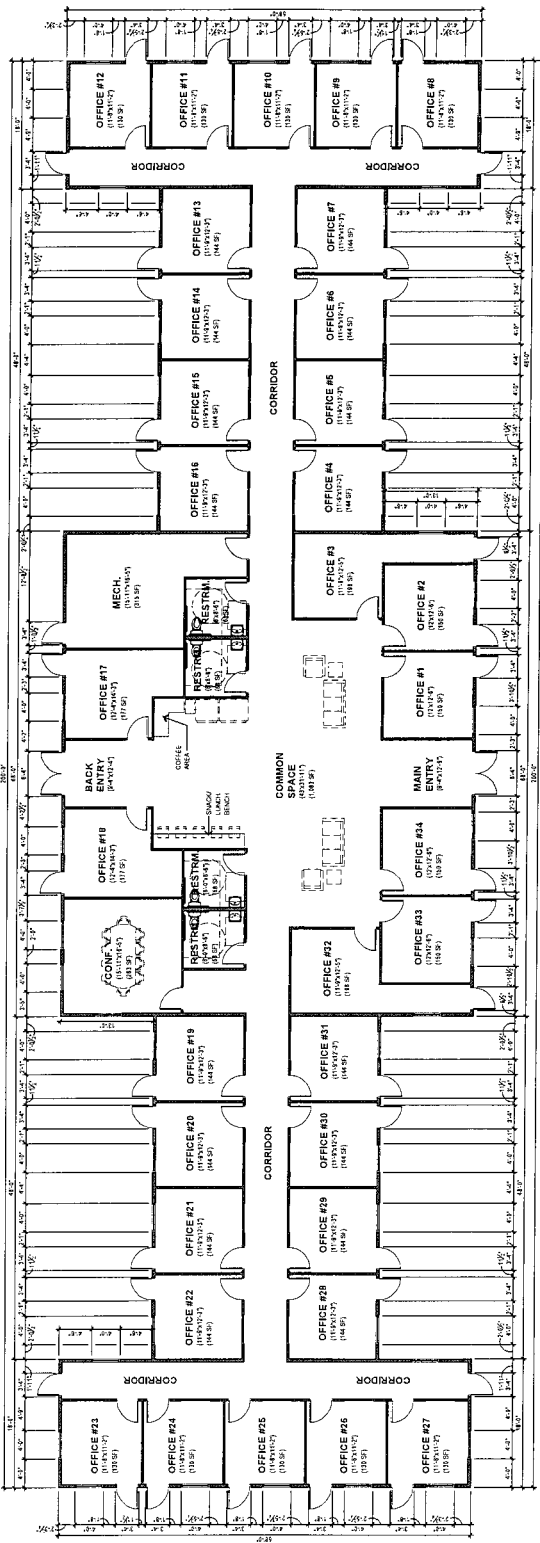
THIS IS A PRELIMINARY NOT TO BE USED FOR CONSTRUCTION. THE DRAWING AND ALL INFORMATION CONTAINED HEREIN ARE THE PROPERTY OF HAMMERS CONSTRUCTION. NO PART OF THIS DRAWING OR INFORMATION CONTAINED HEREIN IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. WITHOUT THE WRITTEN PERMISSION OF HAMMERS CONSTRUCTION, INC.

PROJECT # 24-183
 DATE 05/22/24
 DRAWN BY: AJS
 REVISIONS:
 REASON:
 DATE 05/22/24
 REGISTERED ARCHITECT
 OR ENGINEER AND
 MEAN FOR PROJECT
 PRINTING ONLY.
 Hammers Construction, Inc.
 10000 Highway 101, Suite 100
 Minneapolis, MN 55426
 Phone: (763) 424-2998
 Fax: (763) 424-2998
 WWW.HC.MN.COM

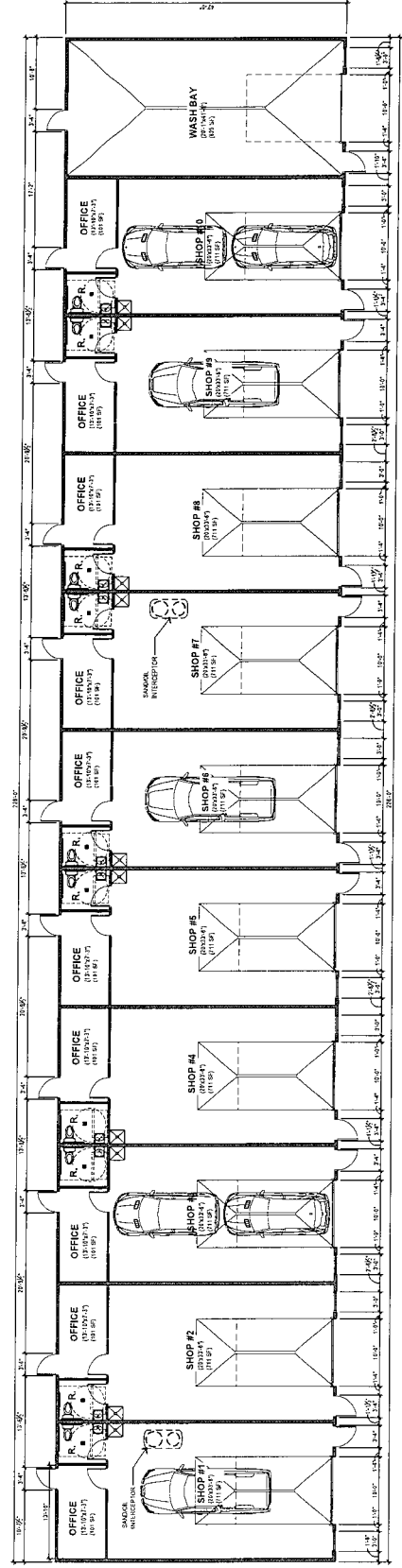


INDEPENDENT DEALERS UNITED
 PRINCETON, MINNESOTA
 SPEC. OFFICE/SHOP SPACES

PROPOSED FLOOR PLANS
 SHEET NUMBER: A-2



PROPOSED OFFICE BUILDING "A" FLOOR PLAN
 SCALE: 1/8" = 1'-0"
 3,104 SF



PROPOSED SHOP BUILDING "B" & "C" FLOOR PLAN
 SCALE: 1/8" = 1'-0"
 3,492 SF

NOT FOR CONSTRUCTION FOR ESTIMATING PURPOSES ONLY

Memorandum

To: Mary Lou DeWitt – City of Princeton

From: Jennifer Edison, PE – WSB
Laura Rescorla, PE – WSB
Emma Rae Roberts, EIT – WSB

Date: May 14, 2024

Re: Eastey Commercial Development Stormwater Review
WSB Project No. 025489-000

We have received the following documents submitted for the Eastey Commercial Development in Princeton, MN by Bogart, Pederson & Associates, Inc. on April 29, 2024.

- *24-0127.00 Eastey Commercial Development - Princeton_Civil Plans_04292024.pdf*
- *24-0127.00 Eastey Commercial Development Stormwater Report 4.19.2024.pdf*
- *Eastey Development_042524.pdf*

We have the following comments with regards to stormwater management:

Civil Plan Comments

1. See attached redlined plan for plan comments outside of stormwater management comments.

Rate Control

1. Submit design calculations for the 1-year storm event.
2. Verify impervious coverage of drainage area PR-1. It appears to be greater than the 73% used in the HydroCAD modeling.
3. Measures should be taken to limit runoff rates generated by any new development to a maximum of 0.07 cfs per acre for the 100-yr rainfall event and 0.05 cfs per acre for the 10-yr rainfall event.
 - a. Currently, this requirement is met for the 10-yr event. At a minimum, the post-development runoff rates shall be less than or equal to the pre-development runoff rates to each discharge point.

Volume Control

4. Per the NPDES Construction Stormwater General Permit, infiltration systems must be designed to discharge all stormwater (including stormwater in excess of the water quality volume) routed to the system within 48 hours. Permittees must route additional flows that cannot infiltrate within 48 hours to bypass the system through a stabilized discharge point.
 - a. With the only outlet 987.60, the current design does not meet this requirement.
5. Label the bottom elevation and the HWL elevation of the proposed infiltration basin.
6. Note: 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.

Storm Sewer

7. Include a storm sewer schedule (structure number, manhole size, proposed casting, etc.).
8. When possible, match pipe crowns when the pipe size increases.
9. Full flow velocity of pipes shall be between 3 fps and 10 fps (see pipe 103 to 104).
10. Verify the inlet capacity of the catch basin grate for STMH 108 and 109. It appears that 3.9 and 2.9 cfs are entering the storm sewer pipes at these locations and additional inlet capacity may be needed.
11. Clarify whether STMH 104 will have a manhole or catch basin casting; it is shown as a manhole on the plans, but the storm sewer computations include an area draining to it (presumed that it would have a catch basin casting).
12. Verify the constructability of your structure depths. I don't believe you can fit an 18" pipe into a 3ft deep structure once you include the pipe thickness and top slab a minimum of 2 adjusting rings and a casting.

Erosion Control and SWPPP

13. Ditch checks shall be placed every 50 feet in the east ditch, and every 45 feet in the west ditch due to slope conditions.



Memorandum

To: Mary Lou DeWitt – City of Princeton
From: Jennifer Edison, PE – WSB
Date: June 10, 2024
Re: Eastey Commercial Development
WSB Project No. 025489-000

We have received the following documents submitted for the Eastey Commercial Development in Princeton, MN by Bogart, Pederson & Associates, Inc. on June 6, 2024.

- *Civil Plans 6/6/2024*
- *BPA Response to 05-30-2024 Review*

The engineering review is complete, and all comments have been addressed. The plans dated June 6, 2024 are approved for construction.