NORWOOD nya YOUNG AMERICA

Norwood Young America Planning Commission
Tuesday, February 17, 2015
Norwood Young America City Council Chambers, 310 Elm St. W.
7:00 p.m.
AGENDA

Craig Heher Chairperson

Bill Grundahl Vice-Chair

Karen Hallquist

JR Hoernemann

Mark Lagergren

Jim Keller, Council Liaison

1. Call to Order
   Pledge of Allegiance
2. Adoption of Agenda
3. Approve Minutes – January 20 and 29, 2015 meetings
4. Public Hearing
   A. Rezoning Application: Grady Kruse Mini-Storage
   B. Accessory Structures: Zoning Code Amendment
6. Old Business
   A. Accessory Structures: Zoning Code Amendment Action
   B. Home Occupations Zoning Code Amendment: Draft Ordinance
7 New Business
   A. Rezoning Application Action: Grady Kruse Mini-Storage
   B. Follow up from Joint meeting with City Council
8. 2015 Goals & Objectives
9. Monthly Building Permit Report
10. Commissioner's Reports
11. Adjourn

UPCOMING EVENTS

February 23rd 6:30 p.m. – City Council Meeting – PC Rep. – Mark Lagergren
March 9th 6:30 p.m. – City Council Meeting – PC Rep. – Mark Lagergren
March 11th 6:30 p.m. – EDC meeting – PC Rep. – Craig Heher
March 17th 5:30 p.m. – Parks & Rec. Comm. Meeting – PC Rep. – Karen Hallquist
March 17th 7:00 p.m. – Planning Commission Regular Meeting

Norwood Young America
Planning Commission Minutes
January 20, 2015

Present: Commissioners Craig Heher, Bill Grundahl, Karen Hallquist, JR Hoernemann, Mark Lagergren, and Council Liaison Jim Keller.

Absent: None.

Public: Bill Gahl, Jean Gahl, Mike Gahl, Laurie Hilgers, Curt Walsh, Marty Campion, Brenda Schmitz, Travis Pedersen, and Kunal Relwani.

Staff: City Engineer Kreg Schmidt, City Administrator Steve Helget, and Consulting Planner Cynthia Smith-Strack, Municipal Development Group.

1. Call to Order
Meeting was called to order by CH at 7:00 pm. All present stood for the Pledge of Allegiance.

2. Adoption of Agenda
Motion – JRH/KH, all in favor, the agenda was adopted with the addition of election of officers.

3. Election of Officers
Chairperson Heher explained that at the first meeting of each year Commission officers are elected.

Motion – MRH/KH to elect CH as Chair. Motion carried unanimously.

Motion – ML/KH to elect BG as Vice Chair. Motion carried unanimously.

4. Approval of December 16, 2014 Minutes
Motion – KH/ML, all in favor, approved the December 16, 2014 minutes as presented.

5. Public Hearing: The Haven

Chair Heher opened the public hearing at 7:08 p.m. Heher reviewed the public hearing process.

Strack reported Peace Villa Inc. is proposing a development project entitled "The Haven". The development includes a proposed assisted living/memory care facility at 600 Railroad Drive. The Haven will complement existing senior living options in NYA including Peace Villa and Harbor senior apartments. The Haven project consists of 25 assisted living units and 12 memory care units, all with 24-hour nursing care. The 37 units will be contained in a two-story, 36,000 sf structure. The proposed structure is to be physically connected to existing units at the Harbor by a single story causeway structure. The project is proposed for two lots which combined total approximately 6.67 acres.

The development requires a minor land-use change to the Comprehensive Plan. Figure 4-2, Urban Growth Boundary and Future Land Use Map is proposed for amendment. The amendment would re-guide the use of the 6.67 acre subject property from general commercial to multiple family use. Similarly, the development requires rezoning as represented on the Official Zoning Map from general commercial to high density residential development. In addition the development requires splitting a parcel and combining the resulting lot remnants to existing larger parcels. Finally, the development is proposed as a planned unit development providing flexibility in sight design in exchange for a public benefit. The public benefit in this case is preservation of environmentally significant areas and the production of a unified neighborhood providing further diversity in housing styles/options.

Strack noted one public hearing is scheduled to cover the request. She noted the purpose of the hearing is to accept public testimony regarding the project. Action on the individual elements will occur later in the meeting. She stated she had not received any comments, oral or written, regarding the project.

Brenda Schmitz with Peace Villa Inc. provided an overview of the process and project to date.

BG inquired of Schmitz whether or not she had received any comments. Schmitz said she hadn't received any comments related to the hearing. Overall she opined the project was well planned and well thought out thanks to all those involved in the development of the project.

BG asked City Administrator Helget if any public comments had been received. Helget responded that no public comments had been received. He added a committee working on the project had been proactive in developing the site. He noted wetlands make the site challenging but those involved in the project worked through the complexities resulting from the wetlands.

JRH inquired as to whether or not the memory care units were only contained in the lower level. Schmitz confirmed JRH's assessment noting the memory care units were designed to be separate and safe.

Helget noted the City and Peace Villa had entered into a shared easement and maintenance agreement for the portion of the causeway on EDA property (Harbor).

JK inquired as to whether or not the Fire Chief had reviewed the project. Strack noted the Fire Chief had reviewed the plans and approval if considered would be subject to his comments.

JK asked City Engineer Kreg Schmidt how proposed pipe in a public easement would be insulated. Schmidt noted insulated foam board would be placed above the pipe. JK inquired as to whether a similar issue existed at South Street. Schmidt noted the pipe with a problem at South Street is only about 4½ feet deep. The pipe referenced here is about seven feet deep. JK inquired as to interference with the pipe being close to the water table. Schmidt noted ground water depth is expected to be eight to ten feet. Schmidt stated he was satisfied with insulation proposed and although some construction detail needed to be worked out, sewer and water were existing at the site and the project was new development, not as complex as redevelopment scenario. JK asked

Schmidt if he had concerns regarding the drainage pipe that will be under the causeway connection. Schmidt noted they will be requiring the pipe be enclosed in a casing.

CH asked Schmidt about a reference in his memo relating to a storm water pipe having a primarily public versus private purpose. Schmidt noted the City could assume ownership of the pipe in a development agreement. He added the pipe would carry more stormwater than just that from the site.

CH then asked Schmidt about outstanding items relating to documents required under the NPDES. Schmidt noted Carver County Watershed Management Organization was the lead reviewer of the SWPPP and other requirements under the NPDES. He noted details would be worked out as the construction plans were finalized.

CH inquired as to whether any one from the public wished to comment on the plans.

Motion ML, second BG to close the public hearing. All voted in favor of the motion. The publich hearing was closed at 7:32 p.m.

6. Old Business

A. Site Plan Review: Family Dollar

CH introduced the agenda item. Strack provided an overview of the project and her staff memo included in the PC packet. She noted the project included demolition of existing structures and features with new construction of a retail venue.

City Engineer Schmidt reviewed a memo in the packet from his office. He noted all utilities will be private. He stated some trench work in the public right-of-way was proposed, and several factors relating to said work were outlined in the engineering memo. In addition he noted the impervious surface coverage resulting from demolition and new construction was being significantly reduced.

Schmidt provided an overview of the proposed ingress/egress especially as related to truck traffic. He noted it may be a tight fit for some truck drivers, but the proposed maneuvers were functional given the confines of the site.

City Administrator Helget asked Project Representative Kunal Relwani how many times truck deliveries would occur. Relwani said most often one time per week, but that could change depending on volume of goods needed. Helget inquired if deliveries could be made when the store was closed to the public. Relwani stated the timing of deliveries was based on a pre-determined tranporation schedule which may or may not occur during business hours. Relwani noted their transportation engineers had reviewed the circulation on site and made a determination is was safe and effective. Schmidt noted tight confines for delivery vehicles was quite common in redevelopment projects and often times interaction with passenger vehicles occurred.

ML asked Schmidt to provide an overview of drainage proposed for the redeveloped site. Schmidt noted storm water will flow in three directions and that the volume of drainage will be reduced as total impervious surface is proposed to be significantly reduced.

ML inquired as to how the Gahl property to the north could be impacted. Schmidt noted flow to the north should be reduced. Schmidt noted the Developer was aware that roof drainage would need to be collected and kept away from the residence to the north. Schmidt further stated additional construction detail was needed as alluded to in the engineering memo.

JK asked Schmidt if he approved of cross access easement. Schmidt stated the proposed easements appeared to be in order. Strack noted she had spoken with the property owner who would be a party to the crossover easements and they were confident an agreement could be reached.

JK noted a proposed three-foot high wooden privacy fence along the north property line (Gahl) was not acceptable. Relwani noted a six foot high wooden fence would be placed at the line.

Bill Gahl noted the two properties shared a drainage pipe and that if removed a solution to sharing a new pipe would need to be worked out. Schmidt noted his office was aware of the situation and that the current and new pipe locations would need to be determined as construction plans were finalized.

ML inquired as to whether or not a recommendation to approve/deny the request was needed. Strack confirmed a recommendation was indeed in order. Strack reviewed recommendations included in the planning memo in the event approval was contemplated.

ML inquired as to whether or not snow removal could be required to occur off site. Strack confirmed the City could indeed require snow storage off site.

BG inquired as to whether or not snow could be placed in drainage area. Schmidt noted that was possible, he added that whether it was practical was another question.

CH asked if any other questions existed. Jean Gahl asked what the storm water pond was going to look like. Schmidt noted the CCWMO was the entity who would determine what the area would look like. He noted it would not necessarily be a pond, it could be more like a depression. The ultimate design of the pond was going to be dependent on final construction plans. JK inquired as to whether or not standing water would be present 48 hours after a rain event. Schmidt noted it would not likely be present 48 after a typical rain event but CCWMO rules applied, not City standards.

JRH asked whether or not standing water on Gahl's property would go away after the redevelopment. Schmidt noted there are many reasons why water ponds in certain places. He opined a reduction in the imperious surface from the existing parking lot along with

the addition of a depression west of the Gahl property could reduce water collecting on the residential property at this time. ML confirmed turning the existing parking lot into grass should help reduce water on the Gahl property. Schmidt stated one would definitely think so.

BG asked who reviewed photometric plan and electrical plan. Relwani noted an electrical engineer has developed the plans. Strack noted she reviewed the photometric plan and proposed lighting standards for consistency with zoning standards.

Motion: ML recommend the City Council approve the site plan with the recommendations included in the planning and engineering memos and resolution of drainage pipe issue at Gahl property line. Second BG. All in favor.

B. Accessory Structures Draft Ordinance.

Chair Heher introduced the agenda item. Strack noted the Commission has been reviewing draft language relating to accessory structures. At the previous meeting the Commission requested comment from the Fire Chief relating to building setbacks from another structure. The Fire Chief opposed an additional zoning standard. Strack noted the Commission had previously authorized publication of a notice of hearing related to the draft language. She was seeking confirmation the PC would like to proceed.

The PC by consensus directed Strack proceed with public hearing publication.

7. New Business

A. Comprehensive Plan Amendment: The Haven

Chairperson Heher introduced the agenda item. Strack noted that a minor amendment to the 2008 NYA Comprehensive Plan was required in conjunction with approval of "The Haven". Specifically, amendment of the urban growth boundary/future land use map contained in the Plan. The 6.67 acres proposed for the Haven project was guided to commercial use within the existing Plan. The Plan Amendment would re-guide the area to high density residential use. Strack noted the acreage involved was minimal as was any impact to local or regional systems such as the transportation network, utility systems, and parks/trails.

Motion: KH to recommend the City Council approve the proposed amendment and authorize submittal of the Comprehensive Plan Amendment to the Twin Cities Metropolitan Council. Second ML, all voted in favor of the motion.

B. Rezoning: The Haven

Chairperson Heher introduced the agenda item. Strack reported a request to rezone 6.67 acres (The Haven) from C-2 General Commercial to R-4 multiple family residential. She noted sample findings for and against rezoning were included in the staff memo.

Motion: ML to recommend the City Council approve the proposed rezoning. Second JRH, all voted in favor of the motion.

C. Lot Split/Combination and Preliminary/Final PUD Plan Approval: The Haven.

Chair Heher introduced the request. Strack stated Section 1240.02 of the City Code provides for development review through a planned unit development overlay process. The process is intended to facilitate flexibility in design and siting of projects in instances where a public benefit is evident.

She continued, the PUD process in NYA is enabled through an overlay district versus rezoning to a planned unit development. This means the underlying zoning district allowed uses generally remain intact but may be blended. In addition performance standards may be altered to provide for circumstances unique to the proposed development in exchange for a public benefit. The "Haven" proposal qualifies for PUD review in that: (a) wetland preservation/protection is proposed and (b) the proposal will result in a planned senior housing community that includes integrated senior apartments, assisted living units, and memory care units.

The proposed development doesn't propose replatting/platting of property; and, replatting/platting of property is not required under the current code. The proposal does contemplate a lot split and combination.

Strack noted evidence of lot split/combination had been submitted to the City in an acceptable fashion.

She noted flexibility through the PUD process in terms of setback allowing for integrated connection to existing structures/facilities on adjacent lots under separate fee ownership was contemplated. In addition, a campus parking arrangement was proposed and relief from required tree plantings was contemplated in favor of wetland preservation.

Strack reviewed recommendations included in the planning memo in the event approval was contemplated.

Engineer Schmidt reviewed comments contained in an engineering memo. He noted the project was quite straight forward given it was a new development where utilities were already in existence. He noted overflow parking could also be accommodated adjacent to Railroad Drive. He stated support for the campus parking arrangement.

ML asked Brenda Schmitz how often parking at the Harbor was full. Schmitz stated it was definitely not on a daily basis and that parking was also available at Peace Village which was connected via causeway.

ML asked JK if reduction in number of trees required was acceptable. JK indicated it made sense.

CH voiced support for proposed campus parking arrangement given sharing of staff between buildings.

Motion: ML to recommend the City Council approve lot split/combination and PUD preliminary and final plan for "The Haven". Second JK. Motion approved unanimously.

8. 2015 Goals and Objectives

Chairperson Heher introduced the agenda topic. Heher noted a joint workshop with the City Council was scheduled for January 29th.

Strack reported she met with Matt McIntosh from Expert Construction. He will resubmit CUP amendment application for review at the May 19th meeting. She also reported an expectation Greg Brakefield would be filing a variance and CUP amendment request in February.

JK requested landscaping criteria review be added to the 2015 work item list.

9. Monthly Building Permit Report

Commissioners reviewed the building permit report noting the revised format was much better. Helget noted there were items that needed to be adjusted on the report form.

10. Commissioner's Reports

JRH asked for an update on garbage service providers. Helget noted RFP's were out and due prior to the next Council meeting. Under City policy there are a maximum of two contracts for service.

BG inquired as to regulations concerning vending machines on public sidewalks. Helget noted he was checking into local standards with Brent Aretz. BG noted the vending machine that precipitated the request has been moved off the sidewalk.

CH reported the EDC/Council will have another meeting to continue discussion of shared goals for 2015.

JK reported the Parks/Rec Committee is making progress in setting priorities.

11. Adjourn

Motion – ML/BG, all in favor, the meeting was adjourned at 9:10 p.m.

Respectfully submitted,

_____

Steve Helget
Zoning Administrator

Norwood Young America
Planning Commission Minutes
Special Meeting: January 29, 2015

Present: City Council Members: Tina Diedrick, Carol Lagergren, Jim Keller, and Dick Stolz. Planning Commissioners: Craig Heher, Bill Grundahl, Karen Hallquist, JR Hoernemann, and Mark Lagergren.

Absent: Council Member Mike McPadden.

Staff: City Attorney Jay Squires, City Administrator Steve Helget, and Consulting Planner Cynthia Smith-Strack, Municipal Development Group.

Honorable Mayor Tina Diedrick called the Council meeting to order at 6:30 p.m. The Planning Commission meeting was called to order by CH at 6:30 pm.

Helget explained the purpose of the meeting was to discuss public nuisances and blight factors existing within the community and the approach the City should take to address them.

Squires distributed a handout on "Dealing with Problem Properties" that his office assembled. The handout outlined various types of nuisances and hazardous properties as well as methods of addressing such problems and enforcing City Code. State statute and City Code were referenced throughout the presentation/discussion. Squires pointed out that the City's Code is not up to date with state statute and recommended updating it.

Helget stated given the current staff levels the City is unable to address all the nuisance violations in the community. Currently most of the nuisance violations are handled on a complaint basis.

Following lengthy discussion, the Council directed the Planning Commission to develop a proposed ordinance amendment on the nuisance section of the City Code and to identify the top nuisance violations in the community. In addition, with the assistance of the City Attorney, the Commission will look at improving the administrative fines Code language and establish a permit for non-building permit items.

The meeting was declared adjourned at 8:08

MUNICIPAL
DEVELOPMENT GROUP, INC.

To: NYA Planning Commission Chairperson Heher
Members of the Planning Commission
NYA Administrator Steve Helget

From: Cynthia Smith Strack, Municipal Development Group, Inc.

Date: February 11, 2015

Re: Grady Kruse (d.b.a. Stuff It Ministorage): Rezoning Request

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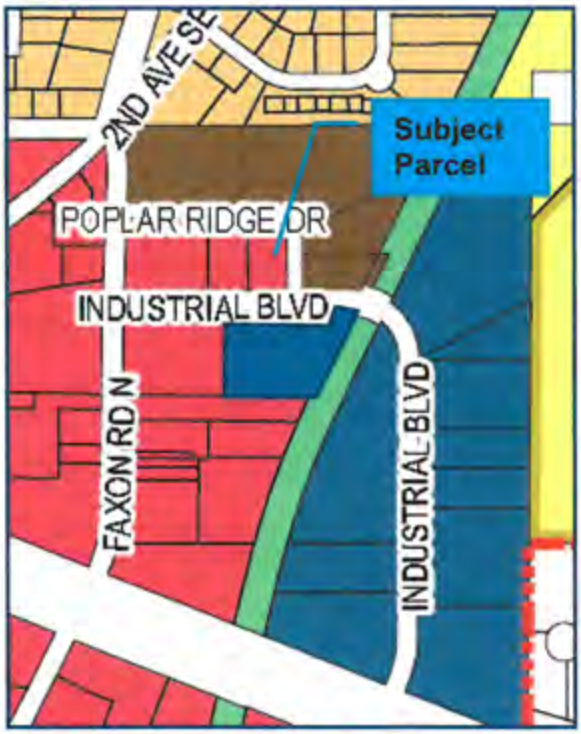
Applicant: Grady Kruse

Subject Property Address: 28 Industrial Blvd

Property ID: 588500030

Legal: East 124.56' of Lot 2, Block 1 Young America Industrial Park

Request: Rezoning from C-2 General Commercial to B-I Business Industrial



PUBLIC HEARING REQUIRED

Consideration of rezoning of 0.62 acres from C-2 General Commercial to B-I Business Industrial requires a public hearing. Accordingly, a notice of public hearing was posted, published in the *NYA Times*, and mailed to property owners within 350 feet of the subject parcel.

The public hearing notice included the time, place, and purpose of the hearing for Comprehensive Plan amendment.

EXAMINATION OF REQUEST

The Applicant proposes rezoning of the subject property to accommodate expansion of a current mini-storage operation. At this time one 4,803 sf mini-storage structure exists on the subject property. The Applicant proposes the addition of a 2,000 sf secondary mini-storage structure. Mini storage is not an allowed use in the C-2 District, but it is a permitted use in the B-I district. The existing use was a permitted use for the subject property when originally developed and prior to a 2009 update of the official zoning map. The property abuts the existing B-I district.

The subject parcel is a legal non-conforming lot in terms of lot size and width in either the C-2 General Business District or the B-I Business Industrial District. Rezoning the property will not change the fact the lot size is non-conforming. Non-conforming lots of record are buildable lots provided building setbacks are met.

25562 Willow Lane • New Prague, MN 56071• (952) 758-7399 • Fax: (952) 758-3711
staff@municipaldevelopmentgroup.com • www.municipaldevelopmentgroup.com

The subject parcel has public rights of way on three sides of the property. The property is addressed on Industrial Boulevard and the zoning ordinance defines lot 'frontage' as being that with the shortest distance on a public right of way. As such the lot front for the subject parcel is considered to be Industrial Boulevard.

The site plan accompanying the rezoning application illustrates required building setbacks for the proposed structure will exceed those required in the B-I District i.e. 25' front, 5' side (interior), 25' street side, and 30' rear when adjacent to residential. Impervious surface coverage is very near the maximum allowed with the addition of the proposed structure. The certificate of survey illustrates total lot area of 27,259 sf with impervious coverage consisting of bituminous paving (15,411 sf), the existing structure (4,800 sf), and the proposed structure (2,000 sf) for a total of 22,214 sf equating to impervious surface coverage of 81.45% following project completion. The Applicant certifies impervious surface coverage will be less than 80% post project completion. Additional discussion may be warranted. The Applicant will be attending the meeting.

The City Engineer has been forwarded a copy of the site survey for comment. The City Engineer is currently waiting for a grading plan which is anticipated by week's end.

The following are offered as a means of promoting discussion:

Potential facts supporting a change in land use:

1. The subject property is adjacent to existing B-I uses to the south and east and is a permitted use in the B-I district.

2. The subject property became a non-conforming use under the April 2013 official zoning map update.

3. The proposed rezoning remains consistent with the 2008 Comprehensive Plan which guides the subject parcel to commercial/industrial use.

4. The proposed rezoning will not materially affect any local or regional housing, transportation, utility, or park system.

Potential facts not supporting a change in land use:

1. The subject property abuts commercial property to the west.

2. The subject property is more suitable for commercial than industrial use due to its proximity to existing commercial uses abutting Faxon Road.

ACTION

The Planning Commission shall hold a public hearing on the request.

The Planning Commission shall then discuss the rezoning request.

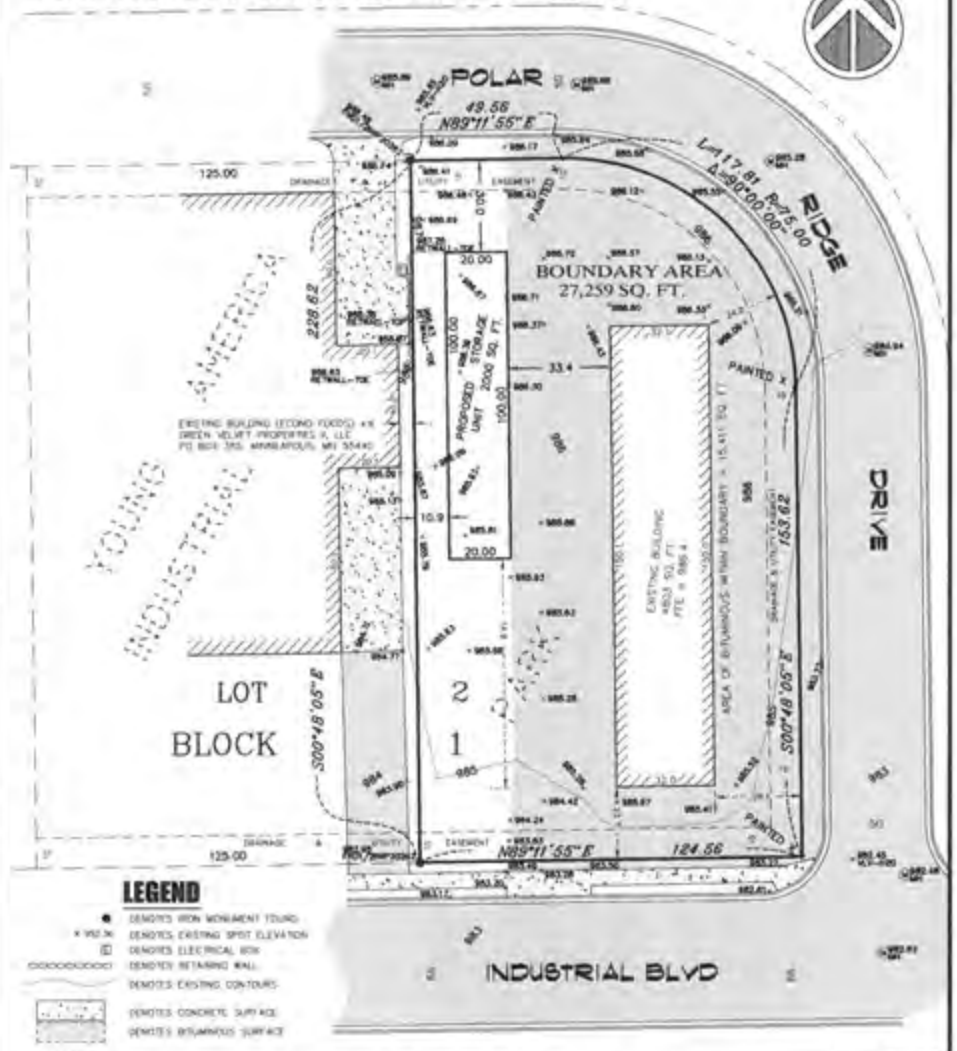
As the planning agent for the City of NYA the Commission is asked to consider a MOTION recommending the City Council approve or deny the rezoning based on stated findings.

ATTACHMENTS

Completed Application
Request Narrative
Site Plan

CERTIFICATE OF SURVEY ~for~ STUFF-IT MINI STORAGE

~Part of~ Lot 2, Block 1, YOUNG AMERICA INDUSTRIAL PARK, NYA, MN.



NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 1/14/15
- Data shots are taken at the top and back of curb
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion
- Due to field work being completed during the winter season there may be improvements in addition to those shown that were not visible due to snow and ice conditions characteristic of Minnesota winters

LEGAL DESCRIPTION OF RECORD PER WARRANTY DEED DOC. NO. 543887

The East 124.56 feet of Lot 2, Block 1, YOUNG AMERICA INDUSTRIAL PARK, Carver County, Minnesota, according to the recorded plat thereof, that lies East of the West 125.00 feet, as measured along the North and South lines thereof.

Location: 28 Industrial BLVD, Norwood Young America, MN		PID: 588500030
Scale 1" = 30'	Project Manager: KDN	Job No.: 15016BT

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota. Dated this 15th day of January, 2015. Revised: 28JAN15

License No. 45356

E. G. RUD & SONS, INC.
Professional Land Surveyors
255 Hwy 7 East
Hutchinson, MN, 55350
Tel. (320) 587-2025 Fax (320) 587-2975
www.egrud.com

Stuff It
MINI-STORAGE

City of Norwood Young America
310 Elm St. W. PO Box 59
Norwood Young America, MN 55368

1-21-2015:

We are writing you this letter to request that our property at 28 Industrial Boulevard in Norwood Young America (legal description: East 124.56 feet of Lot 2, Block 1, Young America Industrial Park) be rezoned to Commercial BI in order to accommodate future expansion of our mini-storage facilities.

With the changes made in recent years to the area zoning, the current designation does not include mini storage as an accepted use even though the mini storage, as it is currently constructed, has been there since 1991. Under this current zoning listing, we would be unable to add another building in the future.

Thank you for your consideration and please let us know if you have any questions.

Sincerely,

Grady and Jill Kruse
Owners, Stuff It Mini Storage.
9340 Johnson Drive
Cologne, MN 55322
952-412-3313
grady@kruseonline.net

Planning and Zoning Application

City of Norwood Young America
310 Elm St. W, PO Box 59
Norwood Young America, MN 55368
Phone: (952) 467-1800 Fax: (952) 467-1818

Applicant's Name Kruse Investments, LLC. dba Stuff It Mini Storage	Telephone Home Work/Cell 952-412-3313
Address (Street, City, State, ZIP) 9340 Johnson Drive, Cologne, MN 55322	
Property Owner's Name (If different from above) Grady and Jill Kruse	Telephone Home Work/Cell 952-412-3313
Location of Project 28 Industrial Blvd. Norwood Young America	
Legal Description E 124.56' of lot 2 Old # 95.5500021 Parcel ID # 58850030	
Description of Request (Attach separate sheet, if necessary) Our property needs to be re-zoned B-I in order to add more mini-storage units in the future. We are also requesting a variance in order to go by the old rules of 5' setback from neighboring properties.	

Proposed Action(s): Check all that apply

___Annexation $300.00	___Comp Plan Amendment $500.00 + Escrow	___Storm Water Plan $250.00
___Application for Appeal $150.00	___Sketch Plat $200.00 + Escrow	✓ Rezoning $350.00
___City Code Amendment $250.00	___Site Plan $300.00 + Escrow	___ Street/Alley Vacation $150.00
___Parking Reduction $100.00	___PUD Sketch Plan $200.00 + Escrow	___Zoning Text Amendment $300.00
___CUP/IUP $200.00 (Residential)	___PUD Plan Amendment $300.00 + Escrow	___ Recording Fee $46.00
___CUP/IUP $300.00 (Non Residential)	___PUD Final Plan $300.00 + Escrow	___ Other _____
___Variance $150.00 (Residential)	___PUD General Concept Plan $400.00 + Escrow	
✓ Variance $200.00 (Non Residential)	___Preliminary Plat $350.00 + $10.00/Lot + Escrow	
___Lot Split $200.00	___ Final Plat $250.00 + $10.00/Lot + Escrow	
___Public Hearing Notice $75.00	___Wetland Mitigation Plan $100.00 + Escrow	

ALL ESCROW MUST BE PAID BY CERTIFIED CHECK
Escrow Deposit $2,000.00
Escrow Deposit - Site Plan Review: $7,500 (Tacoma West Industrial Park), $5,000.00 (All other site plan reviews)
Escrow Deposit - Development Review (paid at Sketch Plan): $10,000.00

ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.

APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED

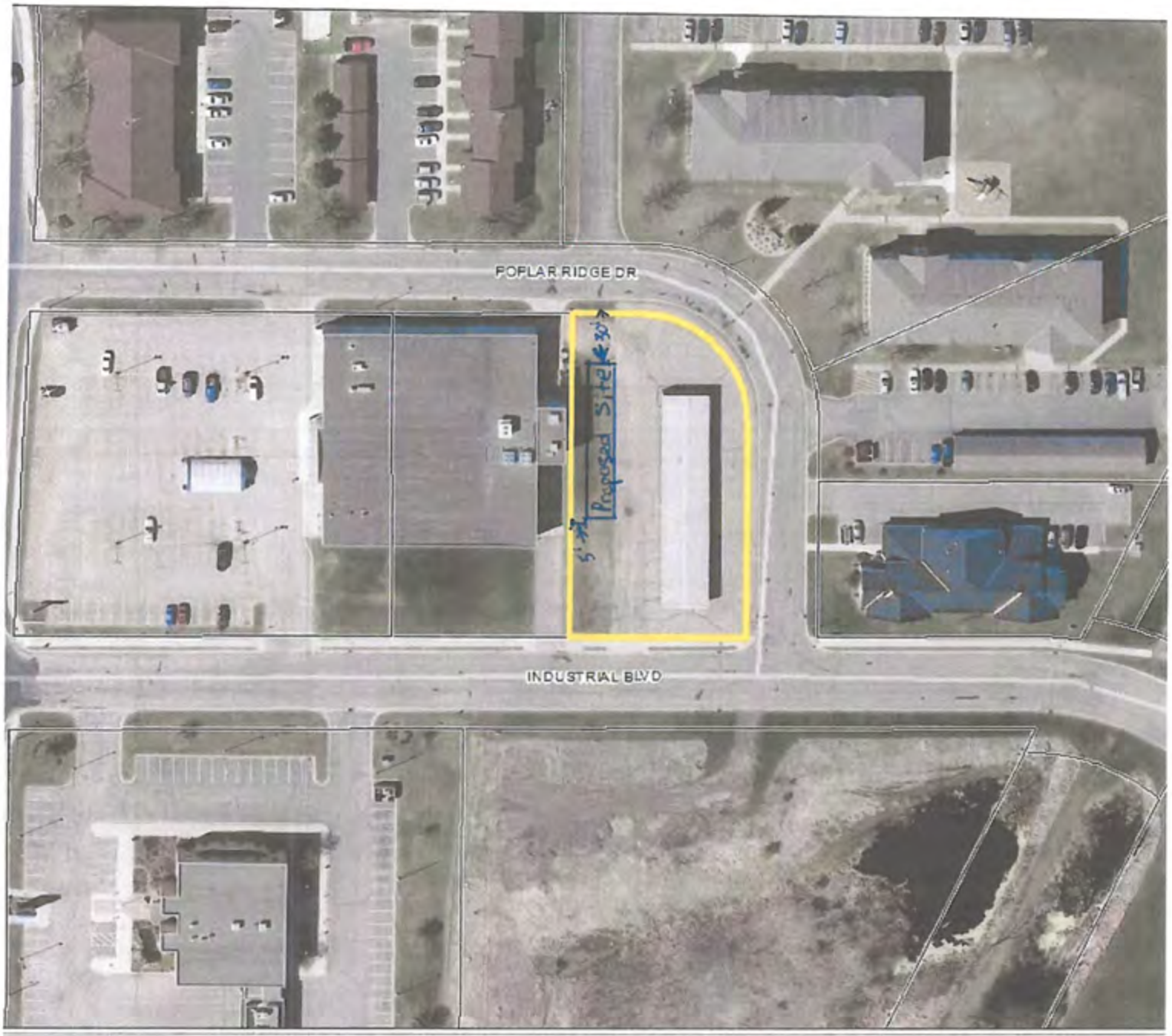
The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of Chapter 11 and Chapter 12 of the City Code and other applicable ordinances.

Applicant's Signature: Jill Kruse	Date 1-6-2015
Fee Owner's Signature:	Date 1-6-2015

For Office Use Only

Accepted By:	Amount	Date

CARVER COUNTY PROPERTY INFORMATION



CARVER COUNTY

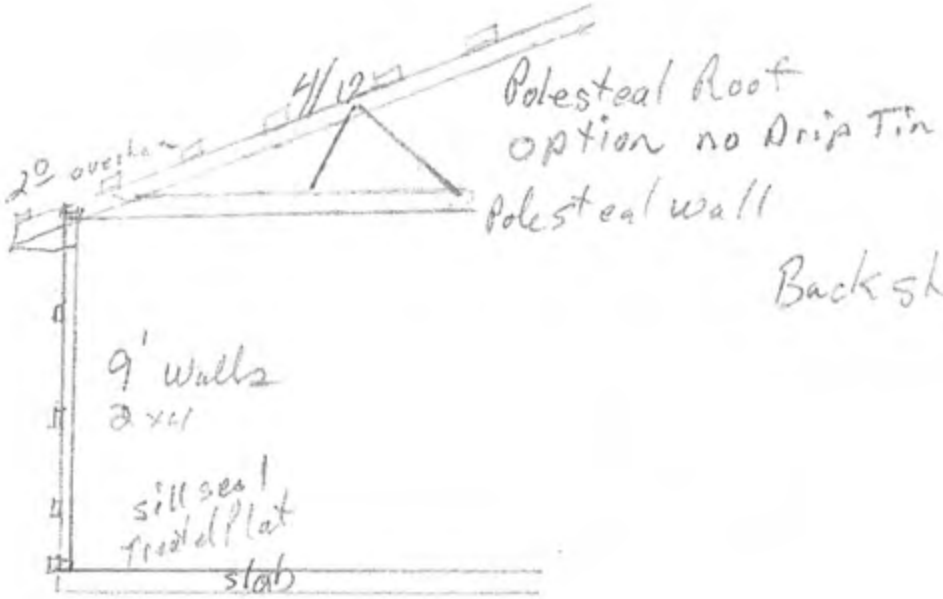
Map created on 12/5/2014

Aerial Photo: April 2011

Disclaimer: *This information is to be used for reference purposes only. Carver County does not guarantee accuracy of the material contained herein and is not responsible for misuse or misinterpretation. The preceding disclaimer is provided pursuant to Minnesota Statutes 466.03, Subd. 21 (2000), and the user of this service acknowledges that the County shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the County from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.*

Legend

Aerial View Active

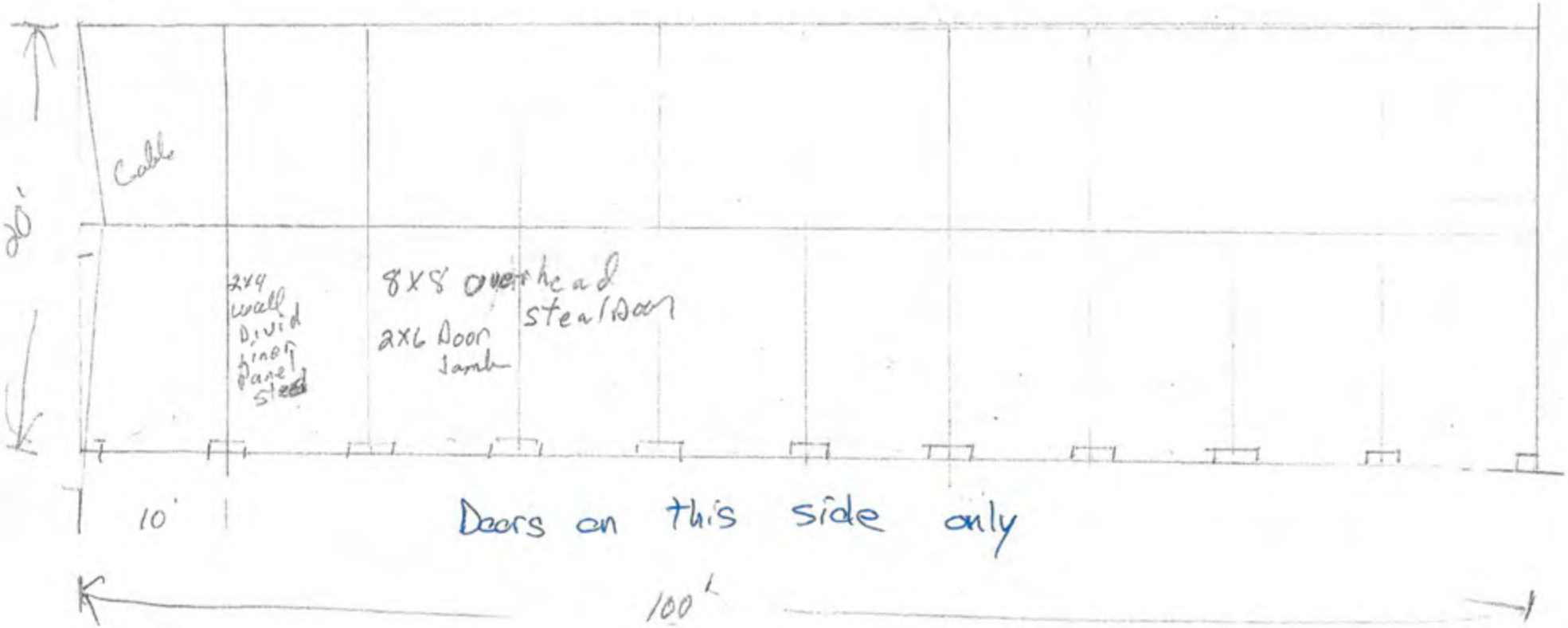


Backshed no overhang

Kruse investments
28 industrial Blvd
NYA 54397

Contr
Bruce Meuwissen

Meuwissen Construction



Doors on this side only

Proposal

Bruce Meuwissen Construction LLC
8840 Maplewood Rd
Cologne, Mn. 55322
952 466-2413 License # BC002752

Kruse Investments LLC
9340 Johnson Dr
Cologne, Mn. 553222

December 1, 2014

20' x 100' Storage Unit -
4/12 Roof
9' High Walls
2 x 4 Studs
10 - 8x8 Steel Overhead Doors
Pole steel walls and roof
Built on floating slab

Material and Labor $47,254.00

PROPOSAL

MICHEL MASONRY CONSTRUCTION INC.
5475 Carmel Ln.
Carver, MN 55315
Phone (952) 361-0560
Fax (952) 361-3231
michelmasonry@embarqmail.com

DATE:	November 25, 2014
PROPOSAL #:	
SUBMITTED BY:	Matt Kaufhold

Proposal Submitted To:
Bruce Meulsson

Material Selection:

Job Address:
NYA

Payment Terms: NET 30 days

DESCRIPTION	AMOUNT
Prep area with sand and compact. Leave extra dirt on site. Grade site when done. 20'x100' floating slab. 4" conc with borders 8"x12". Rods 4' on center with 2 rods continues in trech. Trowel finish, saw cut joints and sealed.	16,120.00
Extra slab same price	
TOTAL	16,120.00

Attn: The Concrete Cannot Be Warranteed Due To Natural Conditions Beyond Our Control
Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate.

Make all checks payable to **"Michel Masonry Construction"**
If you have any questions concerning this invoice, contact:
Matt Kaufhold,
(952) 361-0560
michelmasonry@embarqmail.com

www.michelmasonry.com
THANK YOU FOR YOUR BUSINESS!

MUNICIPAL
DEVELOPMENT GROUP, INC.

To: Chairperson Heher
Members of the Planning Commission
Administrator Helget

From: Cynthia Smith Strack, Municipal Development Group, Inc.

Date: February 11, 2015

Re: Public Hearing: Accessory Structure Ordinance

BACKGROUND

The Planning Commission has been reviewing updated language for insertion into the City Code relating to accessory structures.

A public notice of a hearing to consider input regarding the proposed standards has been published and posted. The Commission is to hold the hearing at the February 17, 2015 regular meeting.

Please find attached draft accessory structure standards.

ACTION:

The Planning Commission is to hold the public hearing as scheduled. Action on the proposed ordinance (recommendation to the City Council) will occur during the business portion of the meeting.

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CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. [redacted]

AN ORDINANCE AMENDING SECTION 1245.04 OF THE CITY CODE RELATING TO ACCESSORY STRUCTURES.

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS CHAPTER 12, SECTION 1245.04 OF THE CITY CODE SHALL BE AMENDED AS FOLLOWS:

1245.04 Accessory Structures

Subd. 1 Purpose. The intent of this section is to establish the minimum regulations for accessory structures in order to protect the public health, safety and welfare; to protect use areas; to promote orderly development; to provide adequate light, air, and convenience of access to property; to provide for compatibility of different uses; to prevent overcrowding of land and undue concentration of structures.

Subd. 2 General Provisions.

A. *Setbacks.* Detached accessory structures shall be located in the side or rear buildable lot area subject to meeting the setback requirements. Unenclosed Decks, Porches, and Patios are permissible in the front yard subject to meeting the setback requirements.

B. *Aggregate Coverage Limitation.* In the R-1, R-2, R-3, R-4 and RC-1 Districts, the sum of the building area of all garages, utility buildings and other detached accessory structures shall not exceed a total of:

Lot Area (in square feet)	Maximum Total Floor Area of all Accessory Structures*	Maximum Number of Detached Accessory Structures**
10500 and smaller	1,000 square feet	Two
10,501 to 21,780	1,200 square feet	Two
21,781 to 43,560	1,400 square feet	Two
43,561 and larger	1,600 square feet	Two, unless variance granted

* Subject to maximum lot coverage limits

(1) Commercial, industrial, or business buildings and structures for a use accessory to the principal use shall not exceed thirty (30) percent of the gross floor area of the principal use.

(2) At no time shall the ground floor area of a detached accessory structure exceed forty (40) percent of the combined ground floor area of the principal and accessory structure.

**Single-family residential properties located in the C-3 (Downtown) and C-2 (General Business) Districts shall be allowed one (1) accessory structure up to 1,000 square feet in gross floor area.

C. *Design characteristics.* Detached accessory structures shall be constructed of material similar to the principal structure, and in character with the surrounding built environment. Design characteristics shall include, but not be limited to, the following:

1. Roof type (e.g. gabled, hipped, mansard), roof orientation, and roof pitch.
2. Eave, overhang depth, and fascia/soffit type and appearance.
3. Exterior building material, and,
4. Exterior color.

D. *Minimum Roof Pitch.* The minimum accessory structure roof pitch shall be 4:12ths.

E. *Prohibited Roof Types.* Rolled roofs and mono-sloped roofs are prohibited.

F. *Prohibited Exterior Materials.* Galvanized and unpainted metal are prohibited as exterior building materials.

G. *Exceptions.* Agricultural buildings on agricultural lots shall be exempt from this Section.

H. *Attachment Required.* In cases where an accessory building is attached to the principal structure, it shall be made structurally part of the principal structure and shall comply in all respects with the requirements for principal structures.

I. *Principal Structure Required.* No accessory structure or building shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory.

J. *Front Yard Placement Prohibited.* No accessory structure shall be placed in the front yard.

K. *Structures 120 Square Feet or Less.* Structures sized 120 square feet or less are exempt from this Section, except those standards relating to required setbacks and number of total detached structures allowed.

L. *Accessory Structures Must Be Subordinate Structures.* Detached accessory structures shall be clearly and reasonable subordinate to the principal structure in terms of height, footprint, and total square footage.

M. *Maximum Height.* Detached accessory structures may have sidewall heights of ten (10) feet or less. Total detached accessory structure height may not exceed eighteen (18) feet as measured from the ground level to the highest point of the roof. Where these standards conflict with other standards, the strictest rule shall apply.

N. *Setbacks.* Setbacks established in the underlying zoning district classification shall apply as indicated for accessory structures.

II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS

ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the ___ day of _____, 2014.

_____

Attest: Tina Diedrick, Mayor

_____

Steven Helget, City Administrator

Adopted:
Published:

MUNICIPAL
DEVELOPMENT GROUP, INC.

To: Chairperson Heher
Members of the Planning Commission
Administrator Helget

From: Cynthia Smith Strack, Municipal Development Group, Inc.

Date: December 9, 2014

Re: Draft Ordinance: Home Occupations

BACKGROUND
The Planning Commission reviewed existing home occupation standards and several points of discussion relating to home occupations at the November meeting.

The Commission directed consulting staff to prepare a draft ordinance for review. Please find attached a draft ordinance reflecting discussion held at previous meetings.

ACTION:
Review and discussion of the draft Ordinance is kindly requested. If in order, a MOTION to call for a public hearing on the draft ordinance is in order.

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CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. [redacted]

AN ORDINANCE REPEALING AND REPLACING SECTION 1245.09 OF THE CITY CODE RELATING TO ACCESSORY STRUCTURES.

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS CHAPTER 12, SECTION 1245.09 OF THE CITY CODE SHALL BE REPEALED AND THE REPLACED WITH THE FOLLOWING:

1245.09 Home Occupations.

Subd. 1 In General. Home Occupations may be permitted in any district where they do not jeopardize the health, safety and general welfare of the surrounding neighborhood. All home occupations conducted in the home shall comply with the provisions of this Section. This Section shall not be construed, however, to apply to home occupations accessory to farming.

Subd. 2 Purpose and Intent.

A. The purpose of this Section is to provide for the conducting of home occupations while protecting the health, safety, and general welfare of the surrounding neighborhood.

B. The intent of this Section is to establish operational standards and review procedures for home occupations. This Section provides a mechanism to distinguish between permitted home occupations that are allowed under administrative permit and more intense home occupations which require an interim use permit and public hearing.

Subd. 3 Scope.

A. All occupations conducted in a dwelling unit or on the premises of a principal residential use shall comply with the provisions of this Section, the provisions of the district in which it is located, and all other Sections of the City Code.

B. Home occupations are defined as and limited to all of the following:

1. Gainful occupations or professions engaged in by the occupant(s) of a dwelling;

2. Which are carried on within a dwelling unit or structure(s) accessory thereto; and,

3. Which are clearly incidental to the principal use of the property as a residential dwelling unit.

C. Home occupations shall be classified as either 'Permitted' or 'Special' home occupations. Home occupations not specifically identified as 'Permitted' or 'Special' shall be considered prohibited. Permitted home occupations are allowed without a permit but shall adhere to the 'General Performance Standards' contained in this Section as may be amended. 'Special home occupations require the issuance of an 'Interim Use Permit' as provided for in Section 1210.07 of the City Code as may be amended and shall adhere to the 'General Performance Standards' contained in this Section as may be amended.

D. Home occupations whether permitted or allowed under an 'Interim Use Permit' are not transferable, shall expire when the occupation ceases, and/or shall expire upon the sale of the subject property or transfer of title to the real estate upon which the occupation is conducted.

E. Home occupations existing on the effective date of this Ordinance are considered legal non-conforming uses and shall be allowed to continue. In the event an expansion, enlargement, or intensification of an existing home occupation is contemplated, the standards of this Section shall be applied.

F. Nothing in this Section is intended to prohibit or regulate non-commercial activities in residential neighborhoods.

Subd. 4 Prohibited Home Occupations.

A. Home occupations involving illegal substances, illegal devices, and/or unlawful activities are prohibited.

B. Home occupations involving sexually oriented materials and/or activities as defined by Mn. Statutes as may be amended are prohibited.

C. Home occupations conducted in a manner which produce noise, vibration, smoke, dust, odors, heat, or glare detectable at or beyond the property line are prohibited.

D. Home occupations involving materials or storage of items declared a public nuisance, as defined in Chapter Six of the City Code, as may be amended.

Subd. 5 Permitted Home Occupations.

A. Permitted home occupations are those home occupations which are not identified as 'Prohibited Home Occupations' under Subd. 4 of this Section or 'Special Home Occupations' under Subd. 6 of this Section as may be amended.

B. Permitted home occupations require administrative approval by the Zoning Administrator.

C. Permitted home occupations shall comply at all time with the "Performance Standards" contained in Subd. 7 of this Section as may be amended.

Subd. 6 Special Home Occupations.

A. Special home occupations require the issuance of an 'Interim Use Permit' as provided for in Section 1210.07 of the City Code as may be amended.

B. Special home occupations are activities which include any of the following:

1. Home occupations involving retail or wholesale trade on-site which is conducted by more persons than the occupant of the dwelling unit.

2. Home occupations providing services on-site which are conducted by more persons than the occupant of the dwelling unit.

3. Home occupations involving outdoor storage of materials not typically associated with residential dwellings.

4. Home occupations involving outdoor storage of items of which the dwelling unit occupant is not the fee owner.

5. Home occupations conducted between the hours of 10:00 p.m. and 6:00 a.m. that generate walk-in traffic.

6. Home occupations involving 'Dangerous Weapons' as defined by Mn. Statutes, provided:

   i. The Applicant possesses a current federal firearms license.

   ii. The Applicant provides written evidence of home owners/rental insurance specifying current coverage for proposed home occupation.

   iii. The applicable federal firearms license and home owners/rental insurance are maintained.

   iv. Inspection of the facility by the Fire Chief and adherence to conditions as required by said Fire Chief.

   v. Adherence to conditions imposed under Subd. C of this Section, as may be amended.

7. Home occupations involving the regular, reoccurring delivery or pick-up of materials by commercial vehicles more than one time per week.

C. Right to Impose Conditions for Special Home Occupations.

1. The City Council may impose such conditions on the granting of an interim use permit for a special home occupation as may be necessary to carry out the purpose

and provisions of this Section.

2. Such conditions may include, but are not limited to:

    i. Limiting hours of operation.

    ii. Limiting the number of vehicles at the site at one time.

    iii. Limiting the amount of vehicles used in conducting the home occupation.

    iv. Requiring additional parking be provided on-site and off of the public street.

    v. Limiting the duration and/or volume of on-street parking.

    vi. Limiting the number of employees.

    vii. Limiting the volume of traffic generated by the home occupation.

    viii. Limiting the amount of outdoor storage of materials, property other than real estate, chattel, and/or equipment used or stored on-site in conjunction with the home occupation.

    ix. Requiring additional setbacks and/or buffering so as to reduce noise, vibration, smoke, dust, odors, heat, or glare detectable at or beyond the property line resulting from the home occupation.

    x. Limiting the number of customers, guests, and/or clients present at the site in conjunction with the home occupation.

    xi. Limiting the amount of time the Interim Use Permit is in effect to a specific date, time, or event occurrence.

    xii. Requiring inspection by law enforcement, the Building Official, and/or the Fire Chief and adherence to public safety conditions imposed thereby.

Subd. 7 Performance Standards.

A. All Permitted Home Occupations and Special Home Occupations shall comply with the following Performance Standards.

    1. Home occupations shall be clearly incidental and subordinate to the principal residential use of the property.

2. Home occupations shall not change the residential character of the neighborhood, be incompatible with surrounding land uses, disturb surrounding residential uses, or be intrusive to surrounding dwellings.

3. Home occupations shall not occupy or use greater than twenty-five percent (25%) of the combined footprint of structures on the subject parcel. In addition, a home occupation shall not occupy or use greater than twenty-five percent (25%) of the lot area; except that home day care providers may use greater than twenty-five percent (25%) of the lot area for play/recreation purposes.

4. A home occupation shall not be established before a dwelling unit exists on the subject property.

5. Signage for home occupations shall be limited to one (1) non-illuminated sign which shall not exceed four (4) square feet in area.

6. Operation of a home occupation shall be limited to the residential dwelling, an attached garage, or an accessory structure.

7. Home occupations shall not generate excessive employee, customer, or client traffic that is detrimental to the character of the surrounding properties.

8. Home occupations shall be conducted in a manner which produces no indication of noise, vibration, smoke, dust, odors, heat, or glare detectable at or beyond the property line.

9. Equipment used in conjunction with a home occupation shall not create electrical interference to surrounding properties.

10. Home occupations shall not require internal or external alterations or involve construction features not customarily found in dwellings except where required to comply with local and state fire and police recommendations.

11. Areas used for home occupations shall meet all applicable fire and building codes.

12. Home occupations shall comply with the Chapter Six of the City Code relating to nuisances.

13. Home occupation walk-in traffic shall be conducted only between the hours of 6:00 a.m. and 10:00 p.m.

14. Home occupations shall be operated and licensed as required by applicable state and/or federal law.

Subd. 8 Home Occupations Existing Prior to Effective Date.

A. Home occupations existing prior to the effective date of this Ordinance (Fill in date) that are prohibited under this Ordinance shall be considered legal non-conforming uses and shall be subject Section 1215 of the City Code, as may be amended, relating to non-conformance.

B. Home occupations in existence prior to the effective date of this Ordinance (Fill in date) that require an Interim Use Permit under the standards of this Ordinance shall be required to obtain as applicable, an Interim Use Permit if/when one of the following occurs:

   1. The home occupation ceases for more than one year.

   2. The nature of the home occupation changes to a different type of home occupation requiring an interim use permit.

   3. The existing home occupation is expanded, enlarged, or intensified as defined in the Zoning Ordinance relating to non-conformance.

C. Home occupations in existence prior to the effective date of this Ordinance (Fill in date) that require administrative approval shall be required to obtain said administrative approval if/when one of the following occurs:

   1. The home occupation ceases for more than one year.

   2. The nature of the home occupation changes to a different type of home occupation.

   3. The existing home occupation is expanded, enlarged, or intensified as defined in Section 1215 relating to non-conformance.

II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the ___ day of _____, 2015.

_____

Attest: Tina Diedrick, Mayor

_____

Steven Helget, City Administrator

Adopted:
Published:

MUNICIPAL
DEVELOPMENT GROUP, INC.

To: Chairperson Heher
Members of the Planning Commission
Administrator Helget

From: Cynthia Smith Strack, Municipal Development Group, Inc.

Date: February 11, 2015

Re: Follow up from joint meeting with City Council

BACKGROUND

The Planning Commission and the City Council met in a joint workshop session on January 29th to discuss nuisances and code enforcement. Follow up discussion and review is kindly requested for the meeting on the 17th.

My takeaways from the joint workshop that I would like to confirm with the PC include:

1. The PC is to develop enhanced language to be inserted into the nuisance ordinance, specifically those standards contained in Section 600 which define 'blighting' or nuisance conditions. It appears the nuisance processing standards are in order.

2. The PC is to determine five occurrences where code enforcement (nuisance, zoning, or building code) is needed and follow up with those contacts.

3. The PC is to review administrative citations as a potential method of achieving compliance.

4. Code enforcement will continue on a compliant basis or as identified by the PC. Clarification of procedures is warranted as is review of penalty/violations remedies contained in the Code.

To facilitate action on meeting takeaways I offer the following:

1. To ensure we are united in approach to solving compliance issues please find four items attached. The first two relate to process: (a) a flowchart illustrating the zoning review process and (b) an illustration of a proposed complaint routing process. The third attachment relates to items that need to be reviewed administratively but don't require review by the full PC. The third attachment is language I developed relating to administrative approval and administrative permits. Reflecting on compliance issues over the previous 18 months it appears further definition of what happens during an administrative review would be helpful as would assigning administrative review authority and responsibility. The fourth is a newsletter/web post to kick off an informational campaign regarding need to consult with City regarding zoning review.

2. I kindly request each PC member bring a list of five compliance issues to be addressed immediately. Please note as these are potentially sensitive topics I'd prefer we approach problems generally and then narrow focus (e.g. resolve CUP compliance issues within three months; abate nuisances relating to storage of outdoor materials and remedy instances of potentially contaminated runoff from entering storm water system; address issues related to outdoor storage in certain residential neighborhoods). I think we are all on the same page as to specific items needing attention.

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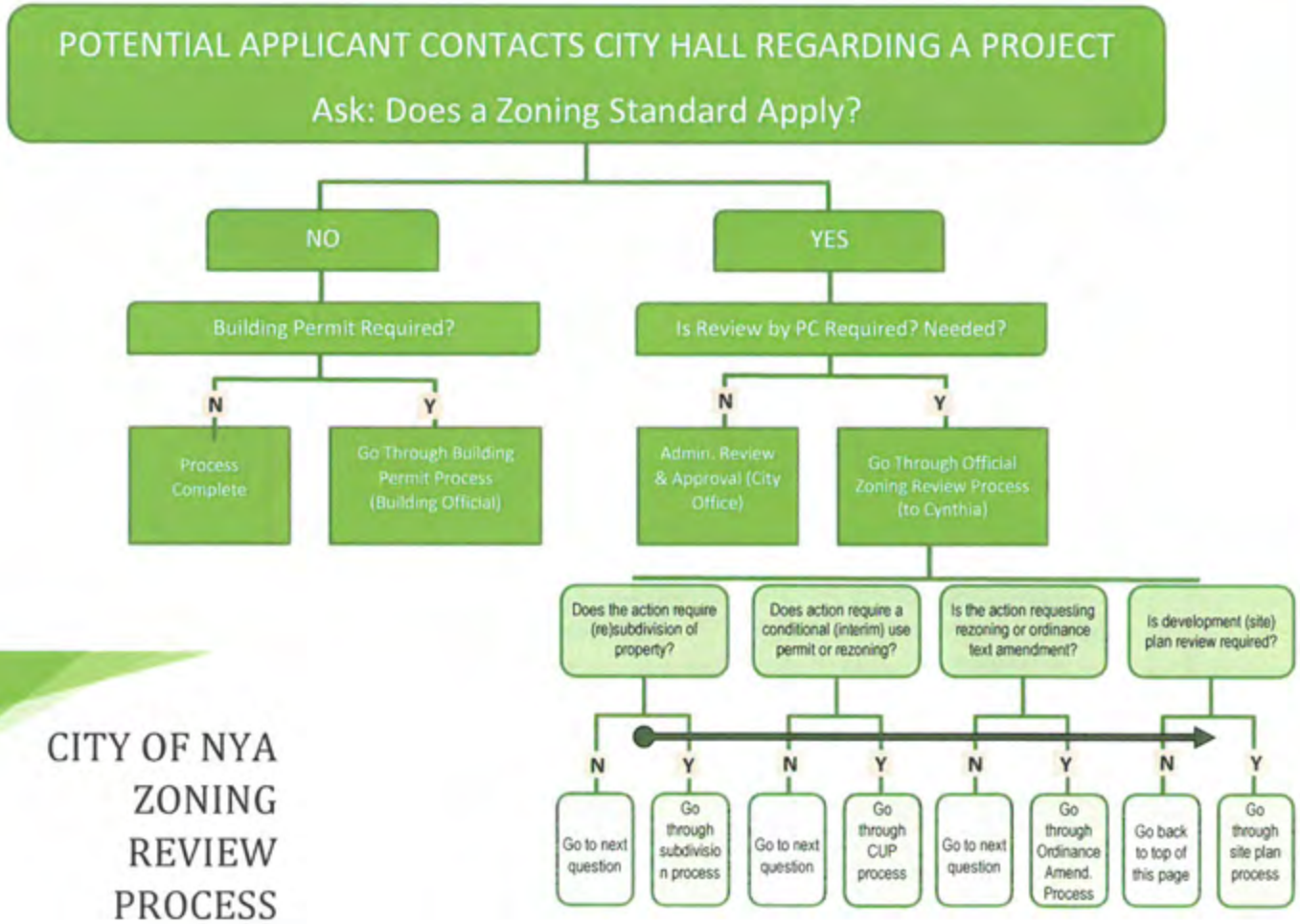
3. I've reviewed the Code for details relating to administrative citations. As you may be aware limitations on administrative citations continue to evolve. I have followed up with City Attorney Squires suggesting expansion of administrative citation language relating to the processing of fines is essential. If the Commission wishes to incorporate administrative citations for zoning violations I'd like to further strategize with the City Attorney and Administrator before presenting draft language to the PC.

4. I've reviewed the Code for standards relating to violations/penalties pursuant to our discussion at the joint meeting of double fines for work without a zoning permit. Chapter 500 (zoning) doesn't include any language regarding violations/penalties; therefore, presumably such standards revert to those applicable to the entire Code. It appears we should update violation/penalty standards to add 'teeth' to compliance efforts. I'd like to review potential language with the City Attorney and Administrator prior to presenting it to the PC.

5. I've requested sample language from the City Attorney relating to more defined/refined definitions of blighting factors that the PC can consider for insertion in the nuisance ordinance. I'd like an opportunity to review proposed language with the City Attorney and Administrator before presenting a draft revision to the PC.

ACTION:
Review, comment, and discussion is kindly requested.



CITY OF NYA ZONING REVIEW PROCESS

February 2015

COMPLAINT PROCESS

NUISANCE, JUNK, OR CLEAN UP ISSUE

SERVICE OFFICER?

Nuisance ordinance, on street parking ordinances, junk vehicle ordinance

Process: document, letter, days to comply, second and final compliance letter. If still not in compliance citation and/or perform work

POTENTIALLY HAZARDOUS STRUCTURE

BUILDING OFFICIAL

Building Code, dangerous structure ordinance

Process: letter, resolution to authorize inspection, define remedy or allow structural engineer comment, compliance period. If non-compliant citation or perform work.

OUTDOOR STORAGE OR PROPERTY USE ISSUE

ZONING ADMINISTRATOR

Zoning ordinance

Process: document non-compliance, letter, time to remedy, second and final letter. If non-compliant citation issued.

CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. [redacted]

AN ORDINANCE AMENDING CHAPTER 12 OF THE CITY CODE BY ADDING SECTION 1210.09 RELATING TO ADMINISTRATIVE APPROVAL BY THE ZONING ADMINISTRATOR.

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS CHAPTER 12 OF THE CITY CODE SHALL BE AMENDED BY ADDING SECTION 1210.09 AS FOLLOWS:

1210.09 Zoning Administrator Approval and Zoning Permit Approval Process.

Subd. 1 Purpose. The purpose of this Section is to establish a procedure for administrative review by the Zoning Administrator and the issuance of administrative permits where necessary.

Subd. 2 Scope. Approval by the Zoning Administrator or designee is required as specified within a zoning district, individual zoning standard, or for certain activities as provided within Chapter 12 of the City Code. An administrative permit is required as specified within a zoning district or zoning standard contained in Chapter 12 of the City Code. This Section does not apply where a specified process exists for review, including by not limited to those prescribed under Sections 1210.04 (Variance), 1210.05 (Amendment), 1210.06 (Conditional Use Permit), 1210.07 (Interim Use Permit), or 1240.02 (Planned Unit Development).

Subd. 3 Procedures, Administrative Permit. The Applicant shall file a written application for an administrative permit, along with any proposed plans, application fee, and any other information required by the Zoning Administrator. The written application shall be on a form provided by the City. The Zoning Administrator may waive information required under Section 1210.09, Subd. 3(A).

A. Information Requirement. The information required for all administrative permit applications shall include:

1. A concise statement describing the proposed use, event or activity, including the purpose, type of merchandise involved, dates and times of operation, number of employees involved, provisions for on-site security, provisions for on-site parking, and other pertinent information required by the Zoning Administrator to fully evaluate the application.

2. A copy of the approved site plan for the property or a sketch using an approved "as built" survey as the basis which accurately represents existing conditions on the

site, including entrances and exits, bona fide parking and driving areas, and which accurately indicates any proposed temporary structures, including tents, stands and signs.

3. An accurate floor plan, when in the judgment of the Zoning Administrator, such a plan is necessary to properly evaluate the location of the event and the effectiveness of available entrances and exits.

4. Information identified in Subsection 500.03.10, Subd. 3 of this Chapter as required by the Zoning Administrator.

B. The Zoning Administrator shall review the application and related materials to determine whether or not the application is complete. If the application is not complete the Zoning Administrator shall notify the applicant in writing of an incomplete application within fifteen (15) days of the date the application was submitted.

C. When the application is complete, the Zoning Administrator shall review the proposal to determine whether or not the activity proposed is consistent with required standards contained in the applicable section of Chapter 12. The Zoning Administrator shall make a determination and notify the Applicant of the decision in writing within sixty (60) days of filing a complete application. In making a determination, the Zoning Administrator shall consider possible adverse effects of the proposed events or activity. Judgment shall be based upon (but not limited to) the following factors the following:

1. Compliance with and effect upon the Comprehensive Plan and public facilities plans, as may be amended.

2. The establishment, maintenance or operation of the use, event or activity will promote and enhance the general public welfare and will not be detrimental to or endanger the public health, safety or welfare.

3. The use event, or activity will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

4. The establishment of the use, event or activity will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

5. Adequate public facilities and services are available or can be reasonably provided to accommodate the use, event or activity which is proposed.

6. The use, event or activity shall, in all other respects, conform to the applicable regulations of the district in which it is located.

D. If approval is contemplated, a written permit shall be issued to the applicant when a determination of compliance has been made. Specific conditions to assure compliance with applicable evaluation criteria, codes, ordinances and the standards of this Chapter shall be attached to the permit.

E. If denial is contemplated, a determination of non-compliance with applicable codes, ordinances and the standards in this paragraph shall be communicated to the applicant in writing and the application for the permit shall be considered denied; unless, within ten (10) days of the date of such notice, the applicant submits revised plans and/or information with which the Zoning Administrator is able to determine compliance.

F. Unresolved disputes as to administrative application of the requirements of this paragraph shall be subject to appeal as defined by Section 1210.02 (Appeals) of the City Code.

Subd. 4 Administrative Approval (Non-Permit) Process. In instances where administrative review and approval is required but a written administrative permit is not required, review by the Zoning Administrator shall follow the general procedures required under Section 1210.09, Subd. 3. All uses, events or activities allowed by administrative approval shall conform to the applicable standards outlined in the zoning district in which such use, event or activity is proposed and any/all standards applicable to the proposed request.

II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the ___ day of _____, 2015.

Attest: _____ Tina Diedrick, Mayor

_____
Steven Helget, City Administrator

Adopted:
Published:

TIME TO GET GOING ON THOSE 2015 PROJECTS

Here are ten pieces of advice that will help your 2015 projects get off to a good start:

1. You may need a building permit or zoning review from City Hall before starting your project. Please call 467-1800 to verify whether or not a permit or review is needed. Processing time is normally one to two weeks, so please schedule accordingly.

2. Fences require a building permit. Setback standards apply so call for more information. Fences must have finished sides facing outward, this means you get to look at the posts when you are inside the fence. All fences must have a gate or opening to all access from the exterior of the lot.

3. A permit is required for the installation of any in-ground swimming pool or above ground pool designed to contain 5,000 gallons or more of water.

4. Standards for mailboxes on public streets may apply, please call City Hall for information.

5. You are responsible for finding and marking your own property lines. You may use a metal detector or contact a surveyor to locate your property pins.

6. You are responsible for keeping structures out of public easements, including drainage easements.

7. Sheds and detached garages need to 'blend in' with your house in terms of size, shape, and color.

8. Canvas covered sheds, car ports, rolled roofs, and 'hoop shed' designs are no longer allowed.

9. Sheds and detached garages are subject to setback, height, and size standards.

10. When in doubt call City Hall we like to hear from you!

MUNICIPAL
DEVELOPMENT GROUP, INC.

To: Chairperson Heher
Members of the Planning Commission
Administrator Helget

From: Cynthia Smith Strack, Municipal Development Group, Inc.

Date: February 11, 2015

Re: 2015 Goals

The following are provided for Commission information and input:

1. Expert Construction: He will attend the May 19th PC meeting.
2. Southwest Paving: Anticipating CUP amendment application from Southwest Paving next month.
3. 2015 Goals:
   A. Update of zoning language related to home occupations – LANGUAGE DEVELOPED.
   B. Update of zoning language relating to accessory structures – HEARING SCHEDULED.
   C. Update of certain sections of the sign regulations, particularly those relating to volume of directional signage and number of wall signs per building face.
   D. Review of/familiarization with the Official Zoning Map.
   E. Review of the NYA Greenway Plan.
   F. Continuance of clean-up efforts. SEE JOINT MEETING FOLLOW UP
   G. Establish dwelling unit minimum sizes
   H. Provide for aging in place through the use of accessory apartments.
   I. Driveway standards.
   J. Landscaping standards.

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NORWOOD YOUNG AMERICA
MONTHLY BUILDING PERMIT REPORT

Owner	Type of Work	Address	Valuation	State Surcharge	Building Permit Fee	Total Permit Fee
Curtis Heldt	Recement basement floor	217 E. Main St.	$7,000.00	$ 3.50	**$ 252.86**	$ 256.36
Joe Laumann	Reroof	114 Hill St. W.	$0.00	$ 5.00	$ 55.00	$ 60.00
Mike Green	Furnace change-out	812 Martingale Dr.	$0.00	$ 5.00	$ 60.00	$ 65.00
Jim Louwagie	Water Heater	940 Preserve Blvd.	$0.00	$ 5.00	$ 15.00	$ 20.00
McDonalds	Interior Renovations	410 Faxon Road	$25,000.00	$ 12.50	$ 710.24	$ 722.74
Urho Rahkola	Reside - gable ends	226 Oak St. S.	$0.00	$ 5.00	$ 55.00	$ 60.00
Steve Helget	New Home	415 Emma St.	$251,000.00	$ 140.50	$ 16,747.54	$ 16,888.04
Del Brelje	Window change-out	205 1st Ave. S.E.	$1,000.00	$ 1.00	$ 70.37	$ 71.37
City of NYA	Dug-outs	417 Elm St. W.	$2,600.00	$ 1.50	$ 151.22	$ 152.72
			$7,000.00	$179.00	$269,820.48	$18,296.23