

City of Norwood Young America - City Council Agenda
March 27, 2017 – 6:00 p.m. Work Session; followed by EDA / City Council Meetings

1. **Call Meeting of City Council Work Session to Order**

2. **Approve Agenda**

2.1 Willkommen Memorial Park Restrooms Project

3. **Adjournment**

1. **Call Meeting of Economic Development Authority to Order**

1.1 Pledge of Allegiance

2. **Approve Agenda**

2.1 Approve minutes of February 27, 2017

3. **Adjournment**

1. **Call Meeting of City Council to Order**

2. **Approve Agenda**

3. **Introductions, Presentations, Proclamations, Awards, and Public Comment** (Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items, but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)

a) Carver County Sheriff's Office Annual Report - Sheriff Olson and Commander Tschida

4. **Consent Agenda** (NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)

4.1 Approve minutes of March 13, 2017 meeting

4.2 Approve payment of claims

4.3 Approve Countryside Veterinary Clinic – Animal Impound Contract

4.4 Approve authorization to advertise for full-time Public Service Technician

4.5 Accept Hay Baling Bid

4.6 Approve Pavilion Liquor License – Pour House Pub

4.7 Approve authorization to advertise for Public Service Seasonal Worker

5. **Public Hearings**

6. **Old Business**

7. **New Business**

7.1 Resolution 2017-07, Scheduling Public Hearing to consider Vacation of part of Liberty Street

7.2 Resolution 2017-08, CUP 180 Industrial Blvd., Auto Sales/Display

7.3 Resolution 2017-09, IUP 508 Merger Street, Outdoor Storage

7.4 Ordinance No. 285, Amendment to allow Animal Care in the C-2, C-3, & B-I Districts

7.5 Resolution 2017-10, Outlot A, The Preserve 3rd Addition Formal Plan

7.6 Lawn Mowing Cemeteries – Bid Results

7.7 Schedule Special Meeting for Comprehensive Plan Proposals Interviews

8. **Council Member & Mayor Reports**

9. **Adjournment**

The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council:

UPCOMING MEETINGS/EVENTS

April 10 City Council – 6:00 p.m.

April 12 EDC – 6:30 p.m.

April 13 Senior Advisory Committee – 9:00 a.m.

April 18 Parks and Rec. Commission – 5:30 p.m./Planning Commission – 7:00 p.m.

April 24 City Council Work Session – 6:00 p.m.; EDA and City Council to follow

**City of Norwood Young America
Economic Development Authority Minutes
February 27, 2017 – 7:00pm – City Hall Council Chambers**

Members Present: Craig Heher, Carol Lagergren, Mike McPadden, Dick Stolz, Charlie Storms

City Staff Present: City Administrator Steve Helget, City Clerk/Treasurer Kelly Hayes, Public Works Director Brent Aretz

Others Present: Tom Sudheimer, Adam Glander, Cathy Storms

1. Call Meeting of Economic Development Authority to Order

Meeting was called to order by President Carol Lagergren at 7:00pm.

1.1 Pledge of Allegiance

2. Approve Agenda

Amend the agenda with addition of 2.05 Oath of Office of Charlie Storms.

Motion: McPadden to approve the agenda with the change. Second Stolz. All in favor, motion carried.

2.05 Oath of Office of Charlie Storms

2.1 Approve minutes of January 23, 2017

Motion: Stolz to approve the minutes of January 23, 2017. Second McPadden. All in favor, motion carried.

3. Adjournment

Motion: McPadden to adjourn at 7:05pm. Second Heher. All in favor, motion carried.

Sincerely Submitted:

Kelly Hayes, City Clerk/Treasurer

President

City of Norwood Young America
City Council Minutes
March 13, 2017 – 6:00 p.m. – City Hall Council Chambers

Members Present: Craig Heher, Carol Lagergren, Mike McPadden, Dick Stolz, Charlie Storms

City Staff Present: City Administrator Steve Helget, City Clerk/Treasurer Kelly Hayes, City Attorney Jay Squires

Others Present: Jessica Klaustermeier, John Gamades, LaVonne Kroells, Sharilyn Feltmann, Erik Loomis, Scott Loomis, Perry Forst, Mark Lagergren

1. Call Meeting of City Council to Order

1.1 Pledge of Allegiance

Meeting was called to order by Mayor Lagergren at 6:00pm.

2. Approve Agenda

Motion: McPadden to approve the agenda. Second Heher. Vote 5 – 0. Motion carried.

3. Introductions, Presentations, Proclamations, Awards, and Public Comment

Lavonne Kroells from Willkommen Heritage annual report. Hours are Thursday, Friday, Saturday from 10am – Noon. Call Lavonne if you have a group that wants to attend at a different day/time. Currently working on baseball display that will be up through Stiftungsfest. Military display – always looking for pictures/names of service men and women from the area.

Scott Loomis with Loomis Homes is requesting to have trunk fees (fees to hook up to City water/sewer) reduced for the Preserve townhome development which has been stagnant for quite a while. Trunk fees are approximately \$78,000 for four units.

4. Consent Agenda

4.1 Approve minutes of February 27, 2017 meetings

4.2 Approve payment of claims

4.3 Approve 2017 Lawn Abatement Contract with Dave's Season-All

4.4 Approve resignation of Fire Fighter Matthew Smith

Helget had correction on minutes from February 27, 2017 to change name of the person that came to discuss the Ironman Bike Ride; his name is Jon Ridge.

Motion: Stolz to approve the consent agenda with the correction. Second Storms. Vote 5 – 0. Motion carried.

5. Public Hearings

5.1 Ordinance No. 284, Amending Chapter 7 to remove No Parking Restriction on Brush Street

Request was made from property owner to remove the No Parking restriction on the east side of Brush Street.

There was no public comment.

Motion: Stolz to close the public hearing. Second McPadden. Vote 5 – 0. Motion carried.

6. Old Business

6.1 The Harbor Bus Grant – FY 2016 Certifications and Assurances

City Attorney reviewed. It is a requirement of the grant to designate someone as the authorized representative of the City. Bus will be here in April.

Motion: Heher to authorize the City Administrator to execute the FTA Fiscal Year 2016 Certification and Assurance. Second McPadden. Vote 5 – 0. Motion carried.

7. New Business

7.1 City Branding & Marketing

John Gamades and Jessica Klaustermeier from Orangeball gave a presentation on the process of developing the new City logo and tagline.

Motion: McPadden to approve the new City of Norwood Young America Logo and Tagline. Second Stolz. Vote 5 – 0. Motion carried.

7.2 2017 Goals & Objectives

A member from each City Commission/Committee gave the 2017 goals (see packet for the goals).

Sharilyn Feltmann – Parks & Recreation Commission

LaVonne Kroells - Senior Advisory Committee

7.3 Resolution 2017-06, Carver County Transportation Sales Tax

Carver County representatives Jim Ische and Lyndon Robjert gave a presentation at the last City Council meeting proposing a Transportation Sales Tax.

Motion: Storms to approve Resolution 2017-06, A Resolution Supporting Increasing Transportation Revenue in Carver County using the Local Option Sales Tax and Wheelage Tax. Second Stolz. Vote 5 – 0. Motion carried.

7.4 Ordinance No. 284, Amending Chapter 7, to remove No Parking Restriction on Brush Street

Motion: Stolz to adopt Ordinance No. 284, Amending Chapter 7, to remove No Parking Restriction on Brush Street. Second McPadden. Vote 5 – 0. Motion carried.

Motion: Stolz to approve the publishing of the summary statement of Ordinance No. 284. Second Heher. Vote 5 – 0. Motion carried.

7.5 Special Meeting – Joint meeting Planning Commission, EDC, & Chamber of Commerce Board

Motion: Heher to schedule a special City Council meeting for 6:30pm, April 19, 2017. Second McPadden. Vote 5 – 0. Motion carried.

8. Council Member's Reports

Heher - Planning working on Rental Housing Code.

McPadden – EDC recommended new logo.

Stolz – Senior Advisory discussed goals and bus.

Storms – first Park meeting is next Tuesday.

9. Mayor's Report

Attended Respectful Workplace training that was held last week for supervisors and fire department. Personnel reviewed applications for Custodian position. Will continue to accept applications through the end of March. Interviews the beginning of April. Will be meeting with MN Dot on Friday to discuss 212 underpass and resurfacing.

10. Closed Meeting

Motion: McPadden to close the meeting to discuss preliminary charges/allegations of an individual according to MN Statue 13D.05 Subdivision 2b. Second Heher. Vote 5 – 0. Motion carried.

Following the closed meeting

Motion: Heher to terminate the employment of Kevin Frahm immediately. Second McPadden. Vote 5 – 0. Motion carried.

11. Adjournment

Motion: McPadden to adjourn at 8:07pm. Second Heher. Vote 5 – 0. Motion carried.

UPCOMING EVENTS

| | |
|----------|---|
| March 17 | Highway 212, SW Corridor Transportation Coalition – 7:30am Chaska |
| March 21 | Parks and Rec. Commission – 5:30pm; Planning Commission 7:00pm |
| March 27 | City Council Work Session, EDA and City Council – 6:00pm |
| April 12 | Safety Committee – 1:30pm |
| April 12 | Economic Development Commission – 6:30pm |
| April 13 | Senior Advisory Committee – 9:00am |

Sincerely Submitted:

Kelly Hayes, City Clerk/Treasurer

Mayor

CITY OF NORWOOD YOUNG AMERICA

**VOUCHER LIST / CLAIMS ROSTER
and CHECK SEQUENCE**

To Be Approved: March 27, 2017

| | |
|---------------------------------|---------------------------|
| Pre-Paid Claims | <u>\$15,500.44</u> |
| (Check Sequence #504157-504171) | |

| | |
|-------------------------------|---------------------------|
| Claims Pending Payment | <u>\$63,722.66</u> |
| (Check Sequence #26657-26709) | |

| | |
|--------------------|---------------------------|
| Grand Total | <u>\$79,223.10</u> |
|--------------------|---------------------------|

PAYROLL MARCH 23, 2017

| CHECK # | EMPLOYEE | GROSS |
|---------|------------------------|-----------------|
| 504157 | ARETZ, BRENT R | \$2,704.27 |
| 504158 | FRAHM, KEVIN | \$2,481.53 |
| 504159 | HAAG, HERMAN | \$207.70 |
| 504160 | HAYES, KELLY | \$2,329.34 |
| 504161 | Hormann, Duane | \$649.36 |
| 504162 | NIESEN, CHRISTOPHER D. | \$1,661.60 |
| 504163 | SCHNEEDWIND, BRIAN O | \$1,476.00 |
| 504164 | KROELLS, RICHARD G | \$249.08 |
| 504165 | LENZ, DEBRA A | \$1,887.20 |
| 504166 | MENZEL, ALICIA | \$1,628.00 |
| 504167 | STENDER, DANIEL H | \$2,092.38 |
| 504168 | HELGET, STEVE | \$3,485.60 |
| 504169 | KLOEMPKEN, JASON A | \$1,636.78 |
| 504170 | VOIGT, ANTHONY | <u>\$671.04</u> |
| 504171 | KLEINBANK - NET | \$15,500.44 |
| | GROSS | \$23,159.88 |

CITY OF NORWOOD YOUNG AMERICA

03/23/17 10:26 AM

Page 1

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MARCH 2017

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| 10100 CHECKING | | | | | |
| Paid Chk# | 026657 | 3/27/2017 | ABDO, EICK, & MEYERS | | |
| E 101-41500-301 | Auditing and Acct g Services | | \$8,000.00 | 377229 | AUDIT SERVICES |
| | Total ABDO, EICK, & MEYERS | | \$8,000.00 | | |
| Paid Chk# | 026658 | 3/27/2017 | ADC SERVICES INC | | |
| E 101-43100-430 | Miscellaneous (GENERAL) | | \$35.00 | 170311 | |
| E 101-45200-430 | Miscellaneous (GENERAL) | | \$35.00 | 170311 | |
| E 601-49400-430 | Miscellaneous (GENERAL) | | \$35.00 | 170311 | |
| E 602-49450-430 | Miscellaneous (GENERAL) | | \$35.00 | 170311 | |
| | Total ADC SERVICES INC | | \$140.00 | | |
| Paid Chk# | 026659 | 3/27/2017 | ANCOMCOMMUNICATIONS, INC. | | |
| E 101-42200-221 | Repair/Maintenance Equipment | | \$130.00 | 67856 | PAGER |
| | Total ANCOMCOMMUNICATIONS, INC. | | \$130.00 | | |
| Paid Chk# | 026660 | 3/27/2017 | BRYAN ROCK PRODUCTS, INC. | | |
| E 101-43100-224 | Street Maint Materials | | \$1,054.80 | | |
| | Total BRYAN ROCK PRODUCTS, INC. | | \$1,054.80 | | |
| Paid Chk# | 026661 | 3/27/2017 | CARDMEMBER SERVICE | | |
| E 101-41110-350 | Print/Publishing/Postage | | \$41.50 | | |
| E 101-42200-210 | Operating Supplies (GENERAL) | | \$170.04 | | |
| E 101-41400-200 | Office Supplies (GENERAL) | | \$149.61 | | |
| E 101-41400-200 | Office Supplies (GENERAL) | | \$95.91 | | |
| E 101-41300-430 | Miscellaneous (GENERAL) | | \$694.68 | | |
| | Total CARDMEMBER SERVICE | | \$1,151.74 | | |
| Paid Chk# | 026662 | 3/27/2017 | CARVER COUNTY | | |
| E 101-41400-438 | Taxes and Assessments | | \$150.00 | 1854 | TAX DISTRICT |
| | Total CARVER COUNTY | | \$150.00 | | |
| Paid Chk# | 026663 | 3/27/2017 | CARVER COUNTY | | |
| E 101-41400-438 | Taxes and Assessments | | \$540.00 | 1881 | SPEC ASSESSMENT SEARCHES |
| | Total CARVER COUNTY | | \$540.00 | | |
| Paid Chk# | 026664 | 3/27/2017 | CARVERLINK-CARVER CO BROADBAND | | |
| E 101-41320-321 | Telephone | | \$122.39 | | |
| E 101-42100-321 | Telephone | | \$24.48 | | |
| E 101-45500-321 | Telephone | | \$24.48 | | |
| E 101-41940-321 | Telephone | | \$142.25 | | |
| E 101-41400-321 | Telephone | | \$146.87 | | |
| E 101-41940-321 | Telephone | | \$186.90 | | |
| E 101-41300-321 | Telephone | | \$122.39 | | |
| E 101-46500-321 | Telephone | | \$48.96 | | |
| E 601-49400-321 | Telephone | | \$76.90 | | |
| E 602-49450-321 | Telephone | | \$76.90 | | |
| E 101-42200-321 | Telephone | | \$156.90 | | |

CITY OF NORWOOD YOUNG AMERICA

03/23/17 10:26 AM

Page 2

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MARCH 2017

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| E 101-43100-321 | Telephone | | \$34.23 | | |
| E 101-45200-321 | Telephone | | \$34.23 | | |
| al | CARVERLINK-CARVER CO BROADBAND | | \$1,197.88 | | |
| Paid Chk# | 026665 | 3/27/2017 | CENTER POINT | | |
| E 101-45500-383 | Gas Utilities | | \$118.50 | | 314 ELM ST W |
| E 101-41940-383 | Gas Utilities | | \$285.05 | | 310 ELM ST W |
| E 602-49450-383 | Gas Utilities | | \$17.11 | | 406 2ND AVE SE |
| E 601-49400-383 | Gas Utilities | | \$240.18 | | 104 3RD AVE SE |
| E 101-41940-383 | Gas Utilities | | \$36.12 | | 318 ELM ST W |
| | Total | CENTER POINT | \$696.96 | | |
| Paid Chk# | 026666 | 3/27/2017 | CITIZEN STATE BANK HSA ACCTS | | |
| G 101-21718 | HSA ACCOUNT | | \$333.34 | | LENZ |
| G 101-21718 | HSA ACCOUNT | | \$333.34 | | MENZEL |
| G 101-21718 | HSA ACCOUNT | | \$190.01 | | FRAHM |
| G 101-21718 | HSA ACCOUNT | | \$333.34 | | ARETZ |
| | Total | CITIZEN STATE BANK HSA ACCTS | \$1,190.03 | | |
| Paid Chk# | 026667 | 3/27/2017 | CITIZENS STATE BANK WAVERLY | | |
| G 101-21718 | HSA ACCOUNT | | \$333.34 | | NIESEN |
| | Total | CITIZENS STATE BANK WAVERLY | \$333.34 | | |
| Paid Chk# | 026668 | 3/27/2017 | CURFMAN TRUCKING & REPAIR INC | | |
| E 101-43100-437 | Maintenance Contract | | \$260.00 | C17V035 | HAULING SNOW |
| | Total | CURFMAN TRUCKING & REPAIR INC | \$260.00 | | |
| Paid Chk# | 026669 | 3/27/2017 | DELTA DENTAL | | |
| G 101-21714 | Dental Insurance | | \$1,062.30 | | DENTAL INSURANCE |
| | Total | DELTA DENTAL | \$1,062.30 | | |
| Paid Chk# | 026670 | 3/27/2017 | DPC INDUSTRIES INC | | |
| E 601-49400-216 | Chemicals and Chem Products | | \$144.00 | 827000291-7 | CHLORINE |
| | Total | DPC INDUSTRIES INC | \$144.00 | | |
| Paid Chk# | 026671 | 3/27/2017 | EHLERS AND ASSOCIATES, INC | | |
| E 101-41500-310 | Other Professional Services | | \$307.50 | 73026 | TIF REPORTING |
| | Total | EHLERS AND ASSOCIATES, INC | \$307.50 | | |
| Paid Chk# | 026672 | 3/27/2017 | EMERGENCY RESPONSE SOLUTIONS | | |
| E 101-42200-240 | Small Tools and Minor Equip | | \$320.79 | 8368 | LIFELINE & ROPE BAG |
| otal | EMERGENCY RESPONSE SOLUTIONS | | \$320.79 | | |
| Paid Chk# | 026673 | 3/27/2017 | GRAINGER | | |
| E 602-49450-221 | Repair/Maintenance Equipment | | \$96.75 | 9388434194 | UPS SYSTEM STANDBY DESK TOP |
| E 601-49400-221 | Repair/Maintenance Equipment | | \$96.75 | 9388434194 | UPS SYSTEM STANDBY DESK TOP |
| | Total | GRAINGER | \$193.50 | | |
| Paid Chk# | 026674 | 3/27/2017 | HEALTH PARTNERS | | |

CITY OF NORWOOD YOUNG AMERICA

03/23/17 10:26 AM

Page 3

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MARCH 2017

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| G 101-21706 | Hospitalization/Medical Ins | | \$12,011.75 | 71687968 | INSURANCE |
| | Total HEALTH PARTNERS | | \$12,011.75 | | |
| Paid Chk# 026675 | 3/27/2017 | HELGET, STEVE | | | |
| E 101-41300-331 | Travel/Meeting Expense | | \$55.64 | | MILEAGE REIMBURSEMENT |
| | Total HELGET, STEVE | | \$55.64 | | |
| Paid Chk# 026676 | 3/27/2017 | HILGERS PLUMBING & HEATING, IN | | | |
| E 101-41940-223 | Repair/Maintenance Bldg/Ground | | \$140.00 | 11095 | HISTORY CENTER |
| E 101-41940-223 | Repair/Maintenance Bldg/Ground | | \$250.00 | 11288 | OFFICES |
| E 101-42200-223 | Repair/Maintenance Bldg/Ground | | \$185.00 | 11342 | FIRE STATION |
| E 602-49450-223 | Repair/Maintenance Bldg/Ground | | \$211.00 | 11343 | SEWER PLANT |
| | Total HILGERS PLUMBING & HEATING, IN | | \$766.00 | | |
| Paid Chk# 026677 | 3/27/2017 | HOME SOLUTIONS | | | |
| E 101-43100-221 | Repair/Maintenance Equipment | | \$138.90 | | |
| E 602-49450-221 | Repair/Maintenance Equipment | | \$49.81 | | |
| E 101-42200-212 | Motor Fuels | | \$153.80 | | FIRE DEPT ACCOUNT |
| E 101-45200-221 | Repair/Maintenance Equipment | | \$697.31 | | |
| E 601-49400-221 | Repair/Maintenance Equipment | | \$61.13 | | |
| | Total HOME SOLUTIONS | | \$1,100.95 | | |
| Paid Chk# 026678 | 3/27/2017 | JERRY S TRANSMISSION SERVICE | | | |
| E 101-42200-221 | Repair/Maintenance Equipment | | \$26.51 | 28639 | UTILITY 21 |
| | Total JERRY S TRANSMISSION SERVICE | | \$26.51 | | |
| Paid Chk# 026679 | 3/27/2017 | KLEINBANK | | | |
| G 101-21718 | HSA ACCOUNT | | \$453.34 | | HELGET |
| G 101-21718 | HSA ACCOUNT | | \$333.34 | | STENDER |
| G 101-21718 | HSA ACCOUNT | | \$333.34 | | KLOEMPKEN |
| G 101-21718 | HSA ACCOUNT | | \$166.66 | | SCHNEEWIND |
| | Total KLEINBANK | | \$1,286.68 | | |
| Paid Chk# 026680 | 3/27/2017 | KWIK TRIP INC. | | | |
| E 101-43100-212 | Motor Fuels | | \$254.24 | | FUEL |
| | Total KWIK TRIP INC. | | \$254.24 | | |
| Paid Chk# 026681 | 3/27/2017 | LANO EQUIPMENT | | | |
| E 101-43100-221 | Repair/Maintenance Equipment | | \$337.78 | 15132A | GRAPPLE REPAIRS |
| E 101-45200-221 | Repair/Maintenance Equipment | | \$87.50 | 7555 | JACK HAMMER RENTAL |
| E 101-45200-221 | Repair/Maintenance Equipment | | \$24.70 | 7561 | SYNT OIL |
| E 601-49400-350 | Print/Publishing/Postage | | \$9.75 | 7689 | UPS CHARGES |
| E 602-49450-350 | Print/Publishing/Postage | | \$9.75 | 7689 | UPS CHARGES |
| | Total LANO EQUIPMENT | | \$469.48 | | |
| Paid Chk# 026682 | 3/27/2017 | LEAGUE OF MN CITIES | | | |
| E 101-41400-207 | Training Instructional | | \$550.00 | 253248 | HARASSMENT TRAINING |
| | Total LEAGUE OF MN CITIES | | \$550.00 | | |

CITY OF NORWOOD YOUNG AMERICA

03/23/17 10:26 AM

Page 4

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MARCH 2017

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| Paid Chk# 026683 | 3/27/2017 | LENZ, DEBRA | | | |
| E 101-41400-331 | Travel/Meeting Expense | | \$43.07 | | MILEAGE REIMBURSEMENT |
| | Total LENZ, DEBRA | | \$43.07 | | |
| Paid Chk# 026684 | 3/27/2017 | LINDGREN, JOSH | | | |
| E 601-49400-430 | Miscellaneous (GENERAL) | | \$56.49 | | OVERPAYMENT OF UTILITY BILL |
| | Total LINDGREN, JOSH | | \$56.49 | | |
| Paid Chk# 026685 | 3/27/2017 | LOCATORS & SUPPLIES, INC | | | |
| E 101-43100-221 | Repair/Maintenance Equipment | | \$179.68 | 0253489-IN | LED MINIBAR |
| | Total LOCATORS & SUPPLIES, INC | | \$179.68 | | |
| Paid Chk# 026686 | 3/27/2017 | METRO WEST INSPECTION SERVICES | | | |
| E 101-42400-328 | Rental Dwelling Inspections | | \$34.56 | | RENTALS |
| E 101-42400-312 | Building Inspection Fee | | \$3,674.52 | | PERMITS |
| | otal METRO WEST INSPECTION SERVICES | | \$3,709.08 | | |
| Paid Chk# 026687 | 3/27/2017 | MID COUNTRY BANK | | | |
| G 101-21718 | HSA ACCOUNT | | \$433.34 | | HAYES |
| | Total MID COUNTRY BANK | | \$433.34 | | |
| Paid Chk# 026688 | 3/27/2017 | MID COUNTY AUTO TRUCK & TIRE | | | |
| E 101-43100-221 | Repair/Maintenance Equipment | | \$46.69 | 29403 | TIRE REPAIR |
| | Total MID COUNTY AUTO TRUCK & TIRE | | \$46.69 | | |
| Paid Chk# 026689 | 3/27/2017 | MID-COUNTY CO-OP OIL ASSN | | | |
| E 101-43100-212 | Motor Fuels | | \$784.20 | 20261 | #2 DIESEL |
| E 601-49400-212 | Motor Fuels | | \$429.22 | 20284 | #2 DIESEL |
| E 602-49450-212 | Motor Fuels | | \$465.26 | 20285 | #2 DIESEL |
| | Total MID-COUNTY CO-OP OIL ASSN | | \$1,678.68 | | |
| Paid Chk# 026690 | 3/27/2017 | MINI BIFF | | | |
| E 101-45200-418 | Other Rentals (Biffs) | | \$117.81 | A-85308 | LEGION PARK |
| | Total MINI BIFF | | \$117.81 | | |
| Paid Chk# 026691 | 3/27/2017 | MINNESOTA VALLEY TESTING LAB | | | |
| E 601-49400-217 | Lab Fees | | \$93.00 | 853964 | COLIFORM TESTING |
| | Total MINNESOTA VALLEY TESTING LAB | | \$93.00 | | |
| Paid Chk# 026692 | 3/27/2017 | MN DEPARTMENT OF HEALTH | | | |
| E 601-49400-406 | LICENSES | | \$23.00 | | SCHNEEWIND LICENSE |
| | Total MN DEPARTMENT OF HEALTH | | \$23.00 | | |
| Paid Chk# 026693 | 3/27/2017 | MN DEPT OF LABOR & INDUSTRY | | | |
| E 101-41940-223 | Repair/Maintenance Bldg/Ground | | \$100.00 | | FOOD SHELF ELEVATOR |
| | Total MN DEPT OF LABOR & INDUSTRY | | \$100.00 | | |
| Paid Chk# 026694 | 3/27/2017 | MN FIRE SERV CERTIFICATION BD | | | |
| E 101-42200-207 | Training Instructional | | \$805.00 | 4665 | INSTRUCTOR I EXAM |

CITY OF NORWOOD YOUNG AMERICA

03/23/17 10:26 AM

Page 5

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MARCH 2017

| | | | Check Amt | Invoice | Comment |
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| Total MN FIRE SERV CERTIFICATION BD | | | \$805.00 | | |
| Paid Chk# | 026695 | 3/27/2017 | MUNICIPAL DEVELOPMENT GROUP | | |
| E 101-46500-305 | Other Professional Fees | | \$741.76 | NYA031317 | EDC SERVICES |
| Total MUNICIPAL DEVELOPMENT GROUP | | | \$741.76 | | |
| Paid Chk# | 026696 | 3/27/2017 | NORTH AMERICAN SAFETY INC | | |
| E 101-43100-221 | Repair/Maintenance Equipment | | \$70.00 | 25490 | 2.5 GALLON SAFETY CAN |
| E 101-42200-210 | Operating Supplies (GENERAL) | | \$630.00 | 25579 | MESH VESTS |
| Total NORTH AMERICAN SAFETY INC | | | \$700.00 | | |
| Paid Chk# | 026697 | 3/27/2017 | NYA TIMES | | |
| E 101-41400-350 | Print/Publishing/Postage | | \$207.52 | 465088 | CUSTODIAN |
| E 101-41400-350 | Print/Publishing/Postage | | \$155.00 | 465089 | LIFEGUARDS |
| E 101-41320-350 | Print/Publishing/Postage | | \$41.58 | 466715 | IUP MERGER ST |
| E 101-41320-350 | Print/Publishing/Postage | | \$37.80 | 466716 | CUP INDUS |
| E 101-41320-350 | Print/Publishing/Postage | | \$49.14 | 466717 | ZONING CODE AMEND |
| E 101-41400-350 | Print/Publishing/Postage | | \$26.46 | 466718 | HAY BAILING |
| E 101-41400-350 | Print/Publishing/Postage | | \$22.68 | 466719 | CEMETERIES |
| E 101-41400-350 | Print/Publishing/Postage | | \$26.46 | 466720 | PAVILION LIQUOR |
| E 101-41110-350 | Print/Publishing/Postage | | \$26.46 | 466721 | COUNCIL START TIME |
| E 101-41320-350 | Print/Publishing/Postage | | \$26.46 | 466722 | ADMIN LOT SPLIT |
| E 101-41320-350 | Print/Publishing/Postage | | \$30.24 | 466723 | PARKING |
| E 101-41400-350 | Print/Publishing/Postage | | \$157.48 | 467305 | CUSTODIAN |
| E 101-49860-350 | Print/Publishing/Postage | | \$105.00 | 467306 | LIFEGUARDS |
| Total NYA TIMES | | | \$912.28 | | |
| Paid Chk# | 026698 | 3/27/2017 | ORANGEBALL CREATIVE | | |
| E 101-46500-310 | Other Professional Services | | \$3,065.00 | | COMPLETION OF LOGO DESIGN |
| Total ORANGEBALL CREATIVE | | | \$3,065.00 | | |
| Paid Chk# | 026699 | 3/27/2017 | PELCASTRE, ERICA | | |
| E 101-45200-432 | Rental Refund | | \$350.00 | | PAVILION REIMBURSEMENT |
| Total PELCASTRE, ERICA | | | \$350.00 | | |
| Paid Chk# | 026700 | 3/27/2017 | PRO AUTO & TRANSMISSION REPAIR | | |
| E 602-49450-221 | Repair/Maintenance Equipment | | \$45.79 | 0055931 | W2 DOT INSPECTION |
| E 601-49400-221 | Repair/Maintenance Equipment | | \$45.79 | 0055931 | W2 DOT INSPECTION |
| E 601-49400-221 | Repair/Maintenance Equipment | | \$125.73 | 0055932 | W1 DOT INSPECTION |
| E 602-49450-221 | Repair/Maintenance Equipment | | \$125.74 | 0055932 | W1 DOT INSPECTION |
| Total PRO AUTO & TRANSMISSION REPAIR | | | \$343.05 | | |
| Paid Chk# | 026701 | 3/27/2017 | QUILL CORPORATION | | |
| E 101-41400-200 | Office Supplies (GENERAL) | | \$443.39 | 5109372 | PAPER |
| Total QUILL CORPORATION | | | \$443.39 | | |
| Paid Chk# | 026702 | 3/27/2017 | ROACH, DONNA | | |
| E 101-45200-432 | Rental Refund | | \$1,050.00 | | PAVILION CANCELLATION |

CITY OF NORWOOD YOUNG AMERICA

03/23/17 10:26 AM

Page 6

***Check Detail Register©**

MARCH 2017

| | | | Check Amt | Invoice | Comment |
|--|---------------|------------------------------|------------------------------------|--------------|----------------|
| Total ROACH, DONNA | | | \$1,050.00 | | |
| Paid Chk# | 026703 | 3/27/2017 | RUPP, ANDERSON, SQUIRES, PA | | |
| E | 101-41500-304 | Legal Fees | \$387.20 | | |
| Total RUPP, ANDERSON, SQUIRES, PA | | | \$387.20 | | |
| Paid Chk# | 026704 | 3/27/2017 | STIFTUNGSFEST, INC. | | |
| E | 101-45200-220 | Game Fund Disbursements | \$1,100.00 | | |
| Total STIFTUNGSFEST, INC. | | | \$1,100.00 | | |
| Paid Chk# | 026705 | 3/27/2017 | SUN LIFE ASSURANCE COMPANY | | |
| G | 101-21707 | Disability Insurance | \$303.08 | | DISABILITY |
| Total SUN LIFE ASSURANCE COMPANY | | | \$303.08 | | |
| Paid Chk# | 026706 | 3/27/2017 | UFC - WINTHROP | | |
| E | 101-45200-221 | Repair/Maintenance Equipment | \$8.02 | | BAR SCABBARD |
| Total UFC - WINTHROP | | | \$8.02 | | |
| Paid Chk# | 026707 | 3/27/2017 | UNITED FARMERS CO-OP | | |
| E | 101-45200-221 | Repair/Maintenance Equipment | \$45.90 | 837256 | CHISEL BLADE |
| E | 101-43100-221 | Repair/Maintenance Equipment | \$489.95 | 837365 | CHAINSAW |
| Total UNITED FARMERS CO-OP | | | \$535.85 | | |
| Paid Chk# | 026708 | 3/27/2017 | UNUM LIFE INSURANCE CO | | |
| G | 101-21715 | Life Ins | \$64.02 | 0421563-0014 | VOLUNTARY LIFE |
| Total UNUM LIFE INSURANCE CO | | | \$64.02 | | |
| Paid Chk# | 026709 | 3/27/2017 | XCEL ENERGY | | |
| E | 602-49450-381 | Electric Utilities | \$4,071.01 | | |
| E | 101-41940-381 | Electric Utilities | \$1,348.22 | | |
| E | 101-42200-381 | Electric Utilities | \$259.23 | | |
| E | 101-42500-381 | Electric Utilities | \$13.00 | | |
| E | 101-43100-380 | Street Lighting | \$2,314.25 | | |
| E | 101-43100-381 | Electric Utilities | \$571.58 | | |
| E | 101-45200-381 | Electric Utilities | \$402.66 | | |
| E | 601-49400-381 | Electric Utilities | \$588.59 | | |
| E | 101-49860-381 | Electric Utilities | \$303.66 | | |
| E | 101-45200-381 | Electric Utilities | \$20.10 | | 710 RR ST W |
| E | 601-49400-381 | Electric Utilities | \$2,454.28 | | 104 3RD AVE SE |
| E | 101-45500-381 | Electric Utilities | \$692.50 | | |
| Total XCEL ENERGY | | | \$13,039.08 | | |
| 10100 CHECKING | | | \$63,722.66 | | |

CITY OF NORWOOD YOUNG AMERICA

03/23/17 10:26 AM

Page 7

***Check Detail Register©**

MARCH 2017

Check Amt Invoice Comment

Fund Summary

10100 CHECKING

| | |
|------------------|-------------|
| 101 GENERAL FUND | \$54,038.73 |
| 601 WATER FUND | \$4,479.81 |
| 602 SEWER FUND | \$5,204.12 |
| | <hr/> |
| | \$63,722.66 |



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: March 27, 2017
SUBJECT: Countryside Veterinary Clinic – Animal Impound Contract

Proposed is to renew the City's contract with Countryside Veterinary Clinic. Current policy is to impound only dogs. At one time the City also impounded cats but it was determined that too many feral cats were being dropped off and so the City ceased impounding cats.

Overall Countryside is raising their fees slightly. New to the contract is the recommendation that pets have a permanent ID such as a microchip placed in the dog. With approval of this contract the City is agreeing to allow Countryside to charge a microchip placement fee of \$45 for any impounded dog without a permanent ID and if the owner chooses not to have a microchip put in place they'll charge a \$100 declination fee.

Enclosed is the proposed new contract with Countryside Veterinary Clinic and also a copy of the most current contract with Countryside.

Suggested Motion:

Motion to approve the contract with Countryside Veterinary Clinic.

Animal Impound Contract

Date: 2/9/2017

To: The City of Norwood Young America, MN

From: Dr. Anna Ruelle, DVM/Owner of Countryside Vet Clinic
Lyle Braun, Practice Manager of Countryside Vet Clinic



Countryside
Veterinary Clinic PLLC
18950 Highway 5
Young America MN 55397
(952) 442-4200

Greetings Norwood Young America City Council Members,

Enclosed, please find our contract agreement for the stray animal impounding services we provide to your residents. Please review, sign and return it as soon as you are able to, **but no later than May 1, 2017**. You will note that the contract remains virtually unchanged since the implementation years ago. Prices reflect the cost of medical care and inflation, our services are provided at a minimal cost to the city as we value the service you provide and we wish to keep your costs as low as possible.

You will note that section 7-j regarding permanent ID has been added. Numerous other cities now require microchips with licensing and often require impounded pets be microchipped before they are released to an owner if they do not already have a microchip or other form of permanent ID (collars/tags do not constitute a permanent ID). This makes re-homing a lost animal much simpler for your officers, and will help minimize the number of animals needing to be impounded. This is especially helpful for animals that are 'repeat offenders.' You will note that we do not require that an animal be microchipped; that is something we feel the cities/townships should consider with licensing. Instead, we have suggested a high fee of \$100 should an owner choose to 'opt-out' of microchipping their pet for any reason.

A microchip is a small chip (size of 1/2 a rice granule) inserted under the skin of an animal that reflects a unique ID number (like a UPC code for a product in the store) that is attached with the pet and owner information stored in a database such as "HomeAgain." When a scanner picks up a microchip number the person using the scanner types in the unique number on a microchip finder website and then can find out company the chip is registered with (such as HomeAgain) and call that company. Depending on the person calling, the company may or may not release the pet owner information to that caller. Usually microchip companies will give veterinarians and police officers owner information directly so that we may call the owner; occasionally, they will act as an intermediary and call the owner with information about where the pet was found. This helps keep owner information private.

If you have any questions regarding the ongoing contract please contact Lyle Braun, Practice manager at 952-442-4200.

Thank you for your prompt attention in this matter.

Sincerely,

Dr. Anna F. Ruelle, DVM

Lyle Braun, Practice Manager

ENCLOSED- ANIMAL IMPOUND CONTRACT

Animal Impound Contract



Countryside
Veterinary Clinic, PLLC
11920 Highway 5
Norwood, Minnesota 55052
(952) 445-4788

Countryside Veterinary Clinic PLLC (CVC) does hereby contract with the **City of Norwood Young America** to serve as an impound facility for dogs and cats, all according to the following terms and conditions:

1. CVC is not responsible for catching stray animals.
2. The City of Norwood Young America city officials will arrange all transportation of stray animals to CVC's facility.
3. CVC will not be responsible for collecting any fees from owners of stray dogs/cats and said fees will be taken care of before owners are sent to CVC to collect their stray pet.
4. If a medical emergency situation occurs with a stray (such as an animal being hit by a car), CVC has the ethical obligation to the well being of animals intrinsic to the veterinary field to do what we can to save the life of that animal and/or provide pain relieving treatment. The doctor on duty will make the decision to treat unless the prognosis is so grave that euthanasia is recommended. It is agreed that The City of Norwood Young America will pay any fees incurred under these circumstances.
5. There is an ethical obligation to the well being of animals intrinsic to the veterinary field. Because of this obligation, CVC will not euthanize any animal deemed adoptable until all avenues of adoption have been exhausted. It is agreed that The City of Norwood Young America will pay the fees for euthanasia and cremation for all unclaimed animals, whether they are euthanized immediately after the required hold time or not. These fees help cover cost of spay/neuter, vaccinations, microchip that all animals adopted from CVC will have performed.
6. The City of Norwood Young America will be responsible for posting of notices regarding stray animals that are currently being held.
7. CVC will receive compensation for services to be performed under this contract as follows:
 - a. \$32.00 per night boarding fee for dogs.
 - b. \$20.00 per night boarding fee for cats.
 - c. \$60.00 fee for euthanasia if owner does not claim animal (after 5 business days).
 - d. \$60.00 fee for cremation if owner does not claim animal (after 5 business days).
 - e. \$44.00 fee for exam of animal, necessary to prevent the introduction of any contagious disease into our kennel. Animals will be treated at The City of Norwood Young America expense for any such contagious conditions (i.e. fleas, upper respiratory infection).
 - i. All dogs entering our boarding facility will be given Bordetella vaccination. Bordetella, also known as "kennel cough" is highly contagious and our policy is that all dogs must be protected. The current fee is \$28.50. CVC has implemented a \$2.00 Hazardous Waste disposal fee, for vaccinations.

Animal Impound Contract



Countryside
Veterinary Clinic, P.C.
11990 Highway 5
Young America, MN 55397
(612) 442-4200

- ii. All animals entering our boarding facility will be treated with Capstar, a medication that starts killing fleas on the animal within 30 minutes. The current fee is \$14.00.
 - iii. Rabies Vaccination given at current fee of \$28.00
 - f. Current fee for any additional veterinary services required.
 - g. For animals that go home the same day as admitted to CVC there will be a \$25.00 intake and administration fee.
 - h. CVC will be available 24/7 to take impounds. Animals brought in after business hours will have a \$25.00 intake fee. Hours M-F 8-6 Sat. 8-2
 - i. CVC Primary goal is to reunite animals with their owners, if a client wants to pick up their animal when city offices are closed; CVC has the option of releasing the animal to owner after obtaining proper identification and contact information and payment of CVC services. Also CVC will collect any fees due the city for fines regarding stray animals and will send collected fines to city offices.
 - j. Countryside and the cities that it contracts with strongly recommend a pet have a permanent ID in place such as a microchip or tattoo. Therefore, any impounded animal without a permanent ID will be charged a microchip placement at a cost of \$45.00 or an owner may choose to decline a microchip for a \$100.00 declination fee.
8. All fees incurred while stray animals are held at CVC through the statutory impounding requirements (currently 5 consecutive business days) will be paid by The City of Norwood Young America. This may exceed 5 days, as some dogs may be impounded during non-business days.
9. This contract is valid for (please circle one):

Dogs and Cats

or

Dogs Only

10. This contract will go into effect May 1, 2017 and will remain in effect until either party gives a 30 days notice of cancellation.


Lyle Braun, Practice Manager

 DVM
Dr. Anna Ruelle, Owner Veterinarian

The City of Norwood Young America, Mayor

The City of Norwood Young America, City Clerk

Current Contract



Countryside Veterinarian & Feed

13950 Highway 5
Young America MN 55397
952-442-4200

Animal Impound Contract

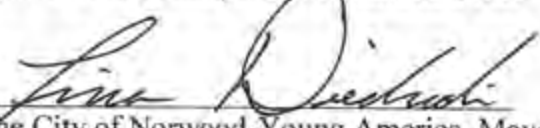
Countryside Veterinary Clinic PLLC. (CVC) does hereby contract with The City of Norwood-Young America to serve as an impound facility for stray dogs and cats, all according to the following terms and conditions:

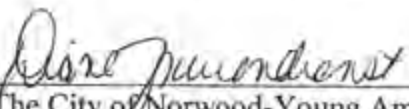
1. CVC is not responsible for catching stray animals.
2. The City of Norwood-Young America city officials will arrange all transportation of stray animals to CVC's facility.
3. CVC will not be responsible for collecting any fees from owners of stray dogs/cats and said fees will be taken care of before owners are sent to CVC to collect their stray pet.
4. If a medical emergency situation occurs with a stray (such as an animal being hit by a car), CVC has the ethical obligation to the well being of animals intrinsic to the veterinary field to do what we can to save the life of that animal and/or provide pain relieving treatment. The doctor on duty will make the decision to treat unless the prognosis is so grave that euthanasia is recommended. It is agreed that The City of Norwood-Young America will pay any fees incurred under these circumstances.
5. There is an ethical obligation to the well being of animals intrinsic to the veterinary field. Because of this obligation, CVC will not euthanize any animal deemed adoptable until all avenues of adoption have been exhausted. It is agreed that The City of Norwood-Young America will pay the fees for euthanasia and cremation for all unclaimed animals, whether they are euthanized immediately after the required hold time or not. These fees help cover cost of spay/neuter, vaccinations, microchip that all animals adopted from CVC will have performed.
6. The City of Norwood-Young America will be responsible for posting of notices regarding stray animals that are currently being held.
7. CVC will receive compensation for services to be performed under this contract as follows:
 - a. \$30.00 per night boarding fee for dogs.
 - b. \$20.00 per night boarding fee for cats.
 - c. \$55.00 fee for euthanasia if owner does not claim animal (after 5 business days).
 - d. \$60.00 fee for cremation if owner does not claim animal (after 5 business days).
 - e. \$42.00 fee for exam of animal, necessary to prevent the introduction of any contagious disease into our kennel. Animals will be treated at The

City of Norwood-Young America expense for any such contagious conditions (i.e. lice, upper respiratory infection),

- i. All dogs entering our boarding facility will be given Bordetella vaccination. Bordetella, also known as "kennel cough" is highly contagious and our policy is that all dogs must be protected. The current fee is \$22.00. CVC has implemented a \$2.00 Hazardous Waste disposal fee, for vaccinations.
 - ii. All animals entering our boarding facility will be treated with Capstar, a medication that starts killing fleas on the animal within 30 minutes. The current fee is \$12.00.
 - iii. Rabies Vaccination given at current fee of \$18.00
 - f. Current fee for any additional veterinary services required.
 - g. For animals that go home the same day as admitted to CVC there will be a \$20.00 intake and administration fee.
 - h. CVC will be available 24/7 to take impounds. Animals brought in after business hours will have a \$20.00 intake fee. Hours M-F 8-6 Sat. 8-2
 - i. CVC Primary goal is to reunite animals with their owners, if a client wants to pick up their animal when city offices are closed; CVC has the option of releasing the animal to owner after obtaining proper identification and contact information.
8. All fees incurred while stray animals are held at CVC through the statutory impounding requirements (currently 5 consecutive business days) will be paid by The City of Norwood-Young America. This may exceed 5 days, as some dogs may be impounded during non-business days.
9. This contract is valid for Dogs and Cats or Dogs Only, please indicate circle one.
10. This contract will go into effect January 1, 2015, and will remain in effect for one year.


Lyle Braun, Countryside Veterinarian, Inc.


The City of Norwood-Young America, Mayor


The City of Norwood-Young America, City Clerk



City of Norwood Young America
310 West Elm Street, PO Box 59
Norwood Young America, MN 55368
www.cityofnya.com
952/467-1800

TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: March 27, 2017

RE: Public Service Technician

With the termination of a Public Service Technician at the City Council meeting on March 13, 2017, it is recommended that we post and accept applications for this position.

Anticipated Timeline (dates are approximate)

| | |
|----------|--|
| March 28 | Post the position and start to accept applications |
| April 17 | Application deadline |
| April 20 | Interview top candidates |
| April 24 | Make recommendation to City Council |
| May 15 | Public Service Technician start date |

RECOMMENDATIONS:

A motion to accept applications for a Public Service Technician.



City of Norwood Young America
310 West Elm Street, PO Box 59
Norwood Young America, MN 55368
www.cityofnya.com
952/467-1800

TO: Mayor Lagergren and Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: March 27, 2017
RE: Hay Baling – Bid Results

On February 27, 2017, the City Council approved to accept bids for baling the hay on the vacant lots of Tacoma West Industrial Park for the 2017 season. The City received one bid by the 10:00am March 17, 2017, deadline:

Silseth Family Farm - \$18.50 per bale (1200 lb).

RECOMMENDATIONS:

A motion to accept the bid from Silseth Family Farm for \$18.50 per 1200 lb bale.

Silseth Family Farm
Paul Silseth and Sons
16895 CR 31
Norwood, MN 55368

Feb. 17, 2015

To The City of Norwood Young America, MN
310 Elm St West, PO Box 59
NYA, MN 55368-0059

Dear City of Norwood Young America MN,

Silseth Family Farm would like you to please consider our bid for the approximate 25 acres of land located in the Tacoma West Industrial Park.

Our bid is: \$18.50 per bale (1,200 lb).

Thank you for considering our bid.
Paul Silseth
Luke Silseth cell # 612-910-1392
Ben Silseth cell # 952-715-1628

March 17, 2017

City of Norwood Young America
310 Elm Street West
Norwood Young America, MN 55368



City of Norwood Young America,

Enclosed is our proposal for retaining the Pavilion Liquor Services and our Insurance Coverage.

The Pour House has been successfully providing the Pavilion Liquor Services since 2013. Our employees are currently fully trained and events are managed by a dedicated contact. We supply and stock all of the alcoholic and non-alcoholic products as needed by event. Also, all the equipment necessary is already in place.

We have found that customer wishes vary in the way they would prefer the services to be provided for their event. We offer options to be able to customize the event to meet their needs.

Options include:

- A set dollar amount of beverages they wish to provide to their guests. Beverages above and beyond the pre-set amount are then cash sales.
- A full service event in which the customer purchases all the liquor for their event.
- Cash only bar.

In addition to the services provided for weddings, dances, and special events, we would offer the following:

- 11% of each event is returned to the City, to be paid out on a Monthly basis
- Continue to provide complimentary bartenders for registered Non-Profits and City events

The Pour House also provides the liquor services during Stiftungsfest weekend. We return 25% of the profit to the Stiftungsfest committee as per the agreement. This is a vital source of revenue for that weekend due our location on Elm St. being located away from the activities surrounding Main St.

We have effectively delivered quality service, professionalism, and fair pricing during our years of providing services for the Pavilion. The Pour House looks forward to continuing our relationship with the city and our customers, and representing our city to all guests, as a great place to live, work, and play.

Thank you for your consideration.

Respectively,

Ryan Finnerty
Owner

John Barnes
Owner



City of Norwood Young America
310 West Elm Street, PO Box 59
Norwood Young America, MN 55368
www.cityofnya.com
952/467-1800

TO: Mayor Lagergren and Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: March 27, 2017
RE: Pavilion Liquor License

On February 13, 2017, the City Council approved to advertise for proposals for a vendor for liquor sales at the Pavilion. One proposal was received from The Pour House Pub (attached). The current on-sale liquor license holder at the Pavilion is The Pour House Pub and the agreement with them expires on June 30, 2017.

RECOMMENDATION:

A motion to approve the proposal from The Pour House Pub intoxicating liquor sales for certain events at the Willkommen Memorial Park Pavilion from July 1, 2017 – June 30, 2019.



City of Norwood Young America
310 West Elm Street, PO Box 59
Norwood Young America, MN 55368
www.cityofnya.com
952/467-1800

TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: March 27, 2017

RE: Public Service Worker - Seasonal

Each year the City hires seasonal employees to assist with mowing, painting, road maintenance and other miscellaneous tasks in the Public Service Department. It is recommended to accept applications for a Public Service Worker.

Anticipated Timeline (dates are approximate)

| | |
|----------|--|
| March 28 | Post the position and start to accept applications |
| April 17 | Application deadline |
| April 20 | Interview top candidates |
| April 24 | Make recommendation to City Council |
| May 15 | Public Service Technician start date |

RECOMMENDATIONS:

A motion to post and accept applications for a Public Service Worker.



To: Honorable Mayor Lagergren
Members of the City Council
Administrator Helget

From: Cynthia Smith Strack, Consulting Planner

Date: March 27, 2017

Re: Wigfield, Teply, Hurst: Vacation of portion of Liberty Street

Applicants: Andy and Julie Wigfield (Purchaser)
Seth Teply (Property Owner)
Daniel Hurst (Property Owner)

Subject Property Address: 524 Elm Street West

Legal Description: See Attached

Property ID: 580500720

Zoning Class: R-3 Medium Density Mixed Residential

Request: **Call for public hearing regarding:** Vacation of a portion of an unimproved street (Liberty Street) right of way to accommodate an existing attached garage constructed in the ROW decades previously.

BACKGROUND

A section of unimproved Liberty Street lies between Elm Street West and the railway in the 500 Block of Elm Street West. The public street segment is approximately 66 feet in width and 450 feet in length. An east-west public alley intersects Liberty Street approximately 125 feet north of Elm Street West.

The holder of a purchase agreement and the fee owners at 524 Elm Street West and adjacent property owners Peter and Michelle Luskey and Marilyn Franck have petitioned for a partial vacation of the eastern half of Liberty Street. The partial vacation would accommodate an attached garage which is located in the public right of way.

Please find attached the following:

1. A petition for partial street vacation
2. A survey and legal description of the proposed vacation
3. An area map of the subject property
4. Resolution calling for a public hearing

Representations by Applicant:

- The vacation of an approximate 1,054 sf of unimproved Progress Street (scalene triangle in shape) is proposed.
- A certificate of survey has been obtained and the survey has been used to demonstrate a proposed partial street vacation.
- The furthest point of projection into the unimproved right of way proposed for vacation is 17 feet (portion of eastern half of public street ROW and western boundary of subject lot).
- The garage was constructed in the public easement decades ago.
- Clear title to the subject property is not achievable but for the vacation request or removal of the attached garage.
- The encroachment results from common perception in the vicinity of the property that lots in the 500 block of Elm Street West are oriented perpendicular to Elm Street as opposed to intersecting but not perpendicular to the street. As a result encroachment of personal property improvements on non-fee owner properties are replicated throughout the vicinity.

EXAMINATION OF REQUEST

Norwood Young America is a statutory city, therefore, state statute governs vacation of easements. Although the request is for a partial street right of way easement vacation, the statutory process is the same. Planning Commission consideration is not part of the required vacation review process. The City Council is responsible for consideration of easement vacation requests.

The City Council is to consider the attached petition and consider calling for a public hearing on the vacation request. When examining the petition, the City is to consider whether or not a majority of the property owners abutting the street vacation have signed the petition.

ACTION

A resolution calling for a public hearing on April 24th on the partial street vacation request is attached for consideration.

**ATTACHMENT A
LEGAL DESCRIPTION**

That part of Block 10 of the Village of Norwood, according to the plat thereof on file and of record in the office of the Register of Deeds in and for County of Carver, State of Minnesota, described as follows: Commencing at the Southwest corner of said Block 10; thence running Northerly along the West line of said Block 10 a distance of 125 feet; thence due East to the point of intersection with a line drawn due North and South through a point on the South line of said Block 10, which is 90 feet East of the point of beginning as measured along said South line; thence due South along said line to the South line of said Block 10; thence West along the South line of Block 10 a distance of 90 feet to the point of beginning.

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 Andy & Julie Wigfield | | Telephone Home: Andy: 952 737 7467 Work: Julie: 952 737 7403 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address (Street, City, State, ZIP) 14480 County Rd 31 Hamburg, MN 55339 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Property Owner's Name (If different from above) HT Homes LLC | | Telephone Home: Seth Teply: 320-469-0085 Work: Daniel Hurst: 320-223-0037 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location of Project 524 Elm St. W Norwood Young America, MN 55368 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Legal Description SECT 15 TWP 115 RANGE 026 CITY LOTS OF NORWOOD BLOCK 10 W 90' OF S 125' OLD # 60.0500800 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description of Request (Attach separate sheet, if necessary) We are requesting that the City vacate a designated parcel of land (attached) and deed it to the property at 524 Elm St W in order to allow the NW pin of said property to be moved 17' to the W to solve the issue of the existing garage overhanging the lot line. The garage has been on the property and maintained for 40+ years by many different owners. By moving the pin 17' W this will square off the property and bring the garage (in-full) onto said property. It is in the public interest to vacate this parcel of land and have it deeded to 524 Elm St. W because it would clear up a confusing title issue for future residents. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Proposed Action(s): Check all that apply</p> <table border="0"> <tr> <td><input type="checkbox"/> Annexation \$300.00</td> <td><input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow</td> <td><input type="checkbox"/> Storm Water Plan \$250.00</td> </tr> <tr> <td><input type="checkbox"/> Application for Appeal \$150.00</td> <td><input type="checkbox"/> Sketch Plat \$200.00 + Escrow</td> <td><input type="checkbox"/> Rezoning \$350.00</td> </tr> <tr> <td><input type="checkbox"/> City Code Amendment \$250.00</td> <td><input type="checkbox"/> Site Plan \$300.00 + Escrow</td> <td><input checked="" type="checkbox"/> Street/Alley Vacation \$150.00</td> </tr> <tr> <td><input type="checkbox"/> Parking Reduction \$100.00</td> <td><input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow</td> <td><input type="checkbox"/> Zoning Text Amendment \$300.00</td> </tr> <tr> <td><input type="checkbox"/> CUP/IUP \$200.00 (Residential)</td> <td><input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow</td> <td><input checked="" type="checkbox"/> Recording Fee \$46.00</td> </tr> <tr> <td><input type="checkbox"/> CUP/IUP \$300.00 (Non Residential)</td> <td><input type="checkbox"/> PUD Final Plan \$300.00 + Escrow</td> <td><input checked="" type="checkbox"/> Other <u>ESCROW \$2500.00</u></td> </tr> <tr> <td><input type="checkbox"/> Variance \$150.00 (Residential)</td> <td><input type="checkbox"/> PUD General Concept Plan \$400.00 + Escrow</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Variance \$200.00 (Non Residential)</td> <td><input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Lot Split \$200.00</td> <td><input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Public Hearing Notice \$75.00</td> <td><input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow</td> <td></td> </tr> </table> | | | <input type="checkbox"/> Annexation \$300.00 | <input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow | <input type="checkbox"/> Storm Water Plan \$250.00 | <input type="checkbox"/> Application for Appeal \$150.00 | <input type="checkbox"/> Sketch Plat \$200.00 + Escrow | <input type="checkbox"/> Rezoning \$350.00 | <input type="checkbox"/> City Code Amendment \$250.00 | <input type="checkbox"/> Site Plan \$300.00 + Escrow | <input checked="" type="checkbox"/> Street/Alley Vacation \$150.00 | <input type="checkbox"/> Parking Reduction \$100.00 | <input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow | <input type="checkbox"/> Zoning Text Amendment \$300.00 | <input type="checkbox"/> CUP/IUP \$200.00 (Residential) | <input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow | <input checked="" type="checkbox"/> Recording Fee \$46.00 | <input type="checkbox"/> CUP/IUP \$300.00 (Non Residential) | <input type="checkbox"/> PUD Final Plan \$300.00 + Escrow | <input checked="" type="checkbox"/> Other <u>ESCROW \$2500.00</u> | <input type="checkbox"/> Variance \$150.00 (Residential) | <input type="checkbox"/> PUD General Concept Plan \$400.00 + Escrow | | <input type="checkbox"/> Variance \$200.00 (Non Residential) | <input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow | | <input type="checkbox"/> Lot Split \$200.00 | <input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow | | <input checked="" type="checkbox"/> Public Hearing Notice \$75.00 | <input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow | |
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| <p>ALL ESCROW MUST BE PAID BY CERTIFIED CHECK</p> <p>Escrow Deposit \$2,000.00</p> <p>Escrow Deposit - Site Plan Review: \$7,500 (Tacoma West Industrial Park), \$5,000.00 (All other site plan reviews)</p> <p>Escrow Deposit - Development Review (paid at Sketch Plan): \$10,000.00</p> <p>ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.</p> <p>*APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED*</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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: <i>Julie Wigfield</i> | | Date: <i>3/12/17</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fee Owner's Signature: <i>Seth Teply</i> Chief Financial Officer HT Homes LLC | | Date: <i>3/12/17</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For Office Use Only | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accepted By: | Amount: | Date: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

G806-22100 ESCROW



Right-of-Way Vacation Checklist

APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED.

| Applicant Check-in | | City Check-in |
|-----------------------|---|------------------|
| | Two (2) 11"x17" sets of the following: 1. Names, addresses, and signatures of abutting property owners. 2. Certificate of survey indicating right-of-way to be vacated and related legal description(s). 3. Statement of why it would be in the public interest to vacate said right-of-way | |
| | Cash fee: \$150.00 | |
| | Public hearing notice fee: \$75.00 | |
| | Completed application form | |
| | | |

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

1. 614 Elm St. W. Norwood Young America, MN 55368
Peter J. Luskey & Michelle L. Luskey

610 Elm St. W Norwood Young America, MN 55368
Marilyn Franck

524 Elm St. W. Norwood Young America, MN 55368
HT Homes LLC (Seth Teply & Daniel Hurst)

2. ATTACHED

3. We are requesting that the City vacate a designated parcel of land on Liberty St. (attached) and deed it to the property at 524 Elm St. W in order to allow the NW pin of said property to be moved 17' to the W to solve the issue of the existing garage overhanging the lot line. The garage has been on the property and maintained for 40+ years by a few different owners. By moving the pin 17' W this will square off the lot and bring the garage (in-full) onto said property. It is in the public interest to vacate this parcel of land and have it deeded to 524 Elm St. W because it would clear up a confusing title issue for future residents.

CURRENT

Certificate of Survey

~ for ~ HT Homes, LLC

of: 524 Elm Street West
NYA, MN 55368



DESCRIPTION OF PROPERTY:

That part of Block 10 of the Village of Norwood, according to the plat thereof on file and of record in the office of the Register of Deeds in and for County of Carver, State of Minnesota, described as follows: Commencing at the Southwest corner of said Block 10; thence running Northerly along the West line of said Block 10 a distance of 125 feet; thence due East to the point of intersection with a line drawn due North and South through a point on the South line of said Block 10, which is 90 feet East of the point of beginning as measured along said South line; thence due South along said line to the South line of said Block 10; thence West along the South line of Block 10 a distance of 90 feet to the point of beginning.

LEGEND

- Found Iron Monument
- Set 1/2" X 14" Iron Pipe

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Minnesota.

Steven V. Ische 22703 02/24/17
License No. Date

PROJ. NO.: 1460-00

PREMIER
LAND SURVEYING, LLC

1600 Arboretum Blvd., Suite 203
Victoria, MN 55386
952-443-3010

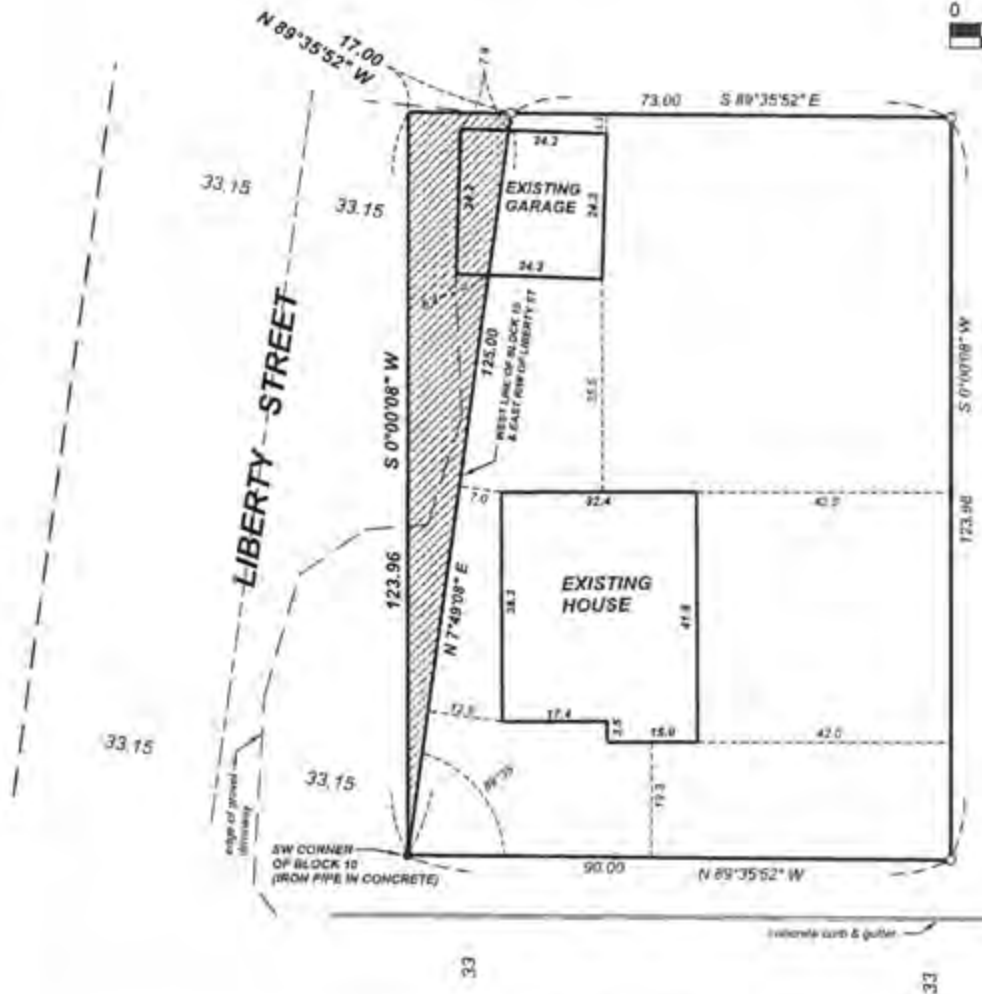
#2

PROPOSED

Sketch & Description

~ for ~ Liberty Street Vacation

at: 524 Elm Street West
NYA, MN 55368



 DENOTES PROPOSED STREET VACATION

LEGEND

- Found Iron Monument
- Set 1/2" X 14" Iron Pipe

ELM STREET WEST


PROPOSED DESCRIPTION FOR LIBERTY STREET VACATION:

That part of Liberty Street, as shown on the plat of Village of Norwood, according to the recorded plat thereof on file and of record in the office of the County Recorder, Carver County, Minnesota, described as follows:

Commencing at the Southwest corner of Block 10, in said plat; thence running Northerly along the West line of said Block 10 a distance of 125 feet; thence due West, parallel with the South line of said Block 10 a distance of 17.00 feet; thence South 123.96 feet to the point of beginning.

Containing 1054 s.f.

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Minnesota.

 22703 03/10/17
Steven V. Isohe License No. Date

PROJ. NO.: 1460-00

 PREMIER
LAND SURVEYING, LLC

1600 Arboretum Blvd., Suite 203
Victoria, MN 55386
952-443-3010

**PETITION FOR VACATION OF A PORTION OF LIBERTY STREET IN
THE CITY OF NORWOOD YOUNG AMERICA,
COUNTY OF CARVER, MINNESOTA**


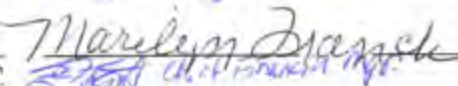


TO: The City Council of Norwood Young America, Minnesota

The undersigned, a majority of the property owners as set forth opposite their respective names, abutting on Liberty Street, respectfully petition the City Council to vacation the aforesaid portion of Liberty Street.

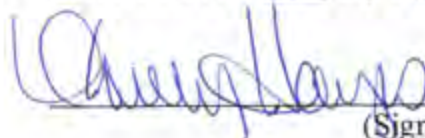
The portion of Liberty Street proposed for vacation is legally described as:

Commencing at the Southwest corner of Block 10, in said plat; thence running Northerly along the West line of said Block 10 a distance of 125 feet; thence due West, parallel with the South line of said Block 10 a distance of 17.00 feet; thence South 123.96 feet to the point of beginning.

Containing 1054 s.f.

| Print Name | Signature | Address or Description of Property |
|------------------------------|---|------------------------------------|
| Peter J & Michelle L. Luskey |  | 614 Elm St. W |
| Marilyn Franck |  | 610 Elm St. W. |
| HT Homes LLC |  | 524 Elm St. W. (current owners) |
| Andy & Julie Wigfield |  | 524 Elm St. W. (future owners) |

Received on the 4 day of March, 2017



(Signature of City Clerk)



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

Map Date: 3/7/2017



To: Honorable Mayor Lagergren
Members of the City Council
Administrator Helget

From: Cynthia Smith Strack, Strack Consulting LLC

Date: March 27, 2017

Re: CUP Accessory Auto Sales/Display: 180 Industrial Boulevard

Applicants: Citizens State Bank (Property Owner)
Todd Miller & Adam Glander (Property Lessee)

Subject Property Address: 180 Industrial Boulevard

Legal Description: N 124.29' of Lot 2, Block 003, Young America Industrial Park

Property ID: 588500102

Zoning Class: B-I Business Industrial District

Request: A conditional use permit to allow outdoor auto sales and display as an accessory use

BACKGROUND

A conditional use permit application and sketch have submitted for review by the City of Norwood Young America in conjunction with proposed outdoor auto sales and display as an accessory use at 180 Industrial Boulevard. The application materials and a map of the site are attached for consideration/information.

A conditional use permit is required under §1230.11, Subd. 4 of the City Code which provides for the proposed use in the B-I Business Industrial District.

The Applicants (i.e. Property Owner and Property Lessee) propose automobile sales/display as an accessory use to an existing established auto repair use.

The Applicants represent:

- The principal use of the property is auto repair and will remain auto repair.
- The proposed accessory use is outdoor sales/display of used automobiles.
- The proposed accessory use shall occupy a dedicated auto sales office within the principal structure.
- No structural changes to the principal structure are proposed.
- Used vehicles for sale are to occupy a portion of the parking lot in the front of the building. Additional overflow parking for used vehicle display sales may be stored in the rear (gravel) parking area.

Hearing Requirements

The Planning Commission held a public hearing on the request following duly published, posted, and mailed notice. Please find a copy of the draft March 21, 2017 PC meeting minutes attached for information on the hearing.

Examination of Code Requirements

NYA City Code requirements applicable to this Conditional Use Permit Request are itemized below; consulting staff comments are illustrated in **red bold, italic type face**.

1210.06 Conditional Use Permits, Subd. 3(B)(16) Requirements

Outdoor Auto, Truck, Recreational Vehicle, Equipment Sales and Display. Outdoor auto, truck, recreational vehicle, equipment sales and display shall comply with the following standards:

- a. Shall have adequate off-street parking. ***The existing structure is approximately 3,600 square feet and is used for auto repair. Auto repair and/or sales uses require one (1) parking space for every five hundred (500) sf of floor area equating to seven (7) required spaces. Adequate off-street parking appears to exist for the proposed activity, provided used car display sales do not occupy the required parking spaces.***
- b. All access drives, parking and storage areas shall be surfaced with concrete or bituminous with curb and gutter. ***The existing parking lot is surfaced with bituminous and a curb is in place.***
- c. Shall be screened from adjacent residential districts by buffer fence of adequate design or a planting buffer screen. ***There is a large wetland to the east of the subject parcel. The wetland is zoned for residential use, however, the natural area is subject to protection under the Wetland Conservation Act and, therefore, unlikely to be used for residential purposes.***
- d. All used vehicles associated with the use shall comply with the following additional standards: ***These are proposed conditions of the CUP.***
 - i. Shall be in an operable condition.
 - ii. Shall not be extensively damaged, with the damage including such things as broken or missing tires and wheels, motor, body parts, windows, drive train or transmission.
 - iii. Shall have a fair market value greater than the approximate value of the scrap in it

General Criteria for Approval of Conditional Use Permits

The aforementioned standards relate specifically to outdoor auto sales/display. In addition, the Planning Commission is required to examine the request under a series of general standards as set for under Section 1210.06 Conditional Use Permits, Subd. 3(A). The City Council may, as it deems necessary to protect the health, safety, and general welfare of the public, require additional performance standards. At a minimum the Planning Commission is required to examine the request as it applies to the following standards.

1. The use is consistent with goals, policies and objectives of the Comprehensive Plan. ***DISCUSSION: The existing and future use are consistent with the Comprehensive Plan.***
2. The use is consistent with the intent of this Ordinance. ***DISCUSSION: The proposed use is an allowed accessory use in the B-I District under a CUP.***
3. The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements. ***DISCUSSION: The proposed outdoor storage will not impact government facilities, utilities, services, or existing improvements. No changes to the existing lot, structure, or parking facility are proposed, except for striping of the parking lot.***

4. The use does not have an undue adverse impact on the public health, safety or welfare. ***DISCUSSION: No changes to the existing property, structure, or parking facility are proposed.***
5. The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood. ***DISCUSSION: No changes to the existing property, structure, or parking facility are proposed.***
6. The use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. ***DISCUSSION: The proposed outdoor storage will not impede orderly development and improvement of surrounding properties.***
7. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. ***DISCUSSION: No changes to the existing property, structure, or parking facility are proposed.***
8. Adequate measures have been or will be taken to provide for vehicular and pedestrian safety and convenience to, from and within the site. ***DISCUSSION: No changes to the existing property, structure, or parking facility are proposed.***
9. The use meets all of the performance criteria requirements as established in Section 1245.01 of this chapter. ***DISCUSSION: No new construction is contemplated at this time.***
10. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located. ***DISCUSSION: No new construction is contemplated.***

PC RECOMMENDATION: CONDITIONAL APPROVAL

The PC held a hearing on the CUP on March 21st. Following the hearing and discussion, the Commission approved a motion recommending the City Council approve the CUP subject to specific conditions. A draft of the March 21st meeting minutes are attached for reference. Proposed conditions include:

1. The approved accessory use for outdoor automobile sales/display is applicable to the property at 180 Industrial Boulevard.
2. A maximum of forty (40) vehicles may be stored outdoors on the site at one time, including those being repaired and those for sale. At least seven (7) parking spaces in the parking lot in front of the building shall be reserved for customer parking.
3. All used vehicles associated with the used automobile sales/display shall comply with the following standards:
 - i. Shall be in an operable condition.
 - ii. Shall not be extensively damaged, with the damage including such things as broken or missing tires and wheels, motor, body parts, windows, drive train or transmission.
 - iii. Shall have a fair market value greater than the approximate value of the scrap in it
4. Used automobiles on sale and display are limited to passenger automobiles. Commercial weight vehicles, agricultural equipment, trailers, recreational vehicles, sport utility vehicles, non-motorized items and the like are prohibited.

5. All parking for the principal and accessory use shall occur off-street. Additional overflow parking for used vehicle display sales may occur in the rear (gravel) parking area.
6. The Applicant or Property Owner shall supply the City evidence of an auto dealer's license.
7. Any signage shall require issuance of a sign permit.
8. Any changes to outdoor lighting shall require approval from the City.
9. This approval shall expire one year after date of approval unless the Applicants have commenced operation of the Use on-site.
10. This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
11. The permit shall be subject to annual inspection and audit by the City.
12. The City may revoke the CUP upon violation of the conditional use permit standards in the Zoning Ordinance or violation of the conditions of this resolution, subject to the requirements of Section 1210.06, Subd. 5 "Revocation of Conditional Use Permits" of the Zoning Ordinance.
13. The conditional use permitted under this Resolution shall be revoked if the Use ceases for more than 12 consecutive months.

ACTION

Consideration of the CUP request is kindly requested. A sample RESOLUTION is attached for consideration.

ATTACHMENTS

- Planning Commission (draft) minutes
- CUP Application
- Sample Resolution

A. Conditional Use Permit: Accessory Auto Sales and Display at 180 Industrial Boulevard

Heher introduced the agenda item and opened the public hearing at 7:09 p.m.

Strack stated Citizens State Bank as the Property Owner and Todd Miller as the property lessee have applied for a conditional use permit to operate an accessory auto sales and display operation at 180 Industrial Boulevard. Miller proposes to operate the auto dealership; the principal use of the site is auto repair.

A conditional use permit is required under §1230.11, Subd. 4 of the City Code which provides for the proposed use in the B-I Business Industrial District.

The Applicants represent:

The principal use of the property is auto repair and will remain auto repair.

The proposed accessory use is outdoor sales/display of used automobiles.

The proposed accessory use shall occupy a dedicated auto sales office within the principal structure.

No structural changes to the principal structure are proposed.

Used vehicles for sale are to occupy a portion of the parking lot in the front of the building. Additional overflow parking for used vehicle display sales may be stored in the rear (gravel) parking area.

A notice of the public hearing was published, posted, and mailed. No comments have been received.

Heher inquired of Strack if she was suggesting a maximum of 15 vehicles be stored on site. Strack noted that number is a placeholder, but the suggestion is rooted in limiting the number of autos allowed on site.

Todd Miller opined the proposed amount of vehicles (15) was too low and suggested forty would be a more realistic volume of vehicles to be housed on site.

Kemp inquired as to whether or not Miller had considered fencing/screening adjacent to the existing trail abutting the rear yard. Miller opined additional fencing or screening was not realistic.

Lagergren inquired as to where autos would be stored. Miller referenced an illustration included in the packet.

Lagergren asked Miller how many cars he anticipated would be housed on site. Miller suggested 40 automobiles. Lagergren inquired as to how many vehicles could be parked in the existing lot to the front of the building. Schlechter estimated 25 stalls.

Strack stated off-street parking stall requirements for auto dealer and repair shops apply as well.

Kemp inquired as to whether or not a previous site plan illustrating the number of parking spots available in front of the building existed. Strack noted she was not aware of one, she further stated that based on stall size and aisle width requirements the front parking lot area could accommodate an estimated 15 parking spaces.

Miller suggested he would likely park five used cars in the front parking lot and store the remainder in the rear yard.

Heher asked for other comments for or against the proposed conditional use permit.

Motion – Grundahl, Second Kemp to close the public hearing at 7:20 p.m. Approved 5-0.

B. Interim Use Permit: Outdoor Storage at 508 Merger Street

Heher introduced the agenda item and opened the public hearing at 7:21 p.m.

Strack noted Joel Buettenhoff (Property Owner) and Tim Conyard (Lessee) have applied for an interim use permit in conjunction with proposed outdoor storage at 508 North Merger Street. The Applicants propose to store a metal racking system for transfer of raw product into the facility at the site.

An interim use permit is required under §1230.09, Subd. 5(A) of the City Code which provides for the proposed outdoor storage in the C-2 General Commercial District.

The Applicants represent:

A metal racking system will be used to facilitate the transfer of product to/from an established use at the subject address. The racking system is to be twenty-five (25) feet in length, approximately four (4) feet in depth, and sixteen (16) feet in height.

No other outdoor storage is proposed in conjunction with the use of the property.

The racking system will be made of durable metal.

Strack stated a public hearing notice had been published, posted, and to her knowledge, mailed as required by law. No comments for or against the proposal have been received at this time. She acknowledged a representative for the Applicant was in attendance at the meeting.

Grundahl inquired as to how would an accessory pool would be regulated. Strack noted she would likely consider such a use as ancillary to the principal use. She noted regulations relating to pools were included in the code.

Perry Forst testified in favor of amendment. He alluded to his testimony at the previous PC meeting regarding CUP standards requiring an adult provide supervision of animals and the length of time a dog could be barking prior to a nuisance being triggered e.g. one minute.

Kemp noted she would prefer an adult be required to supervise animals out of doors. Hoernemann noted he didn't have a problem with teenagers being included in the definition.

Lagergren confirmed the PC would discuss specific conditions during the business portion of the meeting.

Motion – Lagergren second Hoernemann to close the public hearing at 7:43 p.m. Approved 5-0.

5. Old Business.

A. Conditional Use Permit: Accessory Auto Sales and Display at 180 Industrial Boulevard.

Heher introduced the agenda item.

Strack stated that a conditional use permit is requested by Citizen's State Bank as the deed holder of the property at 180 Industrial Boulevard and Todd Miller as the proposed operator of an auto sales and display operation accessory to the existing principal use of the property as auto repair.

Accessory auto sales and display are allowed under CUP in the B-I Business Industrial District. Two separate sets of review criteria existed in the code. The first applicable specifically to auto sales/display the second applicable to all conditional uses.

Strack stated that under Section 1210.06, Subd. 3(B)(16) of the Code, outdoor auto sales and display were required to comply with four standards.

First, the adequate parking was required. She noted the existing structure is approximately 3,600 square feet and is used for auto repair. Auto repair and/or sales uses require one (1) parking space for every five hundred (500) sf of floor area equating to seven (7) required spaces. Adequate off-street parking appears to exist for the proposed activity, provided used car display sales do not occupy the required parking spaces.

Second, outdoor auto sales and display uses required all access drives, parking and storage areas shall be surfaced with concrete or bituminous with curb and gutter. She noted the existing parking lot is surfaced with bituminous and a curb is in place.

A third requirement for outdoor auto sales and display uses requires lots to be screened from adjacent residential districts by buffer fence of adequate design or a planting buffer screen. Strack noted there is a large wetland to the east of the subject parcel. The wetland is zoned for residential use, however, the natural area is subject to protection under the Wetland Conservation Act and, therefore, unlikely to be used for residential purposes. Strack suggested the Commission may wish to discuss the need to require screening of potential overflow sales storage from the east property line (trail users).

The last specific requirement for auto sales and display requires all used vehicles associated with the use:

Shall be in an operable condition.

Shall not be extensively damaged, with the damage including such things as broken or missing tires and wheels, motor, body parts, windows, drive train or transmission.

Shall have a fair market value greater than the approximate value of the scrap in it

These are proposed conditions if approval is recommended.

Strack stated the other set of review criteria was applicable to any conditional use being considered. Those criteria required:

The use to be consistent with goals, policies and objectives of the Comprehensive Plan. Strack noted existing and future use are consistent with the Comprehensive Plan and continued use of the property for commercial and industrial type uses.

The use must also be consistent with the intent of the zoning code. Strack stated the proposed auto sales and display use is an allowed accessory use in the B-I District under a CUP.

The use must not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements. Strack stated the proposed outdoor storage will not impact government facilities, utilities, services, or existing improvements as no changes to the existing lot, structure, or parking facility are proposed, except for striping of the parking lot.

The use must not adversely impact on the public's health, safety or welfare. Strack reiterated, no changes are proposed to the existing property, structure, or parking facility.

The use must not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood. Strack opined the nature of the use is not substantially altered by the proposed accessory auto sales and display operation.

Strack stated if the Planning Commission looked favorably on the request she would recommend the conditions as represented in her staff memo, including, but not limited to:

The approved accessory use be only for outdoor automobile sales/display and applicable only to the property at 180 Industrial Boulevard.

An identified maximum number of autos be displayed for sale at one time. At least seven (7) parking spaces in the parking lot in front of the building shall be reserved for customer parking. All vehicles stored outdoors on the site at one time, including those being repaired, shall not exceed a specified number of vehicles.

All used vehicles associated with the used automobile sales/display shall comply with the following standards:

Shall be in an operable condition.

Shall not be extensively damaged, with the damage including such things as broken or missing tires and wheels, motor, body parts, windows, drive train or transmission.

Shall have a fair market value greater than the approximate value of the scrap in it

Used automobiles on sale and display are limited to passenger automobiles. Commercial weight vehicles, agricultural equipment, trailers, recreational vehicles, sport utility vehicles, non-motorized items and the like are prohibited.

All parking for the principal and accessory use shall occur off-street. Additional overflow parking for used vehicle display sales may occur in the rear parking area.

The Applicant or Property Owner shall supply the City evidence of an auto dealer's license.

Any signage shall require issuance of a sign permit.

Any changes to outdoor lighting shall require approval from the City.

Heher asked Miller if he would be adding lights in the rear storage area. Miller stated he has no plans for lighting the rear parking area. Heher confirmed Miller had reviewed the staff report and recommendations. Miller confirmed. Heher asked Miller to comment on the maximum number of vehicles stored on site at one time. Miller suggested forty total vehicles.

Heher stated there is a partial berm and some existing vegetation in the rear yard he noted pictures of the site. Kemp opined existing screening appears to be adequate.

Heher suggested the maximum number of vehicles allowed to be store on site at one time be capped at 40 vehicles. He concurred with Kemp regarding screening.

Kemp and Grundahl supported Heher's suggestions.

Motion – Lagergren to recommend approval provided the total vehicles stored on site be capped at 40 and accept existing vegetation as sufficient. Second Kemp. Approved 5-0.

B. Interim Use Permit: Outdoor Storage at 508 Merger Street.

Heher introduced the agenda item.

Strack noted the Applicants propose to store a metal racking system for transfer of raw product into the facility outdoors at the site. An interim use permit is required under §1230.09, Subd. 5(A) of the City Code which provides for the proposed outdoor storage in the C-2 General Commercial District.

Strack noted Section 1210.06 (B) of the Code specified standards for outdoor storage, including:

All outdoor storage yards be completely screened from roads or developed areas with a solid fence or wall 6 feet or more in height, maintained in good condition, and screened with suitable planting.

And that no un-screened outdoor storage yard can be closer than 500 feet to an existing highway, or closer than 100 feet to any other City streets.

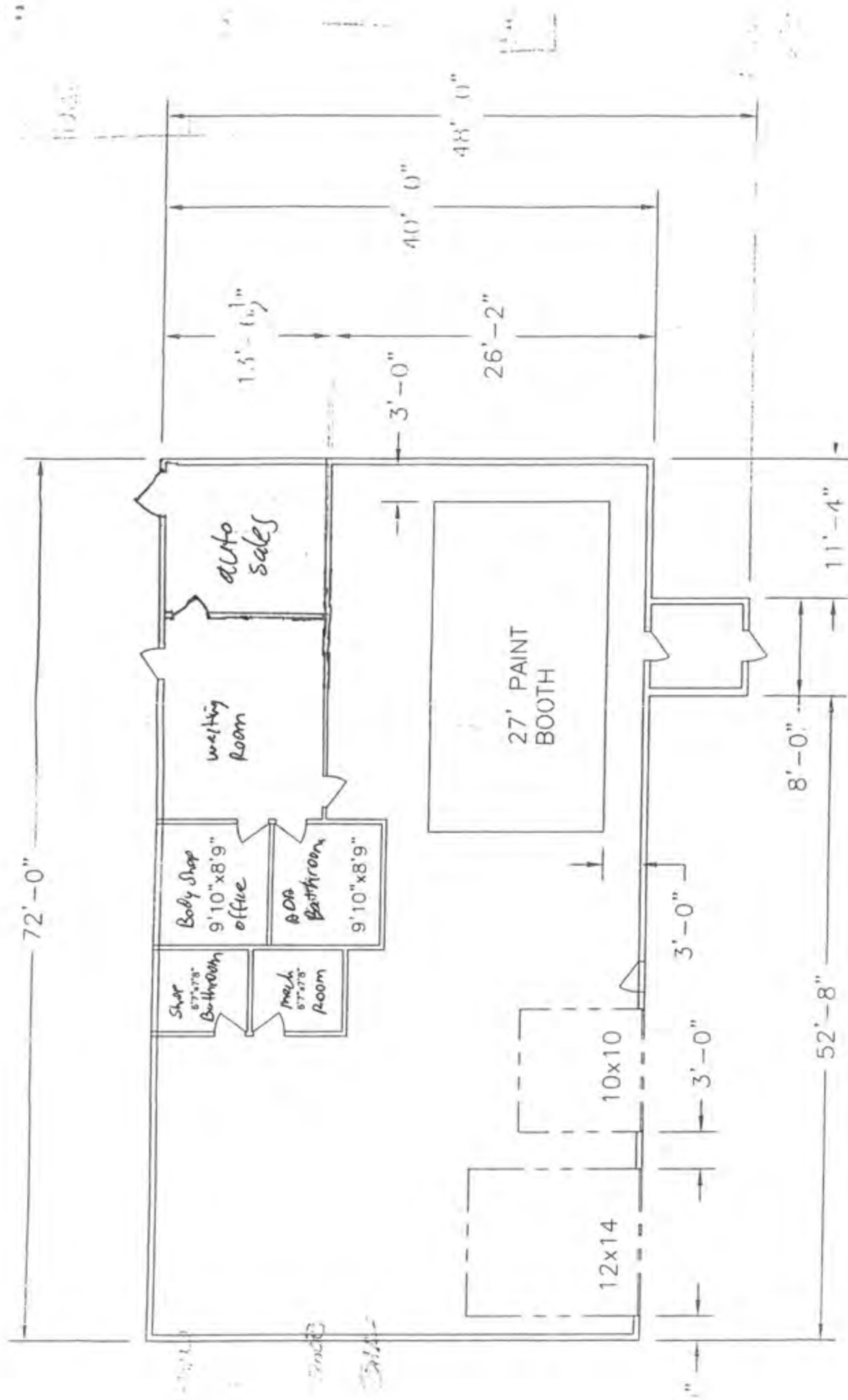
Strack opined "storage yards" are not defined in the Code; presumably storage yards are more than just one piece of equipment. She suggested the Planning Commission determine whether or not a storage rack constitutes a storage yard. If so, the standards for screening should apply.

The standards of Section 1210.07 require IUP's to meet review requirements of Section 1210.06, Subd. 3(B)(16) of the code relating to general criteria for approval of Conditional Use Permits.

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 <u>180 auto sales</u> <u>Todd M. Miller - ADAM Glander</u> | | Telephone <u>Home 952-466-5777 SAME</u> <u>Work/Cell 952-292-0530T 952-212-7038A</u> | | | | |
| Address (Street, City, State, ZIP) <u>311 W Rail Road Street NYA MN</u> | | | | | | |
| Property Owner's Name (If different from above) <u>Citizens State Bank NYA MN 55368</u> | | Telephone <u>Home 952-467-3000</u> <u>Work/Cell</u> | | | | |
| Location of Project <u>180 Industrial Blvd NYA MN 55397</u> | | | | | | |
| Legal Description | | | | | | |
| Description of Request (Attach separate sheet, if necessary) <u>ADD car sales to the use of this property. current auto body repair shop. 180 collision inc</u> | | | | | | |
| <p style="text-align: center;">Proposed Action(s): Check all that apply</p> <table style="width:100%; border: none;"> <tr> <td style="width:33%; vertical-align: top;"> <input type="checkbox"/> Annexation \$300.00 <input type="checkbox"/> Application for Appeal \$150.00 <input type="checkbox"/> City Code Amendment \$250.00 <input type="checkbox"/> Parking Reduction \$100.00 <input type="checkbox"/> CUP/IUP \$200.00 (Residential) <input checked="" type="checkbox"/> CUP/IUP \$300.00 (Non Residential) <input type="checkbox"/> Variance \$150.00 (Residential) <input type="checkbox"/> Variance \$200.00 (Non Residential) <input type="checkbox"/> Lot Split \$200.00 <input checked="" type="checkbox"/> Public Hearing Notice \$75.00 </td> <td style="width:33%; vertical-align: top;"> <input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow <input type="checkbox"/> Sketch Plat \$200.00 + Escrow <input type="checkbox"/> Site Plan \$300.00 + Escrow <input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow <input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow <input type="checkbox"/> PUD Final Plan \$300.00 + Escrow <input type="checkbox"/> PUD General Concept Plan \$400.00 + Escrow <input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow </td> <td style="width:33%; vertical-align: top;"> <input type="checkbox"/> Storm Water Plan \$250.00 <input type="checkbox"/> Rezoning \$350.00 <input type="checkbox"/> Street/Alley Vacation \$150.00 <input type="checkbox"/> Zoning Text Amendment \$300.00 <input checked="" type="checkbox"/> Recording Fee \$46.00 <input type="checkbox"/> Other _____ </td> </tr> </table> | | | | <input type="checkbox"/> Annexation \$300.00 <input type="checkbox"/> Application for Appeal \$150.00 <input type="checkbox"/> City Code Amendment \$250.00 <input type="checkbox"/> Parking Reduction \$100.00 <input type="checkbox"/> CUP/IUP \$200.00 (Residential) <input checked="" type="checkbox"/> CUP/IUP \$300.00 (Non Residential) <input type="checkbox"/> Variance \$150.00 (Residential) <input type="checkbox"/> Variance \$200.00 (Non Residential) <input type="checkbox"/> Lot Split \$200.00 <input checked="" type="checkbox"/> Public Hearing Notice \$75.00 | <input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow <input type="checkbox"/> Sketch Plat \$200.00 + Escrow <input type="checkbox"/> Site Plan \$300.00 + Escrow <input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow <input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow <input type="checkbox"/> PUD Final Plan \$300.00 + Escrow <input type="checkbox"/> PUD General Concept Plan \$400.00 + Escrow <input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow | <input type="checkbox"/> Storm Water Plan \$250.00 <input type="checkbox"/> Rezoning \$350.00 <input type="checkbox"/> Street/Alley Vacation \$150.00 <input type="checkbox"/> Zoning Text Amendment \$300.00 <input checked="" type="checkbox"/> Recording Fee \$46.00 <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Annexation \$300.00 <input type="checkbox"/> Application for Appeal \$150.00 <input type="checkbox"/> City Code Amendment \$250.00 <input type="checkbox"/> Parking Reduction \$100.00 <input type="checkbox"/> CUP/IUP \$200.00 (Residential) <input checked="" type="checkbox"/> CUP/IUP \$300.00 (Non Residential) <input type="checkbox"/> Variance \$150.00 (Residential) <input type="checkbox"/> Variance \$200.00 (Non Residential) <input type="checkbox"/> Lot Split \$200.00 <input checked="" type="checkbox"/> Public Hearing Notice \$75.00 | <input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow <input type="checkbox"/> Sketch Plat \$200.00 + Escrow <input type="checkbox"/> Site Plan \$300.00 + Escrow <input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow <input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow <input type="checkbox"/> PUD Final Plan \$300.00 + Escrow <input type="checkbox"/> PUD General Concept Plan \$400.00 + Escrow <input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow | <input type="checkbox"/> Storm Water Plan \$250.00 <input type="checkbox"/> Rezoning \$350.00 <input type="checkbox"/> Street/Alley Vacation \$150.00 <input type="checkbox"/> Zoning Text Amendment \$300.00 <input checked="" type="checkbox"/> Recording Fee \$46.00 <input type="checkbox"/> Other _____ | | | | |
| <p>ALL ESCROW MUST BE PAID BY CERTIFIED CHECK</p> <p>Escrow Deposit \$2,000.00</p> <p>Escrow Deposit - Site Plan Review: \$7,500 (Tacoma West Industrial Park), \$5,000.00 (All other site plan reviews)</p> <p>Escrow Deposit - Development Review (paid at Sketch Plan): \$10,000.00</p> <p style="text-align: right;"><u>total 421.00</u></p> | | | | | | |
| <p>ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.</p> <p>*APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED*</p> | | | | | | |
| <p>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.</p> | | | | | | |
| Applicant's Signature: <u>[Signature]</u> | | Date <u>2-7-16</u> | | | | |
| Fee Owner's Signature: <u>[Signature]</u> | | Date <u>2-7-16</u> | | | | |
| For Office Use Only | | | | | | |
| Accepted By: | Amount | Date | | | | |
| | | | | | | |



Google Maps 180 Industrial Blvd



Imagery ©2017 Google, Map data ©2017 Google 50 ft



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

Map Date: 2/26/2017



Carver County GIS, 2014 Pictometry International

This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

Map Date: 2/26/2017



To: Honorable Mayor Lagergren
Members of the City Council
Administrator Helget

From: Cynthia Smith Strack, Strack Consulting LLC

Date: March 27, 2017

Re: Interim Use Permit: Outdoor Storage – 508 North Merger Street

Applicants: Joel Buttenhoff, Faxon RD Investors LLC (Property Owner)
Tim Conyard, d.b.a. Cedar Direct Minnesota (Lessee)

Subject Property Address: 508 North Merger Street

Legal Description: Lot 1, Block 1, YA Addition

Property ID: #588490010

Zoning Class: C-2 General Commercial District

Request: Interim use permit to allow outdoor storage

Background

Joel Buetttenhoff (Property Owner) and Tim Conyard (Lessee) have applied for an interim use permit in conjunction with proposed outdoor storage (of racking system) at 508 North Merger Street. The Applicants propose to store a metal racking system out of doors on the site. The racking system will be used for staging and transfer of raw product into the facility outdoors at the site. Application materials and a map of the site are attached for consideration/information.

An interim use permit is required under §1230.09, Subd. 5(A) of the City Code which provides for the proposed outdoor storage in the C-2 General Commercial District.

The Applicants represent:

- A metal racking system will be used to facilitate the transfer of product to/from an established use at the subject address. The racking system is to be twenty-five (25) feet in length, approximately four (4) feet in depth, and sixteen (16) feet in height.
- No other outdoor storage is proposed in conjunction with the use of the property.
- The racking system will be made of durable metal.

Hearing Requirements

The Planning Commission held a public hearing on the matter at a regular meeting March 21st. Minutes from the meeting are attached for Council information.

Examination of Code Requirements

NYA City Code requirements applicable to this Conditional Use Permit Request are itemized below; consulting staff comments are illustrated in ***red bold, italic type face***.

1210.06 (B) Specific Standards for Outdoor Storage

Conditions for outdoor storage yards are prescribed under Section 1210.06(B) of the Code. Specifically the standards require:

1. All outdoor storage yards shall be completely screened from roads or developed areas with a solid fence or wall 6 feet or more in height, maintained in good condition, and screened with suitable planting.
2. No un-screened outdoor storage yards established after the effective date of this Chapter shall be located closer than 500 feet to existing State and Federal roads, nor closer than 100 feet to any other City streets.

"Storage yards" are not defined in the Code. The Planning Commission finds more than one piece of equipment would presumably constitute a storage yard.

1210.07 Interim Use Permits Conditions for Approval.

IUP's must meet Requirements of 1210.06, Subd. 3(B)(16): General Criteria for Approval of Conditional Use Permits.

1. The use is consistent with goals, policies and objectives of the Comprehensive Plan.
DISCUSSION: The existing and future use are consistent with the Comprehensive Plan.
2. The use is consistent with the intent of this Ordinance. ***DISCUSSION: The proposed use is an allowed as an interim use in the C-2 District under an IUP.***
3. The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements. ***DISCUSSION: The proposed outdoor storage will not impact government facilities, utilities, services, or existing improvements. No changes to the existing lot, structure, or parking facility are proposed.***
4. The use does not have an undue adverse impact on the public health, safety or welfare.
DISCUSSION: No changes to the existing property, structure, or parking facility are proposed.
5. The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood. ***DISCUSSION: No changes to the existing property, structure, or parking facility are proposed.***
6. The use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. ***DISCUSSION: The proposed outdoor storage will not impede orderly development and improvement of surrounding properties.***
7. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.
DISCUSSION: No changes to the existing property, structure, or parking facility are proposed.
8. Adequate measures have been or will be taken to provide for vehicular and pedestrian safety and convenience to, from and within the site. ***DISCUSSION: No changes to the existing property, structure, or parking facility are proposed.***

9. The use meets all of the performance criteria requirements as established in Section 1245.01 of this chapter. ***DISCUSSION: No new construction is contemplated at this time.***
10. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located. ***DISCUSSION: No new construction is contemplated.***

PC Recommendation

Following the hearing and discussion the Planning Commission approved a motion recommending the City Council approve interim use permit with the following conditions:

1. The approved interim use permit is applicable to the property addressed as 508 Norther Merger Street and shall be limited to a metal racking system with the approximate dimensions of: twenty-five (25) feet in length, approximately four (4) feet in depth, and sixteen (16) feet in height
2. A maximum of one (1) racking system is allowed.
3. The racking system is as a temporary staging area and not a 'storage yard' as referenced in Section 1210.06 (B) of the Code.
4. This approval shall expire one year after date of approval unless the Applicants have commenced operation of the Use on-site.
5. This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
6. The permit shall be subject to annual inspection and audit by the City.
7. The City may revoke the IUP upon violation of the conditional use permit standards in the Zoning Ordinance or violation of the conditions of this resolution, subject to the requirements of Section 1210.06, Subd. 5 "Revocation of Conditional Use Permits" of the Zoning Ordinance.
8. The interim use permitted under this Resolution shall be revoked if the Use ceases for more than 12 consecutive months.

Action

Following discussion and review a MOTION to approve or deny the request is in order. A sample RESOLUTION is attached for consideration.

Lagergren asked Miller how many cars he anticipated would be housed on site. Miller suggested 40 automobiles. Lagergren inquired as to how many vehicles could be parked in the existing lot to the front of the building. Schlechter estimated 25 stalls.

Strack stated off-street parking stall requirements for auto dealer and repair shops apply as well.

Kemp inquired as to whether or not a previous site plan illustrating the number of parking spots available in front of the building existed. Strack noted she was not aware of one, she further stated that based on stall size and aisle width requirements the front parking lot area could accommodate an estimated 15 parking spaces.

Miller suggested he would likely park five used cars in the front parking lot and store the remainder in the rear yard.

Heher asked for other comments for or against the proposed conditional use permit.

Motion – Grundahl, Second Kemp to close the public hearing at 7:20 p.m. Approved 5-0.

B. Interim Use Permit: Outdoor Storage at 508 Merger Street

Heher introduced the agenda item and opened the public hearing at 7:21 p.m.

Strack noted Joel Buettenhoff (Property Owner) and Tim Conyard (Lessee) have applied for an interim use permit in conjunction with proposed outdoor storage at 508 North Merger Street. The Applicants propose to store a metal racking system for transfer of raw product into the facility at the site.

An interim use permit is required under §1230.09, Subd. 5(A) of the City Code which provides for the proposed outdoor storage in the C-2 General Commercial District.

The Applicants represent:

A metal racking system will be used to facilitate the transfer of product to/from an established use at the subject address. The racking system is to be twenty-five (25) feet in length, approximately four (4) feet in depth, and sixteen (16) feet in height.

No other outdoor storage is proposed in conjunction with the use of the property.

The racking system will be made of durable metal.

Strack stated a public hearing notice had been published, posted, and to her knowledge, mailed as required by law. No comments for or against the proposal have been received at this time. She acknowledged a representative for the Applicant was in attendance at the meeting.

Heher referenced comments in the staff memo relating to storage yard adjacent to highways requiring screening. Strack acknowledged the comments noting discussion regarding the definition of a storage yard was requested.

Lagergren asked Conyard where the storage rack would be located. Strack noted to the west side of the building adjacent to termination of Merger Street, it was already on site.

Lagergren asked Conyard to explain how the storage rack would be used. Conyard noted he has cedar boards shipped in to the site. The racking would be used to inventory incoming boards prior to moving them inside the facility.

Kemp clarified the use was for staging product as opposed to storing it on site. Conyard confirmed that was the case, unless a shipment occurred late in the day in which case the product could be stored overnight in the racking.

Perry Forst stated he did not have an issue with this request.

Grundahl inquired as to whether or not either of the Gahl's had comments. Discussion regarding concrete cast off materials and storage pods placed out of doors on the site at this time ensued. The materials are temporarily stored out of doors during a transition period which includes interior remodeling.

Motion – Lagergren second Grundahl to close the public hearing at 7:34 p.m. Approved 5-0.

C. Draft Ordinance: Amending C-2, C-3, and B-I to Allow Animal Care as a Conditional Use.

Heher introduced the agenda item and opened the public hearing at 7:34 p.m.

Strack noted the Planning Commission has been discussing animal care, including pet daycare, as an allowable use in certain zoning classifications. An ordinance has been drafted following review of sample codes in other communities and discussion at several meetings. At this time veterinary clinics and animal hospitals are allowed under conditional use permit in the C-2 District. No other types of animal care, including pet daycare, training, boarding, shelter, etc. are allowed at this time.

The PC proposes to allow veterinary clinics, animal care, animal shelters, pet daycare, pet training, and animal hospitals as conditional uses in the C-2 General Commercial, C-3 Downtown, and B-I Business Industrial Districts. In addition the PC proposes to enact specific standards relating to such conditional use permits including those related to: noise, sanitation, adequate space, and ventilation.

A hearing notice has been published and posted. No comments for or against the proposed ordinance have been received. The Ordinance was developed pursuant to a request for consideration by a member of the public.

Any changes to outdoor lighting shall require approval from the City.

Heher asked Miller if he would be adding lights in the rear storage area. Miller stated he has no plans for lighting the rear parking area. Heher confirmed Miller had reviewed the staff report and recommendations. Miller confirmed. Heher asked Miller to comment on the maximum number of vehicles stored on site at one time. Miller suggested forty total vehicles.

Heher stated there is a partial berm and some existing vegetation in the rear yard he noted pictures of the site. Kemp opined existing screening appears to be adequate.

Heher suggested the maximum number of vehicles allowed to be store on site at one time be capped at 40 vehicles. He concurred with Kemp regarding screening.

Kemp and Grundahl supported Heher's suggestions.

Motion – Lagergren to recommend approval provided the total vehicles stored on site be capped at 40 and accept existing vegetation as sufficient. Second Kemp. Approved 5-0.

B. Interim Use Permit: Outdoor Storage at 508 Merger Street.

Heher introduced the agenda item.

Strack noted the Applicants propose to store a metal racking system for transfer of raw product into the facility outdoors at the site. An interim use permit is required under §1230.09, Subd. 5(A) of the City Code which provides for the proposed outdoor storage in the C-2 General Commercial District.

Strack noted Section 1210.06 (B) of the Code specified standards for outdoor storage, including:

All outdoor storage yards be completely screened from roads or developed areas with a solid fence or wall 6 feet or more in height, maintained in good condition, and screened with suitable planting.

And that no un-screened outdoor storage yard can be closer than 500 feet to an existing highway, or closer than 100 feet to any other City streets.

Strack opined "storage yards" are not defined in the Code; presumably storage yards are more than just one piece of equipment. She suggested the Planning Commission determine whether or not a storage rack constitutes a storage yard. If so, the standards for screening should apply.

The standards of Section 1210.07 require IUP's to meet review requirements of Section 1210.06, Subd. 3(B)(16) of the code relating to general criteria for approval of Conditional Use Permits.

No new construction, development, or redevelopment is contemplated just the placement of a storage rack in the parking lot.

Strack stated that if approval of the interim use permit is contemplated she would suggest including conditions addressed in her staff memo. Those condition include, but are not limited to:

The approved interim use permit is applicable to the property addressed as 508 Norther Merger Street and shall be limited to a metal racking system with the approximate dimensions of: twenty-five (25) feet in length, approximately four (4) feet in depth, and sixteen (16) feet in height

A maximum of one (1) racking system is allowed.

The Commission defines the racking system as a temporary staging area and not a 'storage yard' as referenced in Section 1210.06 (B) of the Code.

Discussion regarding storage yard verses the storage of outdoor equipment ensued.

Kemp inquired as to whether or not the DOT limits storage in proximity of right of ways. Strack noted the DOT regulates activities within rights of way.

Heher noted there is a large degree of slope from building to street. He further opined requiring a fence seems counterproductive in that it is only one piece of equipment.

Lagergren opined the one piece of equipment did not constitute a storage yard.

Forst noted the staging rack seems to function more like a loading dock than a storage yard.

Conyard opined the racking system is a staging area.

Lagergren opined it was a temporary staging area.

Motion – Lagergren, second Kemp to recommend the City Council approve an interim use permit for outdoor storage at 508 Merger Street based on recommended conditions. Approved 5-0.



C. Draft Ordinance: Amending C-2, C-3, and B-I to Allow Animal Care as Conditional Use.

Heher introduced the agenda item.

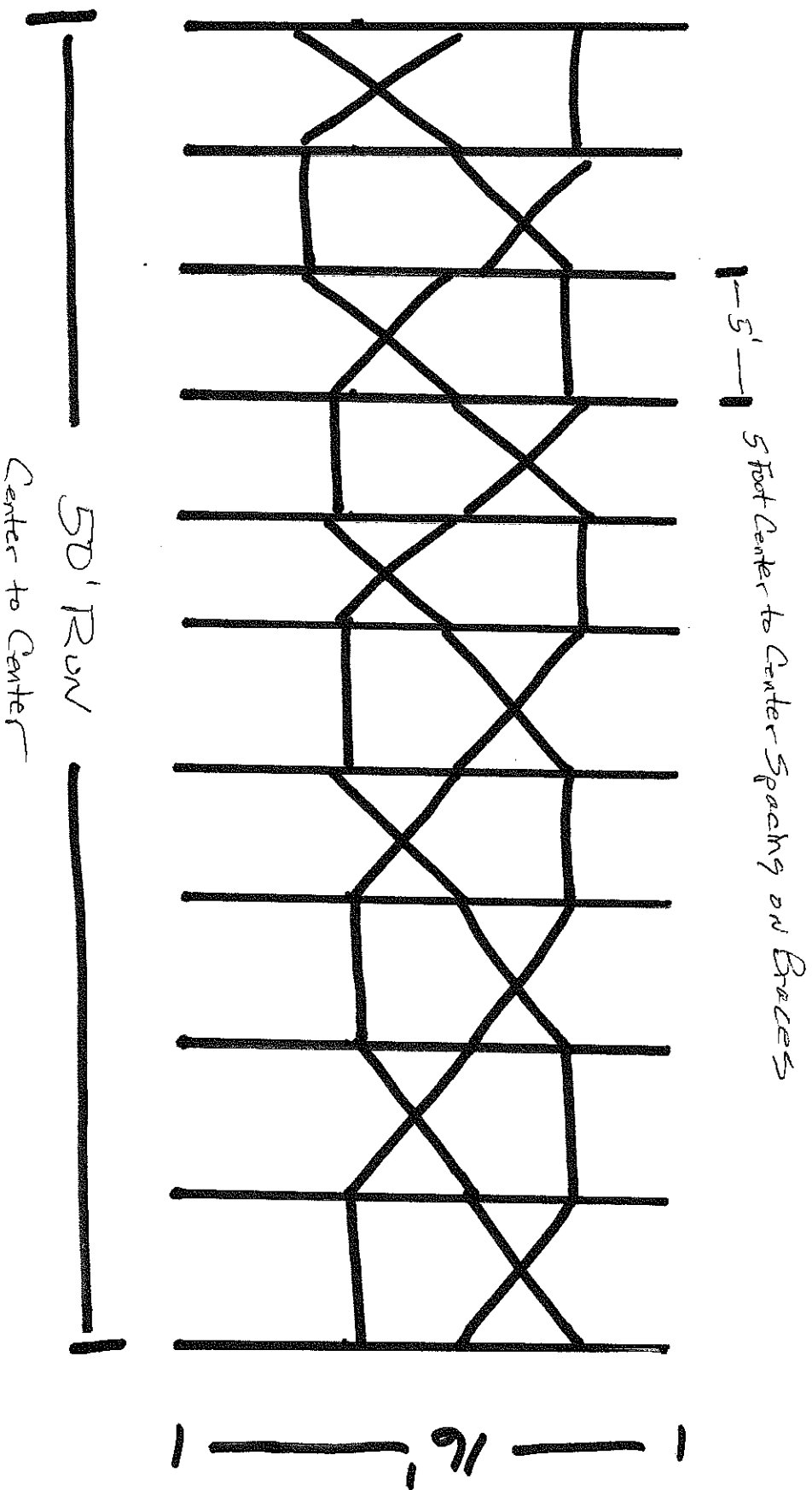
Strack stated the PC proposes to allow veterinary clinics, animal care, animal shelters, pet daycare, pet training, and animal hospitals as conditional uses in the C-2 General Commercial, C-3 Downtown, and B-I Business Industrial Districts. In addition the PC

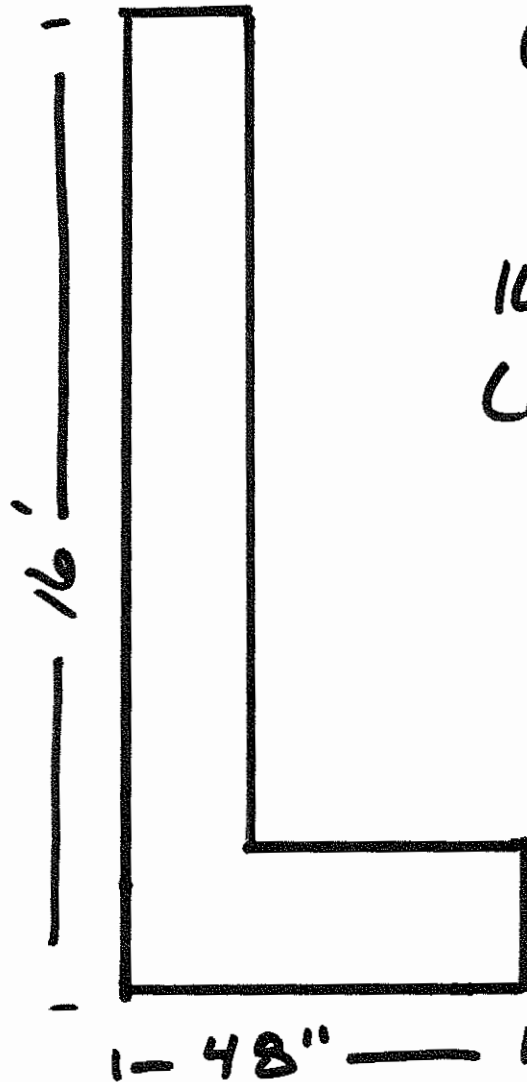
Planning and Zoning Application

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

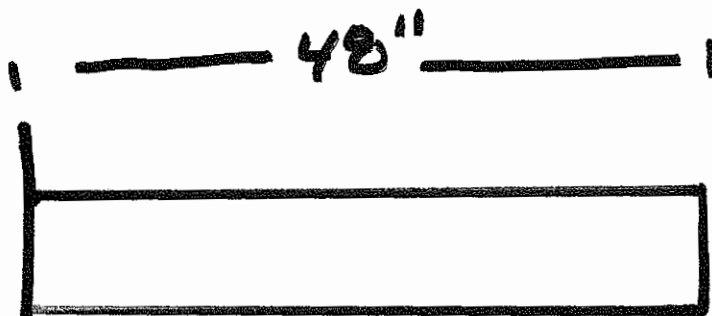
| | | | | | | |
|---|---|---|--|---|---|---|
| Applicant's Name Cedar Direct Minnesota | | Telephone W. 952-777-0030 Home Work/Cell C. 612-837-6392 | | | | |
| Address (Street, City, State, ZIP) 508 N. Meridian St. Suite 500 PO Box 37 Norwood Young America, MN 55368 | | | | | | |
| Property Owner's Name (If different from above) Joel Buttenhoff | | Telephone Home Work/Cell 952-368-9009 | | | | |
| Location of Project Same As Above | | | | | | |
| Legal Description PID: 588490010 | | | | | | |
| Description of Request (Attach separate sheet, if necessary) Exterior cantilever parking (new), staging cedar wood units until inventoried. | | | | | | |
| <p style="text-align: center;">Proposed Action(s): Check all that apply</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Annexation \$300.00 <input type="checkbox"/> Application for Appeal \$150.00 <input type="checkbox"/> City Code Amendment \$250.00 <input type="checkbox"/> Parking Reduction \$100.00 <input type="checkbox"/> CUP/IUP \$200.00 (Residential) <input checked="" type="checkbox"/> CUP/IUP \$300.00 (Non Residential) <input type="checkbox"/> Variance \$150.00 (Residential) <input type="checkbox"/> Variance \$200.00 (Non Residential) <input type="checkbox"/> Lot Split \$200.00 <input checked="" type="checkbox"/> Public Hearing Notice \$75.00 </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow <input type="checkbox"/> Sketch Plat \$200.00 + Escrow <input type="checkbox"/> Site Plan \$300.00 + Escrow <input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow <input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow <input type="checkbox"/> PUD Final Plan \$300.00 + Escrow <input type="checkbox"/> PUD General Concept Plan \$400.00 + Escrow <input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Storm Water Plan \$250.00 <input type="checkbox"/> Rezoning \$350.00 <input type="checkbox"/> Street/Alley Vacation \$150.00 <input type="checkbox"/> Zoning Text Amendment \$300.00 <input checked="" type="checkbox"/> Recording Fee \$46.00 <input type="checkbox"/> Other _____ </td> </tr> </table> | | | | <input type="checkbox"/> Annexation \$300.00 <input type="checkbox"/> Application for Appeal \$150.00 <input type="checkbox"/> City Code Amendment \$250.00 <input type="checkbox"/> Parking Reduction \$100.00 <input type="checkbox"/> CUP/IUP \$200.00 (Residential) <input checked="" type="checkbox"/> CUP/IUP \$300.00 (Non Residential) <input type="checkbox"/> Variance \$150.00 (Residential) <input type="checkbox"/> Variance \$200.00 (Non Residential) <input type="checkbox"/> Lot Split \$200.00 <input checked="" type="checkbox"/> Public Hearing Notice \$75.00 | <input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow <input type="checkbox"/> Sketch Plat \$200.00 + Escrow <input type="checkbox"/> Site Plan \$300.00 + Escrow <input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow <input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow <input type="checkbox"/> PUD Final Plan \$300.00 + Escrow <input type="checkbox"/> PUD General Concept Plan \$400.00 + Escrow <input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow | <input type="checkbox"/> Storm Water Plan \$250.00 <input type="checkbox"/> Rezoning \$350.00 <input type="checkbox"/> Street/Alley Vacation \$150.00 <input type="checkbox"/> Zoning Text Amendment \$300.00 <input checked="" type="checkbox"/> Recording Fee \$46.00 <input type="checkbox"/> Other _____ |
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| <p>ALL ESCROW MUST BE PAID BY CERTIFIED CHECK</p> <p>Escrow Deposit \$2,000.00</p> <p>Escrow Deposit - Site Plan Review: \$7,500 (Tacoma West Industrial Park), \$5,000.00 (All other site plan reviews)</p> <p>Escrow Deposit - Development Review (paid at Sketch Plan): \$10,000.00</p> <p style="text-align: center;">ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.</p> <p style="text-align: center;">*APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED*</p> | | | | | | |
| <p>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.</p> | | | | | | |
| Applicant's Signature:  | | Date 2-23-2017 | | | | |
| Fee Owner's Signature:  | | Date | | | | |
| For Office Use Only | | | | | | |
| Accepted By: | Amount | Date | | | | |

Cedar Direct Cantilever (outside layout)



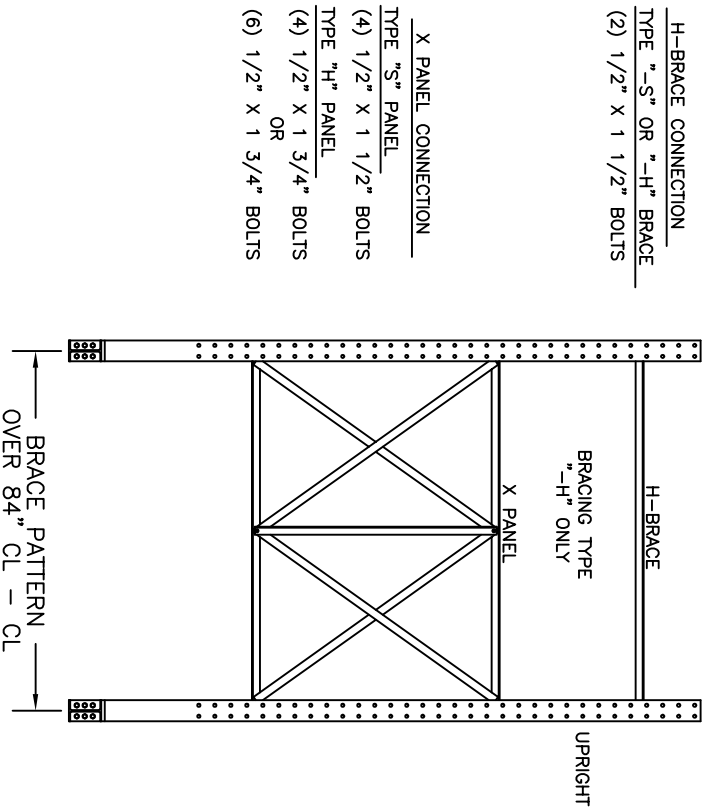
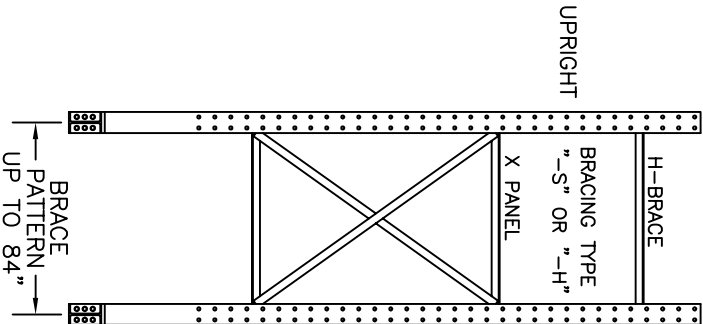
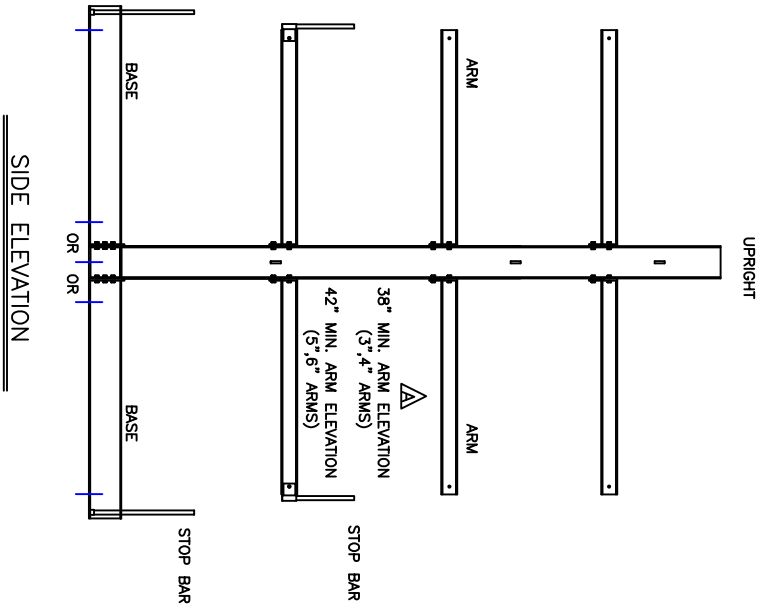
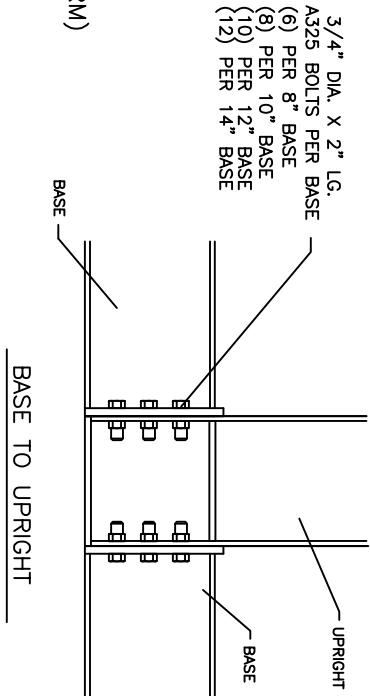
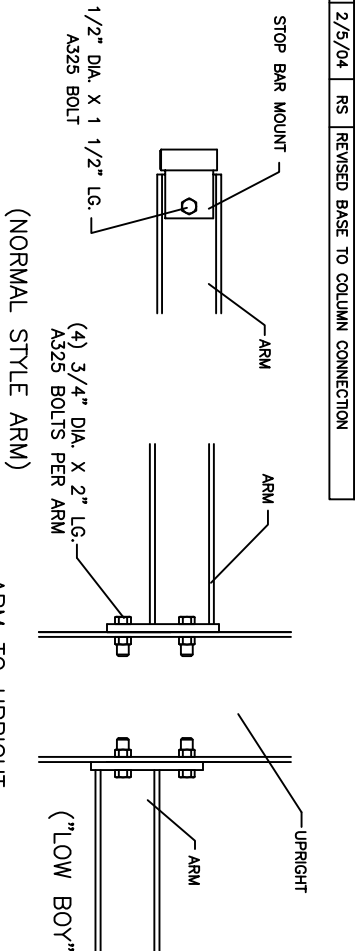


Cantilever
Upright + Base
10,200# Static Load
(NO Deflection)



Cantilever ARM
3,000lb. Cap. / Arm

| A | 1/3/96 | JPO | CHANGED MINIMUM ARM ELEVATION NOTE |
|---|--------|-----|------------------------------------|
| B | 2/5/04 | RS | REVISED BASE TO COLUMN CONNECTION |



ANCHOR BOLTS

5/8" DIA. ANCHOR BOLTS, MIN. (3) PER DBL. SIDED ONE @ EA. END OF BASE, ONE @ COLUMN AREA MIN. (2) PER SINGLE SIDED, ONE @ END OF BASE, ONE @ COLUMN AREA

| | | | | | | |
|--------------------------|--|--|--|--|--|--|
| TOLERANCES UNLESS NOTED: | | | <div> <div>DEXCO INC.</div> <div>LEOLA, PA. 17540</div> </div> | | | |
| ANGULAR (DEC/FRAC) | | | CUSTOMER | | | |
| ANGULAR (DEG/MIN) | | | TITLE | | | |
| LINEAR (FRAC) | | | TYP. LUMBER YARD RACK ASSY. DETAILS | | | |
| LINEAR (DEC.) | | | WORK ORDER NO. | | | |
| .00-± .12 | | | REV. | | | |
| .000-± .062 | | | APP. BY | | | |
| DATE 10/30/95 | | | DISK NO. | | | |
| DR. BY R.SMAY | | | DWG. NO. | | | |
| CH. BY | | | RA-008-073 | | | |







This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

Map Date: 2/26/2017



To: Honorable Mayor Lagergren
Members of the City Council
Administrator Helget

From: Cynthia Smith Strack, Strack Consulting LLC

Date: March 27, 2017

Re: Proposed Ordinance: Animal Care in C-2, C-3, and B-I Districts

The Planning Commission has been discussing animal care, including pet daycare, as an allowable use in certain zoning classifications. Discussion was initiated in January following a public inquiry.

An ordinance has been drafted following review of sample codes in other communities and discussion at several meetings. At this time veterinary clinics and animal hospitals are allowed under conditional use permit in the C-2 District. No other types of animal care, including pet daycare, training, boarding, shelter, etc. are allowed at this time.

The draft Ordinance proposes to allow veterinary clinics, animal care, animal shelters, pet daycare, pet training, and animal hospitals as conditional uses in the C-2 General Commercial, C-3 Downtown, and B-I Business Industrial Districts. In addition, if approved, the code amendment would enact specific standards relating to conditional use permits for animal care, including standards related to: noise, sanitation, adequate space, and ventilation.

A hearing notice was published and posted. The Planning Commission held a public hearing on the code amendment on March 21st. Following the hearing the PC discussed the amendment and approved a motion recommending the City Council approve the attached Ordinance.

Please find a copy of draft PC minutes attached for your information.

ACTION

The attached Ordinance is offered for consideration by the City Council. If approved, a summary publication notice is attached for consideration.

Heher referenced comments in the staff memo relating to storage yard adjacent to highways requiring screening. Strack acknowledged the comments noting discussion regarding the definition of a storage yard was requested.

Lagergren asked Conyard where the storage rack would be located. Strack noted to the west side of the building adjacent to termination of Merger Street, it was already on site.

Lagergren asked Conyard to explain how the storage rack would be used. Conyard noted he has cedar boards shipped in to the site. The racking would be used to inventory incoming boards prior to moving them inside the facility.

Kemp clarified the use was for staging product as opposed to storing it on site. Conyard confirmed that was the case, unless a shipment occurred late in the day in which case the product could be stored overnight in the racking.

Perry Forst stated he did not have an issue with this request.

Grundahl inquired as to whether or not either of the Gahl's had comments. Discussion regarding concrete cast off materials and storage pods placed out of doors on the site at this time ensued. The materials are temporarily stored out of doors during a transition period which includes interior remodeling.

Motion – Lagergren second Grundahl to close the public hearing at 7:34 p.m. Approved 5-0.

C. Draft Ordinance: Amending C-2, C-3, and B-I to Allow Animal Care as a Conditional Use.

Heher introduced the agenda item and opened the public hearing at 7:34 p.m.

Strack noted the Planning Commission has been discussing animal care, including pet daycare, as an allowable use in certain zoning classifications. An ordinance has been drafted following review of sample codes in other communities and discussion at several meetings. At this time veterinary clinics and animal hospitals are allowed under conditional use permit in the C-2 District. No other types of animal care, including pet daycare, training, boarding, shelter, etc. are allowed at this time.

The PC proposes to allow veterinary clinics, animal care, animal shelters, pet daycare, pet training, and animal hospitals as conditional uses in the C-2 General Commercial, C-3 Downtown, and B-I Business Industrial Districts. In addition the PC proposes to enact specific standards relating to such conditional use permits including those related to: noise, sanitation, adequate space, and ventilation.

A hearing notice has been published and posted. No comments for or against the proposed ordinance have been received. The Ordinance was developed pursuant to a request for consideration by a member of the public.

Grundahl inquired as to how would an accessory pool would be regulated. Strack noted she would likely consider such a use as ancillary to the principal use. She noted regulations relating to pools were included in the code.

Perry Forst testified in favor of amendment. He alluded to his testimony at the previous PC meeting regarding CUP standards requiring an adult provide supervision of animals and the length of time a dog could be barking prior to a nuisance being triggered e.g. one minute.

Kemp noted she would prefer an adult be required to supervise animals out of doors. Hoernemann noted he didn't have a problem with teenagers being included in the definition.

Lagergren confirmed the PC would discuss specific conditions during the business portion of the meeting.

Motion – Lagergren second Hoernemann to close the public hearing at 7:43 p.m. Approved 5-0.

5. Old Business.

A. Conditional Use Permit: Accessory Auto Sales and Display at 180 Industrial Boulevard.

Heher introduced the agenda item.

Strack stated that a conditional use permit is requested by Citizen's State Bank as the deed holder of the property at 180 Industrial Boulevard and Todd Miller as the proposed operator of an auto sales and display operation accessory to the existing principal use of the property as auto repair.

Accessory auto sales and display are allowed under CUP in the B-I Business Industrial District. Two separate sets of review criteria existed in the code. The first applicable specifically to auto sales/display the second applicable to all conditional uses.

Strack stated that under Section 1210.06, Subd. 3(B)(16) of the Code, outdoor auto sales and display were required to comply with four standards.

First, the adequate parking was required. She noted the existing structure is approximately 3,600 square feet and is used for auto repair. Auto repair and/or sales uses require one (1) parking space for every five hundred (500) sf of floor area equating to seven (7) required spaces. Adequate off-street parking appears to exist for the proposed activity, provided used car display sales do not occupy the required parking spaces.

No new construction, development, or redevelopment is contemplated just the placement of a storage rack in the parking lot.

Strack stated that if approval of the interim use permit is contemplated she would suggest including conditions addressed in her staff memo. Those condition include, but are not limited to:

The approved interim use permit is applicable to the property addressed as 508 Norther Merger Street and shall be limited to a metal racking system with the approximate dimensions of: twenty-five (25) feet in length, approximately four (4) feet in depth, and sixteen (16) feet in height

A maximum of one (1) racking system is allowed.

The Commission defines the racking system as a temporary staging area and not a 'storage yard' as referenced in Section 1210.06 (B) of the Code.

Discussion regarding storage yard verses the storage of outdoor equipment ensued.

Kemp inquired as to whether or not the DOT limits storage in proximity of right of ways. Strack noted the DOT regulates activities within rights of way.

Heher noted there is a large degree of slope from building to street. He further opined requiring a fence seems counterproductive in that it is only one piece of equipment.

Lagergren opined the one piece of equipment did not constitute a storage yard.

Forst noted the staging rack seems to function more like a loading dock than a storage yard.

Conyard opined the racking system is a staging area.

Lagergren opined it was a temporary staging area.

Motion – Lagergren, second Kemp to recommend the City Council approve an interim use permit for outdoor storage at 508 Merger Street based on recommended conditions. Approved 5-0.

C. Draft Ordinance: Amending C-2, C-3, and B-I to Allow Animal Care as Conditional Use.

Heher introduced the agenda item.

Strack stated the PC proposes to allow veterinary clinics, animal care, animal shelters, pet daycare, pet training, and animal hospitals as conditional uses in the C-2 General Commercial, C-3 Downtown, and B-I Business Industrial Districts. In addition the PC

proposes to enact specific standards relating to such conditional use permits including those related to: noise, sanitation, adequate space, and ventilation.

The full text of the proposed amendment is included in the packet.

Heher requested discussion regarding the age of supervisors of animals.

Lagergren stated he didn't have a problem with changing adult to employee in condition A. He preferred retaining a specific length of time for barking dogs.

Helget noted he is familiar with other language in codes requiring a 'responsible employee'. Lagergren supported the language.

Helget further noted barking dog complaints require City officials catch the dog in the act. The idea behind the standard is have to prove a violation exists.

Helget requested a slight adjustment of language on page two of the draft.

Motion – Lagergren, to recommend the Council approve the language for animal care in the C-2, C-3, and B-I Districts. Second by Kemp. Motion carried 5-0.

D. Regular Planning Commission Meeting Date and Time.

Heher introduced the agenda item noting previous discussion about meeting on the first Tuesday of the month at six p.m. He noted a simple motion was sufficient to change the date. Helget confirmed a motion was sufficient.

Motion – Lagergren to change the regular meeting date and time to first Tuesday of the month at six p.m. effective May 2nd 2017. Second, Hoernemann. All in favor.

6. New Business.

Helget noted a special joint session was scheduled for Wednesday April 19th at 6:30 p.m. The purpose of meeting is to talk about downtown uses and redevelopment potential. Council, EDC, Chamber of Commerce, and Planning Commission were invited to the joint session.

7. Commissioner Reports – Building Permit Report.

Grundahl thanked Chairperson Heher for filling in for him at a Council meeting.

Lagergren stated he attended the previous Council meeting wherein branding was biggest topic of discussion.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: March 27, 2017

SUBJECT: Resolution 2017-10, Outlot A, The Preserve 3rd Addition Formal Plan

The Parks & Recreation Commission has identified as one of its goals this year to establish a Formal Plan for Outlot A, The Preserve 3rd Addition. The Commission proposes to conduct a broad study evaluating the best public uses for the property which are consistent with the authorized uses and to make recommendation to the City Council for its consideration and adoption. Such uses may include creation of a public park, lake access, and/or a nature area.

Background

Outlot A, The Preserve 3rd Addition was tax forfeited, and the legislature adopted special legislation allowing the State of Minnesota to convey and quitclaim the property to the City for purposes of a public park or lake access. The City of Norwood Young America was conveyed the property on September 9, 2014. Minn. Stat. 282.01 gives the city three years to put the property to the public use for which it was acquired. Notwithstanding this requirement, the City would not be deemed to have failed to put the property to use if it has a "formal plan" for the use. The adoption of a formal plan would give the City some breathing room for 15 years from the date of conveyance to put the plan in place.

According to Jay Squires, City Attorney, the statutes say a formal plan includes but is not limited to a comprehensive plan or land use plan. There is no specific template for a formal plan but we do know from the statute that it does not have to be part of the City's comprehensive plan or land use plan. Consequently, it's recommended by the Parks & Recreation Commission that the enclosed Formal Plan for Creation of a Public Park/Lake Access/Nature Area on Outlot A, The Preserve 3rd Addition be considered for adoption by the City Council.

Suggested Motion:

Motion to approve Resolution 2017-10, establishing a Formal Plan for the Creation of a Public Park/Lake Access/Nature Area on Outlot A, The Preserve 3rd Addition.

RESOLUTION 2017-10

A RESOLUTION ESTABLISHING A FORMAL PLAN FOR THE CREATION OF A PUBLIC PARK/LAKE ACCESS/NATURE AREA ON OUTLOT A, THE PRESERVE 3RD ADDITION

BE IT RESOLVED by the City Council of Norwood Young America, Carver County, Minnesota as follows:

WHEREAS, Outlot A, The Preserve 3rd Addition, a Nonconservation tax-forfeited property, was upon adoption of special legislation, conveyed and quitclaim to the City of Norwood Young by the Commissioner of Revenue, acting on behalf of the State of Minnesota on September 9, 2014; and

WHEREAS, Outlot A, The Preserve 3rd Addition was conveyed to the City for as long as the City use the Property as authorized for a public park or lake access; and

WHEREAS, Minn. Stat §282.01, states the City has three years from the date of conveyance to establish a "Formal Plan" for the intended future use of the land for the authorized public uses and to implement said plan within fifteen years from the date of the conveyance; and

WHEREAS, the Norwood Young America Parks and Recreation Commission will conduct a study broadly evaluating the best public uses for the property which are consistent with the authorized uses and make recommendation to the City Council for their consideration and adoption; and

WHEREAS, the Formal Plan for Creation of a Public Park/Lake Access/Nature Area on Outlot A, The Preserve 3rd Addition is hereby attached as Exhibit A.

NOW THEREFORE, BE IT FURTHER RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby adopts Resolution 2017-10, establishing a Formal Plan for Creation of a Public Park/Lake Access/Nature Area on Outlot A, The Preserve 3rd Addition.

Adopted by the City Council this 27th day of March 2017.

Carol Lagergren, Mayor

ATTEST:

Kelly Hayes, City Clerk/Treasurer

EXHIBIT A FORMAL PLAN

Purpose

The purpose of the Formal Plan is for creation of a public park, lake access, and/or nature area on Outlot A, The Preserve 3rd Addition which is consistent with the public uses for which it was acquired. In addition:

- To guide citizens and decision makers in planning for the future park development of Outlot A, The Preserve 3rd Addition
- To provide residents with outdoor recreational activities such as walking and biking in a scenic area
- To provide the School District and local youth organizations with a nature area for educational purposes
- To ensure a safe and tranquil nature preserve for the residents of Norwood Young America

Background Information

The Norwood Young America Parks and Recreation Commission will gather data and input from citizens and governmental groups for the best possible uses of the property. Action steps will include:

- A community survey will be conducted to gather input on the desired park uses for the property
- School District input will be gathered, to determine if the property was established as a nature preserve, would it serve the School for educational opportunities
- Input will be gathered from local youth organizations such as 4-H Club, Girls and Boys Scouts, etc. to determine if it would serve educational purposes and if possible projects could be completed on the property
- Input will be gathered from Carver County, the Minnesota Department of National Resources, etc. to determine environmental preservation and development options
- Input will be gathered from The Preserve Townhome Association to determine their desired park related uses for the property

The Plan

1. Solicit Community Input

- Norwood Young America property owners will be notified via mail that the City is conducting an on-line survey with the objective of gathering public input on the preferred park uses of Outlot A, The Preserve Third Addition. Such uses will include a public park, lake access, nature area, etc. Residents will also be asked what amenities they'd prefer.
- The Parks & Recreation Commission and City staff will analyze the survey data results.

2. Define Educational Opportunities

- Input will be gathered from Central School District to determine if Outlot A could be utilized for classroom curriculum.
- Input will be gathered from local youth groups such as 4-H Club, Girls and Boys Scouts, etc. to determine if Outlot A could be utilized for environmental projects and/or other educational opportunities.

3. Define Environmental Uses

- Professional input will be gathered from the Carver County Water Management Organization, and the Minnesota Department of Natural Resources to determine possible environmental uses for property.

4. Solicit Adjacent Housing Development Input

- Input will be gathered from The Preserve Townhome Association to determine their desired park related uses for the property.

5. Formulate Development Plan

- The Parks & Recreation Commission and City staff will analyze all the data and input gathered to determine the best uses for Outlot A, The Preserve 3rd Addition.
- As determined by the Parks & Recreation Commission, the City will direct its engineer to draft a Development Plan illustrating the location and amenities to be developed within Outlot A, The Preserve 3rd Addition.
- Upon the Parks & Recreation Commission's approval of the Development Plan, a recommendation will be made to the City Council for final consideration and adoption.
- The Development Plan will be made available at City Hall, on the City's website and other appropriate locations for public viewing.

Plan Implementation and Timetable

| | |
|---|----------------------|
| 1. Solicit Community Input | complete summer 2019 |
| 2. Define Educational Opportunities | complete fall 2019 |
| 3. Define Environmental Uses | complete fall 2019 |
| 4. Solicit Adjacent Housing Development Input | complete fall 2019 |
| 5. Formulate Development Plan | complete summer 2020 |
| 6. Implement Development Plan | complete summer 2029 |



City of Norwood Young America
310 West Elm Street, PO Box 59
Norwood Young America, MN 55368
www.cityofnya.com
952/467-1800

TO: Mayor Lagergren and Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: March 27, 2017
RE: Lawn Mowing Cemeteries – Bid Results

On February 27, 2017, the City Council approved to accept bids for mowing the cemeteries for the 2017 season. The following bids were received by the 10:00am March 17, 2017, deadline:

Dave's Season All – \$250 per time.

Stone Pros LLC – \$390 per time.

If one City employee were to mow/trim the three cemeteries, it would take approximately two full days. The cost per mowing/trimming (includes time, equipment, gas, etc) would be approximately \$400.

It is the recommendation of the Public Service Department that the bid from Dave's Season All for \$250 be accepted. Tony Voigt, Public Service Director, will work with Dave's Season All to develop a schedule for mowing/trimming to make sure the grounds are well kept and to stay within the City's budget.

RECOMMENDATIONS:

A motion to accept the bid from Dave's Season All for mowing the cemeteries for \$250 per time.

REQUEST FOR LAWN MOWING BIDS
City of Norwood Young America

Stone Pros LLC
167 Bushaway Rd
Wayzata MN 55391

Per Hour for Spring/Fall Clean up: \$49

Bert Windhorst
Stone Pros LLC
bertwindhorst@gmail.com
815.955.8226

REQUEST FOR LAWN MOWING BIDS
City of Norwood Young America

Stone Pros LLC
167 Bushaway Road
Wayzata Mn 55391

Cost Per Cutting Including tax for 3 sites: \$390

Bert Windhorst
Stone Pros LLC
bertwindhorst@gmail.com
815.955.8226

418 W. Elm St., NYA, MN 55368
Cell 612-210-1386

Cell 612-210-1386

City of NYA
NYA, MN 55368

3/16/2017

| Item | Description | Per time |
|----------------------------|---------------------|---------------|
| Mow & Trim City Cemeteries | | \$250 |
| Total | Signed: [Signature] | Date: 3/16/17 |
| | Signed: | Date: |