



CITY COUNCIL AGENDA

January 25, 2021 – 6:00 p.m.

EDA / City Council Meetings; followed by Work Session

Zoom Meeting

<https://us02web.zoom.us/j/84259203471?pwd=QlnSTVIZ>

[W1scFo1bmVncGpaVWFYUT09](#)

Meeting ID: 842 5920 3471

ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
 - 1.1 Pledge of Allegiance
 2. Approve Agenda
 - 2.1 Approve minutes of December 28, 2020 meeting
 3. Adjournment
-

CITY COUNCIL

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.)
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 January 11, 2021 meeting
 - 4.2 Approve payment of Claims
 - 4.3 Approve Parks & Recreation Commission Member Resignation (Justin Mayo)
5. Public Hearing
6. Old Business
 - 6.1 Consider Request to Waive Rental Dwelling Unlicensed Fines
7. New Business
 - 7.1 Approve Resolution 2021-02, 304 Main Street East Conditional Use Permit
 - 7.2 Adopt Ordinance 331, Shoreland Overlay District and Zoning Map Amendment and approve Summary Publication
 - 7.3 Adopt Ordinance No. 331, Rezoning of Railroad and Reform Street Properties and approve Summary Publication
 - 7.4 Approve awarding quote for Wastewater Treatment Plant Trickling Filters Pump Valve Replacement
8. Council Member & Mayor and Staff 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

- | | |
|-------------|--|
| February 2 | Planning Commission – 6:00 p.m. |
| February 3 | Second Harvest Free Food Distribution Event – 1:00 – 3:00 p.m. |
| February 8 | Personnel Committee – 5:00 p.m. |
| February 8 | City Council – 6:00 p.m. |
| February 10 | Economic Development Commission – 6:00 p.m. |
| February 15 | Presidents' Day – City Offices Closed |
| February 16 | Finance Committee – 3:00 p.m. |

February 16 Parks and Recreation Commission – 4:45 p.m.
February 17 Safety Committee – 2:00 p.m.
February 18 Senior Advisory Committee – 9:00 a.m.
February 22 EDA, City Council, Work Session – 6:00 p.m.

WORK SESSION

1. Call Meeting of City Council Work Session to Order
 2. Approve Agenda
 3. 2021 Highway 212 4-Lane Expansion Project Presentation – Lyndon Robjent, Carver County Engineer
 4. City Council and Planning Commission Joint Meeting
 - 4.1 Discuss Expansion of Non-Conforming Uses
 - 4.2 Discuss C-2, General Commercial, consider amending to allow Indoor Storage with CUP/PUD
 5. Adjournment
-



Economic Development Authority
December 28, 2020 – 6:00 p.m.
Work Session; followed by EDA / City Council Meetings
Zoom Meeting Link
<https://us02web.zoom.us/j/2334975750>

Attendees: Carol Lagergren, Mike McPadden, Charlie Storms, Craig Heher, and Dick Stolz.

Staff Present: Steve Helget, City Administrator, Angela Brumbaugh, City Clerk/Treasurer, Tony Vogt, Public Service Director.

Others: Jake Saulsbury, Bolton & Menk, Alan Krueger, Randy M, and Jason Martens

1. Call Meeting of Economic Development Authority to Order

Mayor Lagergren called the meeting to order at 6:00pm

1.1 The Pledge of Allegiance was recited.

2. Approve Agenda

Motion: MM/CS to approve the agenda. Roll call vote 5-0. Motion carried.

3. Approve Minutes of November 23, 2020 meeting

Motion: DS/MM to approve the minutes of November 23, 2020 meeting. Roll call vote 5-0. Motion carried.

3. Adjournment

Motion: MM/CS to adjourn. Roll call vote 5-0. Motion carried. The meeting was declared adjourned at 6:02 p.m.

Respectfully Submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk-Treasurer



Attendees: Carol Lagergren, Charlie Storms, Craig Heher, Mike McPadden, and Alan Krueger
Staff Present: Steve Helget (City Administrator), Tony Voigt (Public Service Director), Steve Zumberge (Fire Chief), and Angela Brumbaugh (Clerk-Treasurer)

Others: City Attorney

1. Call Meeting of City Council to Order

Mayor Lagergren called the virtual meeting to order at 6:00pm. Roll call of attendance: All Council were in attendance.

1.1. Pledge of Allegiance was said by all.

2. Oath of Office

The following Members read their Oath of Office:

2.1 Mayor Carol Lagergren

2.2 Council Person Alan Krueger

2.3 Council Person Michael McPadden

3. Approve Agenda

Motion: MM/CH to approve the agenda as listed. Roll call vote. Motion passed 5-0

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

Consent Agenda

3.1 Approve minutes of December 28, 2020 meetings

3.2 Approve payment of Claims

3.3 Approve hiring Bus Driver

3.4 Schedule Public Hearing to amend Fee Schedule for 2021

Motion: CH/CS to approve consent agenda. Roll call vote. Motion passed 5-0.

5. Public Hearing

6. Old Business

6.1 COVID-19 Updates

Lagergren stated the Governor had another meeting because 21-01 Executive Order was sunset.

- Governor Walz made changes to Restaurants and Bars. They can go back to open dining if they are 50% capacity as long as they are following the other guidelines of six feet between tables, no more than 6 people per table, no more than 150 people per restaurant, reservations required. Establishments must be closed between 10 p.m. and 4 a.m.
- Personal Care Services – 50% capacity as long there are six feet between customers. This includes barbers, hair salons, nail salons, and tattoo parlors.
- Gyms, Fitness, and Yoga Centers can open to 25% capacity. Maintain nine feet between each person. Classes inside can go up to 25 people with appropriate distancing. Everyone must be masked.

- Youth Sports – practice can open again with guidelines from before. Games can start on January 14th. There can be spectators with a 25% capacity up to 150 spectators maximum. Outdoor games have a 25% capacity up to 250 spectators maximum.
- Not recommending inter-region tournaments or out of state games.

We have been approached by the Boy Scouts on their Pancake Breakfast which usually happens in February. Based on our guidelines, it would fall under the following:

- Indoor Events/Entertainer which states they can be at 25% capacity maximum of 150 people and no food or beverage until 10 p.m.
- Considered a reception space for a celebration or private party and serving drinks and serving food, limit to two households and ten people indoors or three households and 15 people outdoors.
- If there is no food or drink, there is a 25% capacity with maximum of 250 people limit. According to Carver County the numbers had gone down since Thanksgiving with a slight increase but not at the rate it was before. The more contagious strain was found in Minnesota but we don't know where.
- Storms asked when in February? Lagergren thought it was mid-February and they are usually planning by now and must do advertising.
- McPadden stated everyone has been doing things to be on the safe side and it just seems early to have that many people at the Pavilion. Couldn't they push it back slightly?
- Lagergren stated they do have the ability to get the Pavilion for free. Is it the wish of the group to move it back? The full Council agree it should be moved back.
- Lagergren stated we did cancel all our rentals prior to January 19th. Haven't heard any of the Cities say they are opening their rental properties yet. Stated we could start taking reservations as of June 1st but they get a cover letter stating it is subject to change due to Governor's orders with all of their money refunded if that should happen.
- History Center is opening because it states museums can open again.
- City Council all agreed we should still meet virtual at least through February, including the commissions.
- Warming House- Put a sign up that states the Warming House can be open with up to two families, no more than 10 people.
- McPadden asked the square footage. Voigt stated it was approximately 16x24. Storm asked if we could stay with 10 for the season. It was agreed to stay with 10 for the season.
- Sign must say no more than 10 people, maintain masks and social distancing. If we find out it isn't happening we must close it.
- It was agreed it should be stated if not followed the warming house will be closed.
- Storm stated we should talk to our Police Department and have them keep an eye on it.

7. New Business

7.1 Approve Resolution 2021-01, Organization of the City of Norwood Young America

- The Council went through the Organization resolution and made changes and additions to the resolution.

Motion: CH/MM to approve the amended resolution 2021-01, Organization of the City of Norwood Young America. Roll Call vote. Motion passed 5-0.

7.2 Approve Annual Fire Department Report and Review 2020

Fire Chief Steve ZumBerge presented the 2020 Norwood Young America Fire report.

- Responded to 323 Emergency calls.
- There are 32 members currently with 2 people on a waiting list.
- 20 Fire Calls, 260 (80%) emergency calls which is right with the National average.
- There were 250 calls inside the City Limits.
- Sundays are typically the quietest day but spread out this year.
- When COVID locked down everything was rather silent.

- Carver County Dispatch added a new code system.
- Due to COVID, did not have any "in-person" meetings. Waited until they could go outside. Did not go in the building without masks.
- The crews are getting together six at a time to maintain equipment and work on training.
- 14 Firefighters received COVID immunization.
- Six Firefighters have had COVID.
- Department has a lot of catching up to do with training.
- CARES act funds, able to secure a lot of vital equipment due to it.
- Thirty new helmets through a township and other equipment from another Township.
- May get even more pagers through another Township.
- Tomorrow night is the Township meetings.
- At the end of December, the Fire Department was called to an accident with a truck and car at Tacoma.
- Rescue 11 was doing traffic control at Tacoma and 212.
- A car slid into 212 and hit Rescue 11. No one was hurt but the Rescue Truck is out of service.
- The City has a \$5,000 deductible.
- Krueger asked if we knew what the estimated cost is.
- ZumBerge stated there are two quotes going to the League right now.
- Storm stated he would attend the Township meeting with Lagergren.
- ZumBerge states he is anticipating a 45-minute meeting.

Motion: CS/MM to accept the 2020 Norwood Young America Fire Department Report. Roll Call vote. Motion passed 5-0.

7.3 Approve Awarding Quote to Refinish Pavilion Floors

Voigt gave an overview of the information:

- Parks Commission has been discussing the Pavilion floors for a couple of years. It had been pushed back due to other reasons.
- At the October Parks meeting it was decided to be sure the quotes include sanding the floor and turning it back to the original color along with 3 coats of protectant finishing.
- Quotes were solicited and discussed at the November meeting.
- The following bids were received:
 - Citywide Wood Floors \$9,197.10
 - Compass Hardwood Flooring \$11,151.00
 - Dave's Floor Sanding and Installation \$18,118.00

Motion: CS/CH to Approve awarding Citywide Wood Floors quote to finish the Pavilion wood floors at a cost of \$9,197.10. Roll call vote. Motion passed 5-0.

7.4 Review City Commission's Annual Reports and approve 2021 Goals

- Senior Advisory
 - Lagergren stated one of their goals was Accessory Dwelling Unit to add options for housing for Senior Residents.
 - They continued to use the buses to make grocery runs. The bus continues to run with limit to how many passengers at a time.
 - They had food distributions.
 - Work on education.
 - Work through The Harbor, The Haven and Peace Villa to make sure information is getting out.
 - Senior Center was only open for a short time, so goals remain the same as in the past.
 - Offer Transportation options for Seniors.

- Make sure we have housing options from Assisted Livings to Staying in their homes.
- Economic Development Commission
 - McPadden stated looking at ways to advertise the spaces we have available.
 - Signage to help get the word out.
 - A Commercial Market Retail study has been completed.
 - Hwy 212 project is almost complete other than the few things that need to be done in the spring.
 - There is a drone on MN DOT site that shows the Hwy 212 project that looks great.
 - Granted \$556,000 Small Cities Grant and have \$495,000 spoken for. We have until 2022 to use that money.
 - The \$10,000 local market enrichment program was very well received and utilized. We added \$20,000 into our budget for this year.
 - With COVID haven't really met as a large group. Looking forward for everyone to be able to get together to see where everyone is at.
 - Putting out there what Norwood Young America can do for businesses, what is available, etc.
 - Enhance partnerships with Carver County and local schools.
 - Looking for new projects.
- Planning commission
 - Heher stated the Planning Commission met 13 times in 2020.
 - Out of that there were 9 times that had Public hearings.
 - Discussed Auto Repair Shops in the C2 District. A final recommendation was brought to the Council.
 - Visited the Accessory Dwelling Units portion. Had been put on hold until we received better direction from the State.
 - Participated in the 2040 Comprehensive Plan review update.
 - Always looking at the zoning map to be sure it is consistent with the Comprehensive Plan.
 - Completed CUP audits
 - Completed the definitions of the zoning code and also had our attorney look at some of them.
 - We are one member short due to John Fahey elected to Commissioners.
 - Goals for 2021 include working on a zoning map to be consistent with the 2040 Comprehensive Plan.
 - Looking at a spreadsheet for any Non-conformance expansion.
 - Working on getting better trained and familiarize with the Zoning Code.
- Parks and Recreation
 - Storm stated Parks had a Lot of long meetings due to the severity of repairs needed on some of the Buildings.
 - Some doors and painting were done at Pavilion Park with painting continuing in 2021.
 - Legion Park several repairs were done to the Pool last spring. Tables, chairs, and more décor were added.
 - Friendship Park there were repairs/improvements made to the restroom and concessions.
 - South Park the new warming house was opened in 2020 after the vandalism.
 - Replaced a lot of rotten and damaged boards and looking to put new lights on.
 - Prairie Dog Park planted some more trees and Arbor Day Celebration was held here. Will probably be adding more trees in the future.
 - Sidewalk Maintenance – City staff did a lot of leveling of pavers especially on the South side of Town and at the Pavilion.
 - Staff took a lot of time painting benches and picnic tables.
 - Dog Waste stations were added.

- For 2021 looking at Willkommen Park and working on hiring a Consulting Company to create a Scope of work and create a Construction Plan. There is a \$100,000 estimated budget for repairs at that Park.
- Must remember we have a parade this year.
- Community Pool replace a plaster at Legion Park with an estimated cost of \$85,000.
- Implement the sidewalk repair plan.
- Repair a few boards at South Park Hockey Rink and work on the Lighting.
- Looking at getting bids in 2021 for replacement of Playground Equipment at Legion Park to be done in 2022.

Motion: MM/CS to accept the Commission's Annual Reports. Roll call vote. Motion passed 5-0.

8. Council Member & Mayor and Staff Reports

Heher (Planning Commission): Talking about code amendment for Indoor Storage Facilities in the C2 General Commercial District in the area along Hwy 212.

Krueger: Nothing to report.

Storms (Parks and Rec): Nothing to report

McPadden (EDC): Nothing to report.

Lagergren (Mayor): Regional meeting of the mayors. They had a speaker discussing what the changes could be after a pandemic because we have been doing business separate. He discussed housing, commercial, transportation, and infrastructure.

Helget (City Administrator): Nothing at this time.

9. Closed Meeting

Session is closed pursuant to MN Statute 13D.05 subd. 3B which allows the Council to go into closed session pursuant to Attorney-Client privilege. The Council will participate in a confidential discussion with Legal Counsel regarding an Unemployment Compensation Claim involving the City.

Motion: CS/CH move to go into Closed Session pursuant to MN Statute 13D.05 Subd. 3B. Roll call vote. Roll Call Vote. Motion passed 5-0. Meeting was closed at 7:17 p.m.

Motion: CS/CH moved to close the Closed Session and resume the regular meeting at 7:29 p.m. Roll Call Vote. Motion passed 5-0.

10. Adjournment

Motion: CH/MM to adjourn at 7:30 PM. Roll call vote. Motion passed 5-0.

Respectfully Submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk-Treasurer



VOUCHER LIST / CLAIMS ROSTER
and CHECK SEQUENCE

To Be Approved: January 25, 2021

Payroll EFT

Check #	506413 - 506426	\$	17,921.16
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Voided Checks

Check #	-
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Prepays

Check #	-
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Claims Pending Payment

Check #	31494 - 31535	\$	72,215.31
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Cardmember e-check

Grand Total	\$	<u>90,136.47</u>
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***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
31494	01/21/21	ABDO, EICK, & MEYERS			
E 101-41500-301		Auditing and Acct g Serv	\$8,000.00	438689	CERTIFIED AUDIT
		Total	\$8,000.00		
31495	01/21/21	ADC SERVICES INC			
E 101-43100-208		Medical-Physicals	\$13.00	201121	LAB TESTING
E 101-45200-208		Medical-Physicals	\$13.00	201121	LAB TESTING
E 601-49400-208		Medical-Physicals	\$13.00	201121	LAB TESTING
E 602-49450-208		Medical-Physicals	\$13.00	201121	LAB TESTING
		Total	\$52.00		
31496	01/21/21	AIR COMPRESSORS PLUS LLC			
E 101-42200-221		Repair/Maintenance Equip	\$845.55	201059	FIRE DEPT REGULAR SERVICE
		Total	\$845.55		
31497	01/21/21	ALDEN POOL & MUNICIPAL SUPPLY			
E 602-49450-223		Repair/Maintenance Bldg/	\$1,189.50	200345	REBUILT REMOTE METER
		Total	\$1,189.50		
31498	01/21/21	ARNOLDS OF GLENCOE, INC.			
E 101-45200-221		Repair/Maintenance Equip	\$106.23	P17876	AIR FILTER
		Total	\$106.23		
31499	01/21/21	CARDMEMBER SERVICE			
E 101-42200-210		Operating Supplies	\$301.75		HOLSTER FOR PAGERS
E 101-42200-210		Operating Supplies	\$276.93		EXAM GLOVES
E 275-46500-522		Streets-Other Improve	\$119.88		LIGHTS AT KEHRER PARK
E 101-41320-314		Contracts Payments	\$6.95		CERT LETTER
E 101-41400-200		Office Supplies	\$28.05		EARBUDS
E 101-41400-350		Print/Publishing/Postage	\$444.84		MONTHLY NEWSLETTER
E 101-41110-433		Dues and Subscriptions	\$47.41		COUNCIL ACCOUNTS
E 101-41400-200		Office Supplies	\$39.85		NOTARY STAMP
E 101-43100-210		Operating Supplies	\$53.99		SHOP WORK LIGHT
E 601-49400-200		Office Supplies	\$21.99		INK FOR PRINTER AT WTP
E 101-45200-221		Repair/Maintenance Equip	\$18.59		TOGGLE SWITCH FOR KUBOTA
E 101-43100-221		Repair/Maintenance Equip	\$55.78		WORK LIGHTS FOR LOADER
E 101-41940-223		Repair/Maintenance Bldg/	\$207.76		SMOKE DETECTOR ALARMS
E 101-42200-433		Dues and Subscriptions	\$200.00	202243-302	AMEM DUES
E 101-41110-207		Training Instructional	\$175.00	333548	ELECTED LEADERS PROGRAM
		Total	\$1,998.77		
31500	01/21/21	CARVER COUNTY			
E 101-43100-310		Other Professional Serv	\$1,638.55		4TH QTR GIS
E 101-45200-310		Other Professional Serv	\$983.12		4TH QTR GIS
E 601-49400-310		Other Professional Serv	\$1,966.26		4TH QTR GIS
E 602-49450-310		Other Professional Serv	\$1,966.26		4TH QTR GIS
		Total	\$6,554.19		
31501	01/21/21	CARVER COUNTY ATTORNEYS OFF			

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***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41500-307		Prosecution Contract	\$2,196.45		FINES
		Total	\$2,196.45		
31502	01/21/21	CARVERLINK-CARVER CO BROADBAND			
E 101-41940-321		Telephone	\$185.48		
E 601-49400-321		Telephone	\$97.28		
E 602-49450-321		Telephone	\$59.33		
E 101-42200-321		Telephone	\$102.59		
E 101-43100-321		Telephone	\$102.14		
E 101-45200-321		Telephone	\$43.78		
E 101-49860-321		Telephone	\$28.70		
E 101-41940-321		Telephone	\$127.92		
E 101-41300-321		Telephone	\$60.66		
E 101-41320-321		Telephone	\$60.66		
E 101-41400-321		Telephone	\$60.66		
E 101-46500-321		Telephone	\$20.22		
E 101-42100-321		Telephone	\$101.11		
E 101-45500-321		Telephone	\$101.11		
		Total	\$1,151.64		
31503	01/21/21	CENTER POINT			
E 101-41940-383		Gas Utilities	\$382.44		
E 101-42200-383		Gas Utilities	\$214.79		
E 101-45500-383		Gas Utilities	\$122.68		
E 601-49400-383		Gas Utilities	\$819.19		
E 602-49450-383		Gas Utilities	\$148.97		
		Total	\$1,688.07		
31504	01/21/21	CITIZEN STATE BANK HSA ACCTS			
G 101-21718		HSA ACCOUNT	\$1,307.99		JAN HSA
		Total	\$1,307.99		
31505	01/21/21	COMPASS MINERALS			
E 101-43100-224		Street Maint Materials	\$1,601.26	735817	BULK COARSE LA
		Total	\$1,601.26		
31506	01/21/21	CORE AND MAIN			
E 601-49400-229		Water Meters	\$1,974.00	N558149	METER & SWIVEL
E 601-49400-223		Repair/Maintenance Bldg/	\$790.15	N558395	UPPER STANDPIPE, KIT FLG
		Total	\$2,764.15		
31507	01/21/21	DELTA DENTAL			
G 101-21714		Dental Insurance	\$851.55	RIS3287357	JANUARY
G 101-21714		Dental Insurance	\$851.55	RIS3287357	FEB
		Total	\$1,703.10		
31508	01/21/21	DIVERSIFIED PLUMING & HEATING			
E 101-41940-223		Repair/Maintenance Bldg/	\$367.50	29655	REPAIR HEAT AT CITY HALL
		Total	\$367.50		
31509	01/21/21	DOOR POWER INC			

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***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42200-223		Repair/Maintenance Bldg/	\$695.00	16063	SOUTH STATION DOORS
		Total	\$695.00		
31510	01/21/21	ELECTRIC PUMP			
E 602-49450-223		Repair/Maintenance Bldg/	\$1,073.25	70092-IN	PULL/REPAIR GORDON PUMP AT WWTP
		Total	\$1,073.25		
31511	01/21/21	HEALTH PARTNERS			
G 101-21706		Hospitalization/Medical In	\$11,040.54	102261155	INSURANCE
		Total	\$11,040.54		
31512	01/21/21	HOEN, MICHAEL			
E 601-49400-432		Refund	\$80.54		OVERPAYMENT OF FINAL UTILITY BILL
		Total	\$80.54		
31513	01/21/21	HOLTON ELECTRIC CONTRACTORS			
E 101-43100-380		Street Lighting	\$403.75	2823	MAIN STREET LIGHTS/WIRING
		Total	\$403.75		
31514	01/21/21	JENCAR HOLDINGS LLC			
E 601-49400-432		Refund	\$47.35		OVERPAYMENT OF FINAL UTILITY BILL
		Total	\$47.35		
31515	01/21/21	LOFFLER BUSINESS SYS LLC			
E 101-41400-437		Maintenance Contract	\$1,675.16	3612343	COPIER RENT
		Total	\$1,675.16		
31516	01/21/21	LOOMIS HOMES			
G 101-22000		Deposits	\$2,900.00		935 LAKEWOOD TRAIL DEPOSIT
		Total	\$2,900.00		
31517	01/21/21	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$141.50	INV8351608	CONTRACT BASE RATE
		Total	\$141.50		
31518	01/21/21	MID-COUNTY CO-OP OIL ASSN			
E 101-43100-212		Motor Fuels	\$195.97	60514	WINTER DIESEL
E 101-45200-212		Motor Fuels	\$97.99	60514	WINTER DIESEL
E 601-49400-212		Motor Fuels	\$97.99	60514	WINTER DIESEL
E 602-49450-212		Motor Fuels	\$97.99	60514	WINTER DIESEL
E 101-43100-212		Motor Fuels	\$311.98	60559	WINTER DIESEL
E 101-45200-212		Motor Fuels	\$156.00	60559	WINTER DIESEL
E 601-49400-210		Operating Supplies	\$156.00	60559	WINTER DIESEL
E 602-49450-212		Motor Fuels	\$156.00	60559	WINTER DIESEL
		Total	\$1,269.92		
31519	01/21/21	MIDWEST MACHINERY CO			
E 101-45200-221		Repair/Maintenance Equip	\$304.03	2314892	CHAINSAW & CHAIN
		Total	\$304.03		
31520	01/21/21	MINNESOTA VALLEY TESTING LAB			
E 602-49450-217		Lab Fees	\$97.00	1069398	COLIFORM

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***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-217		Lab Fees	\$425.67	1069703	TSS & MERCURY TESTING
		Total	\$522.67		
31521	01/21/21	MOLNAU TRUCKING LLC			
E 101-43100-437		Maintenance Contract	\$135.00	2944	SNOW HAULING
		Total	\$135.00		
31522	01/21/21	NAPA			
E 602-49450-223		Repair/Maintenance Bldg/	\$4.69	297736	GREASE FITTING
		Total	\$4.69		
31523	01/21/21	NORTHWOODS BANK			
G 101-21718		HSA ACCOUNT	\$166.67		JAN HSA
		Total	\$166.67		
31524	01/21/21	NORWOOD ELECTRIC INC			
E 275-46500-522		Streets-Other Improve	\$1,427.73	16876	MURAL LIGHTING
		Total	\$1,427.73		
31525	01/21/21	NUSS TRUCK & EQUIPMENT			
E 101-43100-221		Repair/Maintenance Equip	\$170.25	7161325P	T2 AIR RIDE CAB PARTS
		Total	\$170.25		
31526	01/21/21	OLD NATIONAL BANK			
G 101-21718		HSA ACCOUNT	\$175.67		JAN HSA
		Total	\$175.67		
31527	01/21/21	OPTUM BANK			
G 101-21718		HSA ACCOUNT	\$465.34		JAN HSA
		Total	\$465.34		
31528	01/21/21	SCHIROO ELECTRICAL REBUILDING			
E 101-43100-221		Repair/Maintenance Equip	\$370.00	96934	CORD REPAIR
		Total	\$370.00		
31529	01/21/21	SECURITY BANK & TRUST			
G 101-21718		HSA ACCOUNT	\$866.66		JAN HSA
		Total	\$866.66		
31530	01/21/21	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$333.33		JAN HSA
		Total	\$333.33		
31531	01/21/21	SUN LIFE ASSURANCE COMPANY			
G 101-21707		Disability Insurance	\$381.88		
		Total	\$381.88		
31532	01/21/21	TASC			
E 101-41400-437		Maintenance Contract	\$461.48	IN1943193	ADMIN/RENEWAL FEE
		Total	\$461.48		
31533	01/21/21	UNUM LIFE INSURANCE CO			

CITY OF NORWOOD YOUNG AMERICA

01/21/21 12:52 PM

Page 5

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-21715		Life Ins	\$103.79		
G 101-21715		Life Ins	\$54.90		ADD LIFE
		Total	\$158.69		
31534	01/21/21	UTILITY CONSULTANTS			
E 602-49450-217		Lab Fees	\$681.65	107480	CBOD/TSS TESTING
		Total	\$681.65		
31535	01/21/21	XCEL ENERGY			
E 101-41940-381		Electric Utilities	\$1,481.15		
E 101-42200-381		Electric Utilities	\$302.91		
E 101-42500-381		Electric Utilities	\$12.41		
E 101-43100-380		Street Lighting	\$4,140.72		
E 101-43100-381		Electric Utilities	\$580.47		
E 101-45200-381		Electric Utilities	\$399.89		
E 101-45500-381		Electric Utilities	\$858.68		
E 601-49400-381		Electric Utilities	\$2,799.34		
E 602-49450-381		Electric Utilities	\$3,900.91		
E 101-49860-381		Electric Utilities	\$259.68		
		Total	\$14,736.16		
		10100 CHECKING	\$72,215.31		



TO: Honorable Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, City Clerk / Treasurer

DATE: January 25, 2021

RE: Resignation of Justin R. Mayo from Park and Rec Commission

Attached is an email from Justin Mayo stating he will be stepping down from the position of Commission Member of the Parks and Rec Commission.

Recommendation:

A motion to accept the resignation of Justin R. Mayo from the Parks and Rec Commission, effective immediately.

Steve Helget

From: justin Mayo
Sent: Thursday, January 14, 2021 8:20 PM
To: Tony Voigt
Cc: charlie.storms@nyacouncil.com; Karla Hormann; Jimmy Zellmann; Norwood Electric Bill; Julie Kuenzel; Steve Helget; Carol Lagergren
Subject: Re: Parks Packet

Dear Park Rec Commissioner's,

I would like to inform everyone that I will be stepping down from Park and Rec Commission. I appreciate being a part of community conforming and deciding on many opportunities for the community to the people which we serve.

I would like to Thank You All for the acceptance of allowing me to participate in the decisions in which impacts the community as a whole. I again; thank you guys very much and appreciate in participating in and with the community.

Thank You,
Justin R. Mayo

On Jan 14, 2021, at 7:22 PM, Tony Voigt <publicservices@cityofnyc.com> wrote:

This will be a zoom meeting at the address below. Karla, I left a packet for you at your front door. Thanks.

<https://us02web.zoom.us/j/88390755961?pwd=S2VRRDQzY2lyNEFqMDY2eDd2VFdidz09>

Tony Voigt
Public Service Director

<image001.png>

City Of Norwood Young America
310 Elm Street West – PO Box 59
Norwood Young America, MN 55368
Phone: (952)467-1830
Email: tvoigt@cityofnyc.com
Website: www.cityofnyc.com

<SKM_C454e21011417210.pdf>



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: January 25, 2021

SUBJECT: Consider Request to Waive Rental Dwelling Unlicensed Fines

At the November 23rd regular City Council meeting, the Council considered a request from Mr. George Holden who is the owner of Young America Apartments, to waive the unlicensed rental dwelling fees for the license period 2019-2021. The Council tabled this item to its December 14th meeting to consider options for possibly lowering the assessed fees. Mr. Holden has retained an attorney, and his attorney was not able to participate in a Council meeting until this meeting.

Mr. Holden's apartment complex is located on both Central Avenue and 2nd Avenue S.E. There are four buildings with eight units in each building. The apartment complex is located on two parcels. Enclosed is an aerial photo identifying the addresses of each building and their locations.

Per City Code, unlicensed rental dwellings are subject to a \$250 fine plus a fine of \$10 per day per unit until the rental dwelling license is obtained. It was in 2019 that it was the first time the City assessed these fines for collection onto property taxes.

Mr. Holden was invoiced fines for the period of January 1, 2019 through June 5, 2019 which totaled \$50,920. Invoices for the period June 6, 2019 through October 10, 2019 were mailed to the defendant on October 10, 2019. Since notice of the Council's public hearing on assessments was sent on October 15th, a decision was made to exclude the fines from June 6th through October 10th when certification was sent to the County. A decision was further made to waive all fees for 2020 when Mr. Holden came into compliance in March of 2020.

Three additional rental properties within the city were certified for delinquent fees in 2019. To date, two of the properties paid the full amount, for a total of \$5,151.60. One property has not yet paid the fees (\$5,265.00). Each property had only one rental building, two had multiple dwellings within that one building. Each property was invoiced only through June 6, 2019.

Norwood Young America

Settlement Proposal

To reach a settlement on this matter, enclosed is a proposed Consent Order. Among other things the Order requires Mr. Holden to pay a civil penalty of \$7,240 and to stay the remaining balance owed. This fee was arrived at by assessing a fee of \$10 per day per building versus per unit. The stayed amount would be lifted if Mr. Holden commits any further violations to the City's Rental Code (Section 350). If the stay has not been lifted within 5-years of the effective date of the Order, the stayed portion of the civil penalty will be vacated.

Recommended Motion:

Motion to approve the Consent Order between the City of Norwood Young America and George Holden.

Norwood Young America

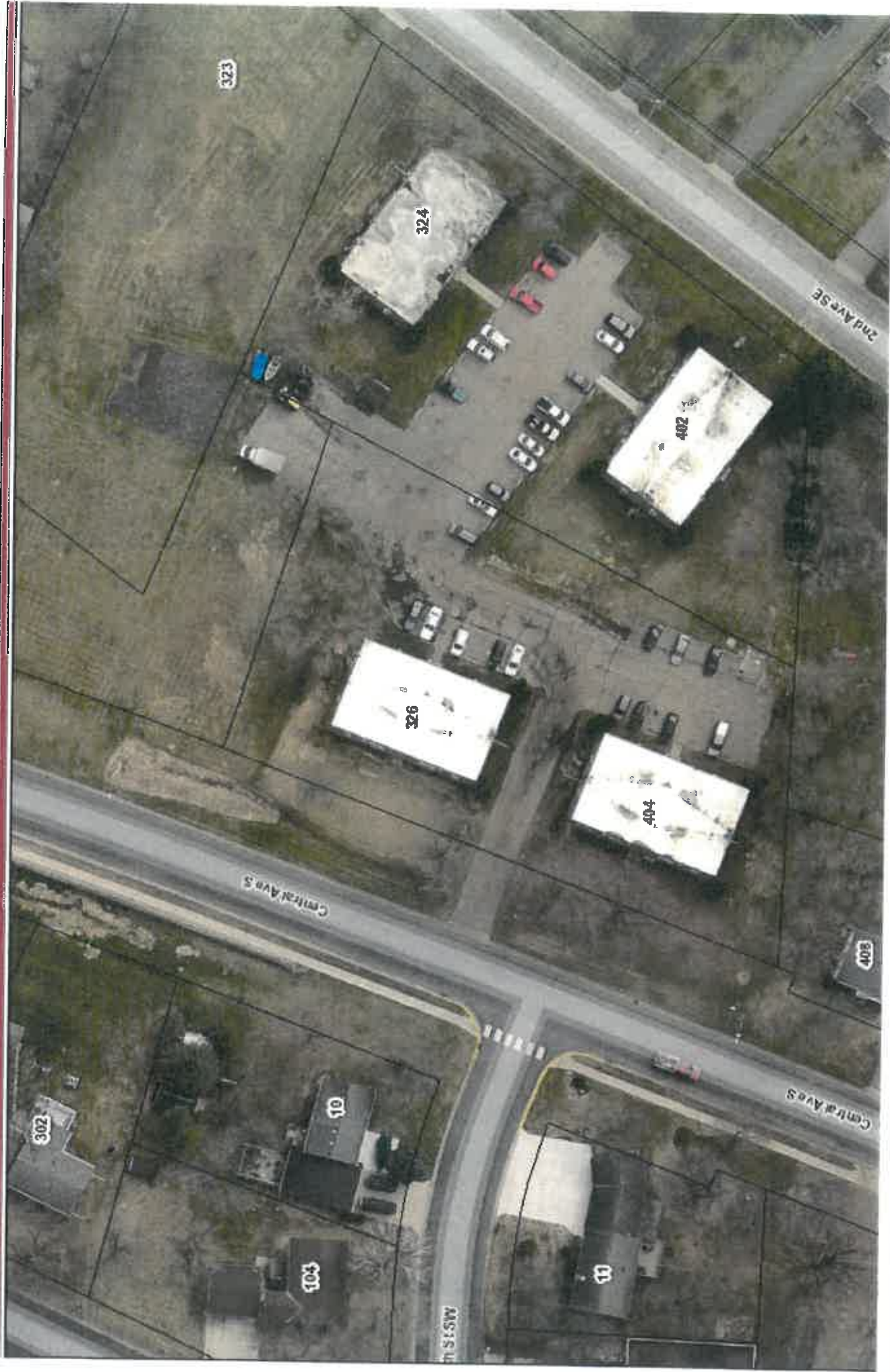


CITY OF NORWOOD YOUNG AMERICA

Young America Apartments

more than a place, it's home.

Map Date: 11/19/2020



**STATE OF MINNESOTA
CITY OF NORWOOD YOUNG AMERICA**

In the Matter of the Rental Dwelling Licensure
George Holden
License No. _____

CONSENT ORDER

TO: George Holden
C/O Level Law Firm
20840 Prairie Hills Lane
Prior Lake, MN 55372

City Council for Norwood Young America (Council) has determined as follows:

1. George Holden (Respondent) owns rental property in the City of Norwood Young America, with Tax ID #'s of: 58.7280660 and 58.7280670
2. Council has advised George Holden that pursuant to Ordinance Section 350 Respondent is responsible for penalties in the amount of \$50,920.00, plus interest, for his failure to timely renew his Rental Dwelling licensure that expired 12/31/2018.
3. Respondent admits to untimely renewal of his Rental Dwelling licensure, but alleges extenuating circumstances related to the same.
4. Respondent acknowledges that he has been advised of his rights to a hearing in this matter, and to appeal from any adverse determination after a hearing. Respondent hereby expressly waives those rights. Respondent further acknowledges that he has been represented by legal counsel throughout these proceedings or has waived that right.

5. Respondent has agreed to informal disposition of this matter without further hearings.
6. The civil penalty and/or any resulting judgment arising from this Order will be non-dischargeable in any bankruptcy proceeding. See 11 U.S.C. 523 (a)(7) (2018) ("A discharge under section 727, 1141, 1228(a), 1228(b) or 1328(b) of this title does not discharge an individual debtor from any debt... to the extent such debt is for a fine, penalty, or forfeiture payable to and for the benefit of a governmental unit, and is not compensation for actual pecuniary loss, other than a tax penalty...").

NOW, THEREFORE, IT IS HEREBY ORDERED, that:

A. Respondent shall pay a civil penalty in the amount of \$50,920.00 plus accrued interest, to the City of Norwood Young America. Council has agreed to stay collection of all accrued interest and all but \$7,240.00 of the civil penalty. Respondent must pay \$7,240.00 by February 1, 2021. The stayed portion of the civil penalty may be lifted if Respondent commits any further violations of Ordinance Section 350 as determined by the City in its sole discretion. If the Council reasonably determines that Respondent has committed further violations of Ordinance Section 350, the stay may be lifted and the stayed portion of the penalty, together with interest, shall become effective in addition to any additional administrative action the Council deems appropriate for the new violation(s). If the stay has not been lifted by 5 years after the effective date of this Order, the stayed portion of the civil penalty will be vacated.

B. Respondent shall pay a \$200.00 for his application to the Council to consider penalty abatement. Said \$200.00 fee will be payable on February 1, 2021.

This Order shall be effective upon signature by or on behalf of the Council and Mayor.

Mayor Carol Lagergren _____

Date: _____

Council Person Alan Krueger _____

Date: _____

Council Person Mike McPadden _____

Date: _____

Council Person Craig Heher _____

Date: _____

Council Person Charlie Storms _____

Date: _____

CONSENT TO ENTRY OF ORDER

The undersigned states that he has read this Consent Order; that he knows and fully understands its contents and effect; that he has been advised of the right to a hearing in this matter, to present argument to the Council, and to appeal from any adverse determination after a hearing and expressly waives those rights. Respondent further acknowledges that he has been represented by legal counsel throughout these proceedings, or has been advised of his right to be represented by legal counsel, which right he hereby expressly waives; and that he consents to entry of this Order by the Council. It is further understood that this Consent Order constitutes the entire settlement agreement between the parties, there being no other promises or agreements, either express or implied.

George Holden

Date: _____

By: _____
Signature

STATE OF _____

COUNTY OF _____

Signed or attested before me on _____ (Date).

(Notary stamp)

(Signature of Notary)

My Commission expires:



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

From: Cynthia Smith Strack, Consulting Planner

Date: January 25, 2021

Re: Conditional Use Permit: 304 Main Street East

BACKGROUND

Michael Barto (Applicant) has applied for a conditional use permit to use 304 Main Street East to allow limited manufacturing, assembly, and treatment of articles from previously prepared materials. Barto has entered into a purchase agreement for the property.

The site is zoned C-3 Downtown District and commonly referred to as the former post office. The Applicant proposes to operate an automation company that focuses on industrial automation with a specific focus on law enforcement and military training equipment.

Within the C-3 District, Chapter 1230.10, Subd. 4(E) provides for: *"Custom or limited manufacturing, assembly, or treatment of articles or merchandise from previously prepared materials, such as cloth, fiber, leather, metal, paper, plastic, stone, wax, wood, and wool"* under Conditional Use Permit.



The operational limits for manufacturing uses in the C-3 Downtown District are included in Chapter 1210.06, Subd. 3(B)(22) of the City Code as follows:

22. Custom or limited manufacturing, assembly, or treatment of articles or merchandise from previously prepared materials, such as cloth, fiber, leather, metal, paper, plastic, stone, wax, wood, and wool in the C-3, Downtown Districts and the RC-1 Residence and Neighborhood Commercial District shall conform to the following standards:
 - a. No outdoor storage of any kind, including but not limited to materials, equipment, or machinery shall be permitted.
 - b. All business vehicles shall be accommodated by off-street parking.
 - c. Office or retail sales areas shall be maintained at the front (street-facing) side of the building.
 - d. The standards of Section 1245.01 (Performance Standards) and 1245.02 (Architectural Standards and Guidelines) apply.

Attached please find an application for a CUP, a narrative explaining the nature of the request, and architectural plans illustrating proposed interior remodeling.

REVIEW OF REQUEST

The Applicant represents:

1. Use of the building proposed is engineering and building live-fire training equipment for military and police. Design (electronic and mechanical), software development, prototyping, and light assembly/manufacturing done with hand tools and cordless drills would occur on site.
2. No heavy equipment is used on site, except for an electric forklift.
3. No changes are proposed to the building footprint.
4. An office will be retained at the building storefront.
5. No outdoor storage will occur.
6. The business employs five full time staff and eight part time staff. Staff are often traveling and working remotely.
7. The business operates a single shift, regular work week.
8. Shipments include daily UPS delivery/pick-up and approximately on semi delivery per week.

Examination of Code Requirements

Norwood Young America code requirements applicable to this Conditional Use Permit Request are itemized below; consulting staff comments are illustrated in **red bold, italic type face**.

General Criteria for Approval of Conditional Use Permits

The Planning Commission is to examine the request under Section 1210.06 Conditional Use Permits, Subd. 3(A). The City may, as it deems necessary to protect the health, safety, and general welfare of the public, require additional performance standards.

1. The use is consistent with goals, policies and objectives of the Comprehensive Plan.
DISCUSSION: The 2040 NYA Comprehensive Plan guides the subject area to continued commercial use.
2. The use is consistent with the intent of this Ordinance. ***DISCUSSION: The intent of the C-3 District is to provide for uses within traditional downtown areas. No changes to building footprint and/or structure appearance is proposed. An office will be retained in the storefront.***
3. The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements. ***DISCUSSION: The proposed use shall occupy and existing structure which is currently served by a full array of urban services. The proposed use will not overly burden existing utilities in terms of volume used/capacity required or type of waste produced.***
4. The use does not have an undue adverse impact on the public health, safety or welfare.
DISCUSSION: The proposed use will be operated within an existing structure. No discharge of live ammunition is proposed at the site. Testing is performed with using airsoft devices and ammunition.
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: Adjacent uses are commercial/mixed use in nature. The less use appears to blend in with the uses within the general locale. The performance standards included in Chapter 1245.01 of the Code including but not limited to limits on the production of noise, vibration, electrical disturbance, and refuse will be incorporated***

as conditions of use permit, if issued. Off-street parking space appears adequate to provide for employees as described in the application.

6. The use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *DISCUSSION: The subject site lies within a fully developed part of the original townsite and appears to be consistent with adjacent uses.*
7. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. *DISCUSSION: The subject parcel is an existing, improved lot with a full complement of urban services provided. Main Street East is a designated truck route. The Applicant has indicated he will perform truck turning radius analysis to determine semi-trucks can turn around in the off-street parking lot. An estimated on semi-truck delivery per week is proposed in the application.*
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 structure are proposed. Vehicular and pedestrian circulation patterns are already established. Loading and unloading should occur on site as a proposed condition of CUP issuance.*
9. The use meets all of the performance criteria requirements as established in Section 1245.01 of this chapter. *DISCUSSION: As a condition of approval, the proposed use shall meet the requirements of Section 1245.01 of the City Code relating to noise, vibration, smoke, particulate matter, odor, and connection to municipal utilities.*
10. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *DISCUSSION: The lot is approximately 19,500 sf with a width of approximately 100 feet. There are no minimum lot size or width requirements in the C-3 District. The existing structure is lower than the maximum building height. Setbacks are achieved and the architectural standards and guidelines of Section 1245.03 are not applicable as new construction/expansion is not contemplated.*

Specific Criteria for Approval of the Conditional Use Permit

The operational limits for manufacturing uses in the C-3 Downtown District are included in Chapter 1210.06, Subd. 3(B)(22) of the City Code as follows:

1. No outdoor storage of any kind, including but not limited to materials, equipment, or machinery shall be permitted. *The Applicant represents there will be no outdoor storage of any materials, equipment, or machinery at the subject parcel.*
2. All business vehicles shall be accommodated by off-street parking. *The Applicant represents parking of business vehicle(s) shall occur on the subject lot and not on the public street.*
3. Office or retail sales areas shall be maintained at the front (street-facing) side of the building. *The Applicant represents an office will be retained in the storefront.*
4. The standards of Section 1245.01 (Performance Standards) and 1245.02 (Architectural Standards and Guidelines) apply. *The Applicant is not proposing any changes to the building footprint or exterior storefront at this time. The Applicant represents there will be no noise, glare, fumes, etc produced by the use. The standards of Section 1245.01 are recommended as conditions of the CUP.*

PC RECOMMENDATION

The Planning Commission held a public hearing on the conditional use permit request on January 5th 2021. Please find attached an excerpt of the draft meeting minutes. Two members of the public testified one opposed and one in favor of the request. The Commission had significant discussion regarding the testimony. The Applicant also testified at the hearing.

Following the hearing the Planning Commission recommended approval of the request with the following conditions:

1. The "Use" is defined as custom or limited treatment of articles or merchandise from previously prepared materials, such as cloth, fiber, leather, metal, paper, plastic, stone, wax, wood, and wool. Specifically, the engineering and building live-fire training equipment for military and police. Design (electronic and mechanical), software development, prototyping, and light assembly/manufacturing done with hand tools and cordless drills. The Use is limited to the property addressed as 304 Main Street East. No other use shall be allowed under this Conditional Use Permit. The Use is subject to the following standards:
 - A. No outdoor storage of any kind, including but not limited to materials, equipment, machinery, and similar items shall be permitted.
 - B. All business vehicles shall be accommodated by off-street parking.
 - C. An office areas shall be maintained at the front (Main Street-facing) side of the building.
2. The Applicant represents the following which the City takes as a good-faith representation of the proposed use:
 - A. Use of the building proposed is engineering and building live-fire training equipment for military and police. Design (electronic and mechanical), software development, prototyping, and light assembly/manufacturing done with hand tools and cordless drills would occur on site.
 - B. No heavy equipment is used on site, except for an electric forklift.
 - C. No changes are proposed to the building footprint.
 - D. An office will be retained at the building storefront.
 - E. No outdoor storage will occur.
 - F. The business employs five full time staff and eight part time staff. Staff are often traveling and working remotely.
 - G. The business operates a single shift, regular work week.
 - H. Shipments include daily UPS delivery/pick-up and approximately on semi delivery per week.
3. Prior to occupying the structure with the proposed use the Property Owner and/or Applicant shall request a change in occupancy review as required by the Building Official. Any requirements specified by the Building Official shall be completed prior to occupancy of the structure.
4. Employee parking shall occur off-street on the subject property.
5. All loading/unloading at the site shall occur separate and independent from CSAH 34/Main Street right-of-way unless specifically authorized in writing by Carver County Public Works Department.
6. The use shall at all times meet the requirements of Section 1245.01 of the City Code including, but not limited to those relating to noise, vibration, smoke, particulate matter, odor, and connection to municipal utilities.
7. The Property Owner shall not discharge industrial waste into the sanitary sewer system.
8. This approval shall expire one year after date of approval unless the Applicant has commenced operation of the Use on-site.

9. This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
10. The permit may be subject to annual inspection and audit by the City.
11. 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.
12. The conditional use permitted under this Resolution shall be revoked if the Use ceases for more than 12 consecutive months.

ACTION



The City Council is to review and act on the request. A sample RESOLUTION contemplating conditional approval is provided for consideration.

ATTACHMENTS

- Application and information
- Excerpt of January 5, 2021 Planning Commission minutes
- Sample Resolution providing for conditional approval

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 Michael Barto		Telephone Home Work/Cell 763-333-5334	
Address (Street, City, State, ZIP) 1766 Sterling Rd., Waconia, MN 55387			
Property Owner's Name (If different from above)		Telephone Home Work/Cell	
Location of Project 304 E. MAIN ST. YOUNG AMERICA, MN 55397			
Legal Description TWP 115, RNG 026, SEC 11			
Description of Request (Attach separate sheet, if necessary) Requesting Conditional Use for mixed office and light manufacturing. See attached drawings for details.			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Proposed Action(s): Check all that apply</p> <p><input type="checkbox"/> Annexation \$300.00</p> <p><input type="checkbox"/> Application for Appeal \$150.00</p> <p><input type="checkbox"/> City Code Amendment \$250.00</p> <p><input type="checkbox"/> Parking Reduction \$100.00</p> <p><input type="checkbox"/> CUP/IUP \$200.00 (Residential)</p> <p><input checked="" type="checkbox"/> CUP/IUP \$300.00 (Non Residential)</p> <p><input type="checkbox"/> Variance \$150.00 (Residential)</p> <p><input type="checkbox"/> Variance \$200.00 (Non Residential)</p> <p><input type="checkbox"/> Lot Split \$200.00</p> <p><input type="checkbox"/> Public Hearing Notice \$75.00</p> </div> <div style="width: 35%;"> <p><input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow</p> <p><input type="checkbox"/> Sketch Plat \$200.00 + Escrow</p> <p><input type="checkbox"/> Site Plan \$300.00 + Escrow</p> <p><input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow</p> <p><input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow</p> <p><input type="checkbox"/> PUD Final Plan \$300.00 + Escrow</p> <p><input type="checkbox"/> PUD General Concept Plan \$400.00 + Escrow</p> <p><input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow</p> <p><input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow</p> <p><input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow</p> </div> <div style="width: 30%;"> <p><input type="checkbox"/> Storm Water Plan \$250.00</p> <p><input type="checkbox"/> Rezoning \$350.00</p> <p><input type="checkbox"/> Street/Alley Vacation \$150.00</p> <p><input type="checkbox"/> Zoning Text Amendment \$300.00</p> <p><input type="checkbox"/> Recording Fee \$46.00</p> <p><input type="checkbox"/> Other _____</p> </div> </div>			
<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>			
<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 12/17/20	
Fee Owner's Signature: 		Date 12/17/20	
For Office Use Only			
Accepted By:	Amount	Date	



Norwood Young America City Hall
310 Elm St W
P.O. Box 59
Norwood Young America, MN 55368

To whom it may concern,

Windcrest LLC, windcrestcorp.com, is owned and operated in Waconia, MN by Diana and Michael Barto. It is an automation company that focuses on industrial automation with a specific focus on law enforcement and military training equipment. The brand name for that product line is ATS Targets, atstargets.com. As a result, Windcrest LLC d.b.a Advanced Training Systems (ATS Targets). ATS Targets has been in existence since 1973 and is a GSA contract holder.

Windcrest LLC is considering moving the headquarters to the old Young America Post Office building located at 304 E. MAIN ST. YOUNG AMERICA, MN 55397.

At the headquarters, Windcrest LLC would engineer and build live-fire training equipment for military and police. These are mostly steel targets, robots, etc. with electronic controls. We have 5 full time staff and as many as 8 part-timers who are typically travelling around the US working on installations. Many don't live anywhere near the twin cities and never come to the office, so the parking load is not heavy. We get a UPS daily delivery/pick-up and an occasional tractor trailer, perhaps one per week. We work one shift. We perform design (electronic and mechanical), software development, prototyping, and light assembly/manufacturing on site. There is no heavy equipment on site today, save the one electric forklift. All heavy work is done on the outside, much of it in NYA at Storms Welding and Manufacturing and Principle CNC. In that building we would do much the same as today, where light assembly is done with hand tools and cordless drills. We would be using an automatic drill press on occasion.

Please consider our application and we look forward to the possibility of relocating to your city.

Michael Barto

President

ATS TARGETS INTERIOR REMODEL



235 W. MAIN STREET, SUITE 201
WACONIA, MN 55387
952.451.9763

PROJECT INFORMATION:

304 E MAIN STREET
YOUNG AMERICA, MN
55397

I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR FORM WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MICHIGAN.

James Padgett
 JAMES PADGETT
 12716720
 DATE

ISSUE INCOMPLETE

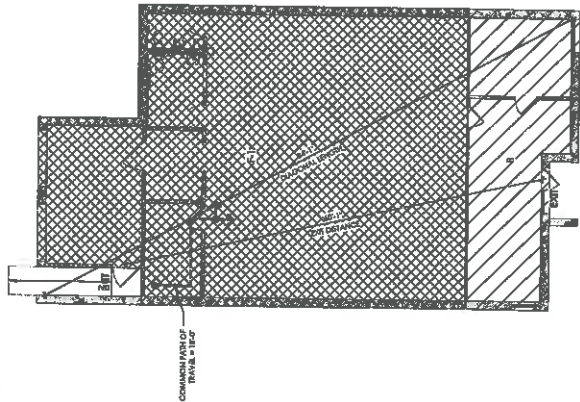
12-lead ECG tracing showing leads I, II, III, aVR, aVL, aVF, V1, V2, V3, V4, V5, and V6. The tracing displays a regular rhythm with visible P waves, QRS complexes, and T waves.

PROJECT: A15
DATE: 12/14/20
DRAWN BY: ENCLOSURE
CHECKED BY: JALNN2

000000

LOCATION MAP,
BUILDING KEY, LIFE SAFETY
PLAN, CODE REVIEW

FREE NUMBER:

 $\oplus^{\infty} A_{000}$ [illegible]



235 W. MAIN STREET, SUITE 201
WACONIA, MN 55387
952.451.9763

PROJECT INFORMATION:
AT&T TARGETS
INTERIOR RENOVATION

304 E MAIN STREET
YOUNG AMERICA, MN
55397

I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR REFUSE WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MISSISSIPPI.

[Signature]

JENNIFER BOWEN, AIA

30-665

12/17/20

DATE

REGISTRATION #

• **Autocopying films**

12/14/20 PERMIT SET

PROJECT:	ATP
DATE:	12/14/20
DRAWN BY:	INCLUTION
CHECKED BY:	JASDMM

PROJECT NAME:
DEMOLITION PLAN AND
FLOOR PLAN

\oplus A100

DEMOLITION GENERAL NOTES

- [illegible]

DEMOLITION PLAN KEYED NOTES

- | DEMOLITION PLAN KEYED NOTES | |
|-----------------------------|--|
| 1-D | EXISTING PLUMBING FIXTURES TO REMAIN. |
| 2-D | REMOVE PLUMBING FIXTURES AND STORE FOR POSSIBLE REUSE. |
| 3-D | DEMOLISH UNITARY. |

CONSTRUCTION | LEGEND

- | | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | EXISTING CONSTRUCTION TO REMAIN |
| <input type="checkbox"/> | EXISTING CONSTRUCTION TO BE REMOVED |
| <input type="checkbox"/> | NEW CONSTRUCTION |

FOR PIAN GENERAL NOTES

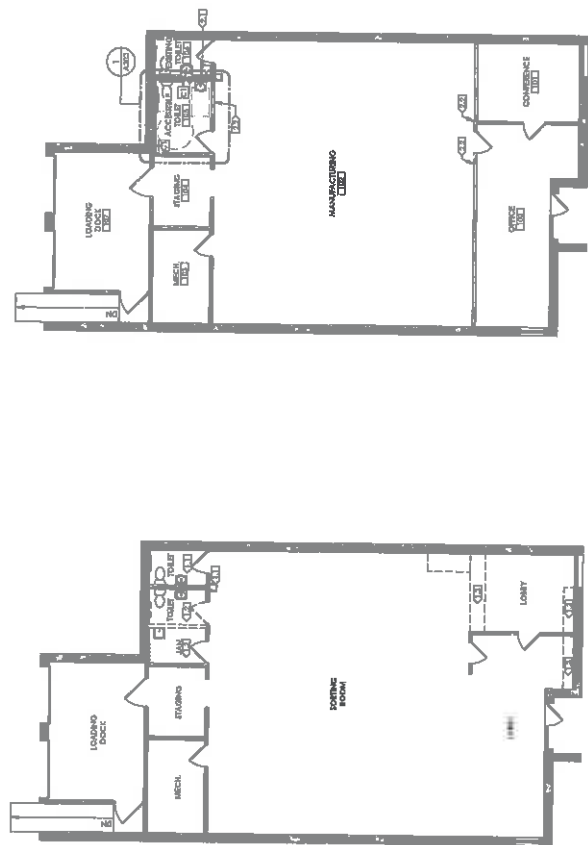
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WALL PARTITION TYPES

- TYPICAL PARADIGM TO BE USED

FLOOR PLAN KEYED NOTES

- | | |
|------|------------------------------------|
| 12.1 | INSTALL SERVICE DRAIN NEW LOCATION |
| 12.2 | ALUM. HIGH WALLS WITH EXISTING. |



2 FLOOR PLAN
1/8" = 1'-0"

1 DEMOLITION PLAN
A100 1/8" = 1'-0"



535 W. MAIN STREET, SUITE 201
WACONIA, MN 55387
952.451.9763

PROJECT INFORMATION:

ATS TARGETS INTERIOR REMODEL

304 E MAIN STREET
YOUNG AMERICA, MN
55397

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MISSISSIPPI.

REGISTRATION # 3142
DATE 12/16/20
JOHN K. KIRKING, AM

THE RESULTS:

12/14/20 PERMIT SET

PROJECT: AFB
DATE: 12/14/98
DRAWN BY: MCLIFTON
CHECKED BY: WASHING

TEST NAME: ENLARGED PLANS & ELEVATIONS

2011年12月

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A300

PROJECT INFORMATION:
ATS TARGETS
INTERIOR RENOVATION

304 E MAIN STREET
YOUNG AMERICA, MN
55397

1 HEREBY CERTIFY THAT THE PLAN, SPECIFICATION
OR REPORT WAS PREPARED BY ME OR UNDER MY
DIRECT SUPERVISION AND THAT I AM A duly
LICENSED ARCHITECT UNDER THE LAWS OF THE
STATE OF MINNESOTA.

JOHN E. KARCHER, AIA
5/1/84 12/31/90
REGISTRATION # DATE

THE UNIVERSITY OF CHICAGO

12/14/20 11:40:38 AM

PROJECT: ATB
DATE: 12/14/20
DRAWN BY: MCLIFTON
CHECKED BY: JKAEDINNO

SHEET NAME:

STANDARD DETAILS & TYPICAL MOUNTING HEIGHTS

CONCLUSIONS

\oplus A800

NOTES

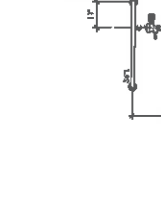
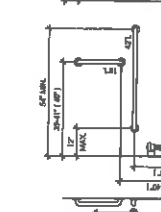
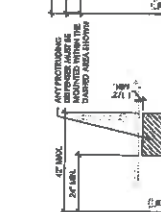
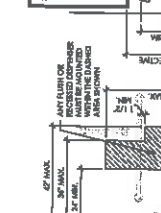
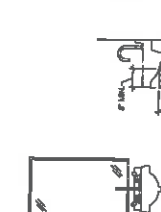
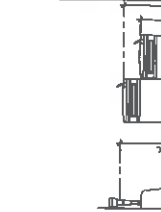
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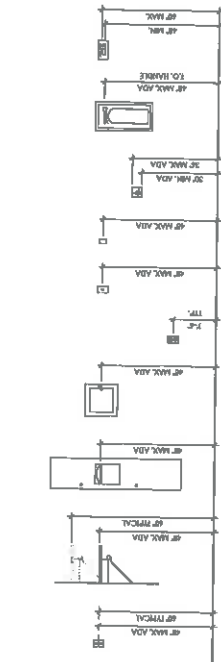
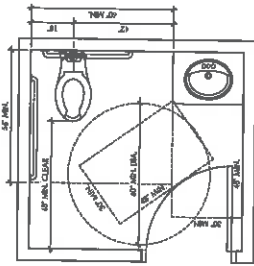
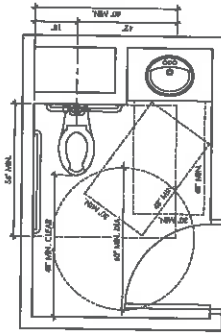
ANY VARIATIONS NOTED ON PLANS.

FIXTURES AND ACCESSORIES SHOWN
FOR REFERENCE ONLY. SEE PLANS FOR
ACTUAL FINISHES AND SPECIFICATIONS.

NOT ALL DETAILS MAY APPLY.

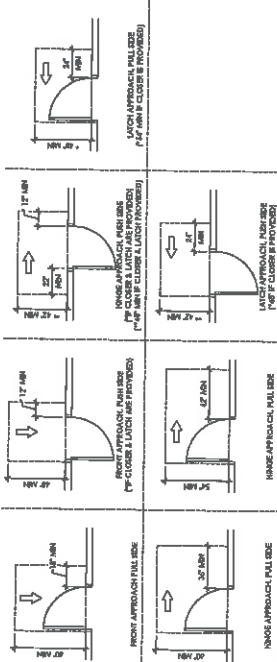


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3 TYPICAL TOILET ROOM CLEAR FLOOR SPACES



MANAGING CLEARANCE & MANUAL DOOR

C. Conditional Use Permit 304 Main Street East.

Heher introduced the CUP request and opened the public hearing at 6:41 p.m.

Strack stated Michael Barto, the Applicant, had applied for a conditional use permit to allow limited manufacturing, assembly, and treatment of articles from previously prepared materials at 304 Main Street East. Barto has entered into a purchase agreement for the property. The site is zoned C-3 Downtown District and commonly referred to as the former post office. The Applicant proposes to operate an automation company that focuses on industrial automation with a specific focus on law enforcement and military training equipment.

Within the C-3 District, Chapter 1230.10, Subd. 4(E) provides for: "Custom or limited manufacturing, assembly, or treatment of articles or merchandise from previously prepared materials, such as cloth, fiber, leather, metal, paper, plastic, stone, wax, wood, and wool" under Conditional Use Permit.

The operational limits for manufacturing uses in the C-3 Downtown District are included in Chapter 1210.06, Subd. 3(B)(22) of the City Code requires: no outdoor storage, all business vehicles be accommodated off-street, an office or retail area be retained at the front of the building, and performance and architectural standards contained elsewhere in the Code must be observed.

An application for a CUP, a narrative explaining the nature of the request, and architectural plans illustrating proposed interior remodeling are included in the packet.

The Applicant represents: Use of the building proposed is engineering and building live-fire training equipment for military and police. Design (electronic and mechanical), software development, prototyping, and light assembly/manufacturing done with hand tools and cordless drills would occur on site; No heavy equipment is used on site, except for an electric forklift; No changes are proposed to the building footprint; An office will be retained at the building storefront; No outdoor storage will occur; The business will employ five full time staff and eight part time staff. Staff are often traveling and working remotely; The business operates a single shift, regular work week; and, Shipments include daily UPS delivery/pick-up and approximately on semi delivery per week.

A public hearing notice has been drafted, published, and distributed to property owners within 350 feet of the subject parcel. The Applicant was in attendance at the virtual meeting. No comments for or against the request had been received, except that an individual had asked Administrator Helget whether or not firing of weapons and/or storage of ammunition would occur onsite.

Barto confirmed that firing of live rounds was not going to occur at this time on site. Barto noted they test with airsoft guns and ammunition. Heher welcomed Barto and invited him to share information pertaining to his business.

Barto stated he and his wife are the current owners and operators of Windcrest LLC a company that was formed in the 1970's to create targets for law enforcement. The targets have been used to test fire/no fire scenarios. Barto stated he is an engineer by trade and currently operates the business in Waconia. Barto noted the Norwood Young America location is convenient as Storms Welding is a supplier and Highway 212 offers convenient access for shipping. Barto stated his plans include using the front fourth or third of the building for office space. The remainder of the space will be used for assembly and warehousing. Barto reiterated all live fire testing will occur off-site at firing ranges. Barto stated 95% of their testing is completed with airsoft technology.

Grundahl confirmed the company manufactures equipment that officers use for targets that present themselves. Barto confirmed, adding 65% of business are military applications mostly using stationary targets.

Heher asked if live ammunition will be stored on site. Barto confirmed a very small amount of live ammunition was planned to be stored on-site in a gun safe, 556 and 9mm rounds.

Heher asked if Strack or Helget had received any comments. Strack had not. Helget noted just a question about live fire and ammunition storage on site.

Barto requested that if storage of ammunition was an issue for the Commission's approval that it be identified at this time so alternate plans could be made. Barto noted his business is one that occasionally attracts visitor interest.

Smith inquired as whether or not a security system would be installed. Barto confirmed a security system would be installed.

Grundahl expressed concern for delivery by semi-truck. Grundahl specifically commented on ability of streets to accommodate truck traffic and ability of off-street lot to accommodate deliver maneuvers.

Helget noted both Main Street and Tacoma Avenue are designated truck routes.

Heher invited public to comment. Michael Swanson stated he was concerned about semi-truck traffic, about the presence of weapons and ammunition, and stated his opposition to the request.

Dick Stolz stated he was pleased to see the use being proposed for the building that had been vacant. He asked about the hours of operation and questioned if noise would be a potential issue. Stolz noted the use was close to residential property.

Heher thanked Swanson and Stolz for comments. Heher stated he would like to know streets could accommodate a semi-truck. Barto stated he would check turning radius on site to determine whether or not semi-truck could turn-around in the off-street parking area. Barto noted truck traffic could be made a condition of the CUP.

Heher asked about hours of operation. Barto stated hours of operation were normal work shift, however, he may occasionally be in on weekends. Occasionally an employee may show up a half hour early.

Barto noted airsoft guns are similar to those used elsewhere and would not be audible external to the building. Heher concurred it was unlikely airsoft discharge would be heard outside of the building. He further stated he had no concerns about business hours of operation.

Heher asked Barto if retail sales would occur out of the building. Barto stated they would not.

Motion Grundahl, second Smith to close the public hearing at 6:55 p.m. Motion carried unanimously.

8. New Business.

A. Shoreland Overlay District – Alternative Old Town Area Adjustments.

Heher introduced the agenda item.

Motion Hallquist, second Eggers to recommend the City Council approve of the Code amendment. Motion carried unanimously.

B. Rezoning a Portion of Railroad Street West.

Heher introduced the agenda item.

Motion Smith, second Grundahl to recommend the City Council approve of the Code amendment. Motion carried unanimously.

C. Conditional Use Permit: 304 Main Street East.

Heher introduced the agenda item and asked if Barto had comments or requested clarification of proposed conditions.

Barto noted a condition of approval was that garbage/refuse was not to be stored outside. Barto inquired as to whether or not he could fence or screen and retain outdoors. Strack noted fencing was typically not allowed in the Downtown but screening could be considered.

Grundahl inquired if the Code addresses hours of operation. Strack noted the Code did not but that could be incorporated as a condition of the CUP.

Smith stated he did not object to proposed hours of operation. Eggers and Hallquist concurred. Heher concurred.

Heher asked if any Commissioners were concerned about potential for live ammunition to be stored on site. Smith, Eggers, Hallquist, and Grundahl were satisfied with the low volume of ammunition proposed to be stored on site and the fact it would be stored in a locked gun safe.

Strack suggested Barto conduct a walk through of the building with the fire department as he had previously mentioned was a possibility. Barto noted he would arrange a walk through.

Motion Smith, second Eggers to recommend the City Council approve issuance of a conditional use permit to allow limited manufacturing at 304 Main Street East under conditions proposed in staff memo. Motion carried unanimously.

RESOLUTION 2021-02

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW LIMITED MANUFACTURING AND ASSEMBLY AT 304 MAIN STREET EAST

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

WHEREAS, §1230.10, Subd. 4(E) of the City Code provides for custom or limited manufacturing, assembly, or treatment of articles or merchandise from previously prepared materials, such as cloth, fiber, leather, metal, paper, plastic, stone, wax, wood, and wool” under Conditional Use Permit in the C-3, Downtown District; and

WHEREAS, Michael Barto (Applicant) has a purchase agreement on the property at 304 Main Street East (the Property) and has applied for a conditional use permit to allow limited manufacturing, assembly, and treatment of articles from previously prepared materials at the Property; and

WHEREAS, the property is legally described as “All of the West 100 feet of Block 10 of Young America”, and assigned parcel number 580510530; and

WHEREAS, the Applicant represents the following within the application and the City accepts the following representations as a true representation of the intended use:

1. Use of the building proposed is engineering and building live-fire training equipment for military and police. Design (electronic and mechanical), software development, prototyping, and light assembly/manufacturing done with hand tools and cordless drills would occur on site.
2. No heavy equipment is used on site, except for an electric forklift.
3. No changes are proposed to the building footprint.
4. An office will be retained at the building storefront.
5. No outdoor storage will occur.
6. The business employs five full time staff and eight part time staff. Staff are often traveling and working remotely.
7. The business operates a single shift, regular work week.
8. Shipments include daily UPS delivery/pick-up and approximately on semi delivery per week.

WHEREAS, the City of Norwood Young America Planning Commission on January 5, 2021 held a public hearing regarding the conditional use permit request after the hearing notice was posted, published, and distributed as required under law; and

WHEREAS, the Planning Commission, after review and discussion, recommended the City Council approve the conditional use permit based on several conditions; and

WHEREAS, at a regularly meeting on January 25, 2021, the City Council considered the application materials on file with the City and the recommendation of the Planning Commission.

NOW THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby makes and adopts the following findings of fact:

1. The subject property is zoned C-3, Downtown District.
2. The Use, subject to certain conditions listed below, appears to be consistent with the intent of the Zoning Ordinance for properties with the C-3 District.
3. The Use, subject to certain conditions listed below, appears to be consistent with the goals and policies set forth in the City of Norwood Young America 2040 Comprehensive Plan for properties in the C-3 District.
4. The use, subject to certain conditions below, does not appear to have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements because the proposed use shall occupy and existing structure which is currently served by a full array of urban services. The proposed use will not overly burden existing utilities in terms of volume used/capacity required or type of waste produced.
5. The use, subject to certain conditions below, does not appear to pose an undue adverse impact on the public health, safety or welfare.
6. The use, subject to certain conditions below, does not appear to 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. The Council finds adjacent uses are commercial/mixed use in nature and the use as provided for in the City Code appears to blend in with the uses within the general locale.
7. The use, subject to certain conditions below, will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
8. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. The subject parcel is an existing, improved lot with a full complement of urban services provided.

NOW THEREFORE, BE IT FURTHER RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby approves a conditional use permit authorizing limited manufacturing, assembly, and treatment of articles from previously prepared materials at 304 Main Street East, subject to the following conditions:

1. The "Use" is defined as custom or limited treatment of articles or merchandise from previously prepared materials, such as cloth, fiber, leather, metal, paper, plastic, stone, wax, wood, and wool. Specifically, the engineering and building live-fire training equipment for military and police. Design (electronic and mechanical), software

development, prototyping, and light assembly/manufacturing done with hand tools and cordless drills. The Use is limited to the property addressed as 304 Main Street East. No other use shall be allowed under this Conditional Use Permit. The Use is subject to the following standards:

- A. No outdoor storage of any kind, including but not limited to materials, equipment, machinery, and similar items shall be permitted.
 - B. All business vehicles shall be accommodated by off-street parking.
 - C. An office areas shall be maintained at the front (Main Street-facing) side of the building.
2. The Applicant represents the following which the City takes as a good-faith representation of the proposed use:
- A. Use of the building proposed is engineering and building live-fire training equipment for military and police. Design (electronic and mechanical), software development, prototyping, and light assembly/manufacturing done with hand tools and cordless drills would occur on site.
 - B. No heavy equipment is used on site, except for an electric forklift.
 - C. No changes are proposed to the building footprint.
 - D. An office will be retained at the building storefront.
 - E. No outdoor storage will occur.
 - F. The business employs five full time staff and eight part time staff. Staff are often traveling and working remotely.
 - G. The business operates a single shift, regular work week.
 - H. Shipments include daily UPS delivery/pick-up and approximately on semi delivery per week.
3. Prior to occupying the structure with the proposed use the Property Owner and/or Applicant shall request a change in occupancy review as required by the Building Official. Any requirements specified by the Building Official shall be completed prior to occupancy of the structure.
4. Employee parking shall occur off-street on the subject property.
5. All loading/unloading at the site shall occur separate and independent from CSAH 34/Main Street right-of-way unless specifically authorized in writing by Carver County Public Works Department.
6. The use shall at all times meet the requirements of Section 1245.01 of the City Code including, but not limited to those relating to noise, vibration, smoke, particulate matter, odor, and connection to municipal utilities.
7. The Property Owner shall not discharge industrial waste into the sanitary sewer system.

8. This approval shall expire one year after date of approval unless the Applicant has commenced operation of the Use on-site.
9. This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
10. The permit may be subject to annual inspection and audit by the City.
11. 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.
12. The conditional use permitted under this Resolution shall be revoked if the Use ceases for more than 12 consecutive months.

Adopted by the City Council this 25th day of January 2021.

Carol Lagergren, Mayor

Attest:

Angela Brumbaugh, City Clerk/Treasurer



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

From: Cynthia Smith Strack, Planning Consultant

Date: January 25, 2021

Re: Code Amendment "Old Town" Shoreland Overlay District

BACKGROUND

The City Council is to consider an Ordinance amending Chapter 1240.01 of the City Code pertaining to the Shoreland Management Overlay District and Section 1225.02 the Zoning Map to provide for the Old Town Shoreland Overlay District. If approved, the amendment will provide for existing development patterns in a portion of the north original townsite which are subject to shoreland management impervious surface and maximum height limitations. The proposed amendment will allow lots within the Old Town Shoreland Overlay District to revert to base zoning standards for maximum impervious surface coverage and building height. The Old Town Shoreland Overlay District covers an area adjacent to 1st Street NE, 3rd Avenue NE, 2nd Street NE, and east of Central Avenue.

The impact of the adjustment would be as follows:

	R-3 Medium Density Residential	C-3 Downtown District
Shoreland Impervious Surface Maximum	25% impervious surface coverage	25% impervious surface coverage
Underlying Base Zoning Maximum Impervious Surface	35% lot coverage (defined as impervious surface coverage)	No maximum
Shoreland Structure Height Maximum	25 feet	25 feet
Underlying Base Zoning Maximum Height	35 feet	45 feet

Please find a copy of the draft amendment attached. City staff worked with MnDNR to define acceptable language. The DNR previously issued a conditional approval for the amendment.

PC RECOMMENDATION

The Planning Commission, following posted and published notice, held a public hearing on the code amendment on January 5, 2021. The Commission discussed the proposed amendment and approved a motion recommending the City Council approve the amendment and place it into effect.

ACTION

The City Council is to consider approval of the attached Ordinance providing for the Old Town Shoreland Overlay District. A summary publication notice is also provided for Council consideration.

ATTACHMENTS:

1. Proposed code amendment.
2. DNR letter of conditional approval.
3. Area map of City illustrating proposed "Old Town Shoreland Overlay District"
4. Summary publication for consideration.

**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. 330**

AN ORDINANCE AMENDING CHAPTER 12 OF THE CITY CODE BY AMENDING SECTION 1240.01 PERTAINING TO THE SHORELAND MANAGEMENT OVERLAY DISTRICT AND SECTION 1225.02 THE ZONING MAP TO PROVIDE FOR THE OLD TOWN SHORELAND OVERLAY DISTRICT

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS:**
- II. SECTION 1240.01, SUBD. 5(B)(3) SHALL BE AMENDED AS FOLLOWS:**
 3. Height of Structures. All structures in residential districts, except churches and nonresidential agricultural structures, must not exceed 25 feet in height. Within the “Old Town District” as illustrated on the Official Zoning Map as provided for under Section 1225.02 of the City Code structure height maximums shall revert to the underlying base zoning district standard.
- III. SECTION 1240.01, SUBD. 5(E)(2)(a) SHALL BE AMENDED AS FOLLOWS:**
 2. Specific Standards:
 - a. Impervious surface coverage of lots must not exceed 25 percent of the lot area, except in the “Old Town District” as illustrated on the Official Zoning Map as provided for under Section 1225.02 of the City Code. Within the “Old Town District” impervious surface coverage maximums shall revert to the underlying base zoning district standard.
- IV. THE ZONING MAP AS PROVIDED UNDER SECTION 1225.02 OF THE CITY CODE SHALL BE AMENDED TO INCLUDE THE OLD TOWN SHORELAND OVERLAY DISTRICT.**
- V. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.**

Adopted by the City of Norwood Young America on the 25th day of January, 2021.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk/Treasurer



Minnesota Department of Natural Resources
Ecological and Water Resources Division
Central Region Headquarters
1200 Warner Road, St Paul MN 55106

May 18, 2020

Cynthia Smith-Strack
Consulting Planner
City of Norwood Young America
310 Elm St. W
PO Box 59
Norwood Young America, MN 55368

Re: Conditional Approval of City of Norwood Young America Shoreland Ordinance Amendment

Dear Ms. Smith-Strack

Thank you for sending your proposed shoreland ordinance amendment to the DNR for conditional approval review. I am pleased to inform you that the proposed amendment is substantially compliant with the statewide rules and hereby approved, provided the conditions of approval are met.

Ordinance Evaluation

The amendment allows the City to apply the structure height and impervious surface standards of the underlying zoning districts within the historical downtown area of Young America, instead of the respective shoreland overlay district standards. The purpose of this change is to allow this area to develop and redevelop consistently with its historical development pattern. There are two underlying zoning districts in this area, R-3 medium density residential and C-3 downtown. In the R-3 district, the maximum impervious surface is 35% and the maximum height is 35 feet. In the C-3 district, there is no maximum impervious surface limit and the maximum height is 45 feet. The existing shoreland district standards limit impervious surface to 25% and building height to 25 feet.

This change from the shoreland district standards is consistent with the special circumstances for allowing flexibility from the strict interpretation of the shoreland rules under Minnesota Rules 6120.2800 Subp. 3. A. (1) and (2). In this case, the downtown area, located within the shorelands of Braunworth and Young America Lakes, existed prior to the adoption of local shoreland standards. Much of the shoreland in this area was developed with an assortment of urban land uses for many years and much of the development does not meet the shoreland standards.

Attached is the proposed amendment and a zoning map of the historical downtown area.

Conditions of Approval

The following conditions must be met before the DNR will issue final approval:

1. Return the attached "Ordinance Processing Checklist" and documents identified on the checklist.

Next Steps

Following are the steps for completing and receiving final DNR approval for your amendment:

1. The city council adopts the amendment.
2. Email the completed Ordinance Processing Checklist (attached) and the documents identified on the checklist within 10 days of city council adoption to ordinance.review.dnr@state.mn.us
3. We will review the amendment adopted by the city council for consistency with the above conditions.
4. If the adopted amendments are consistent with the conditions, I will send you a "final approval" letter. State rules require DNR final approval of shoreland ordinances and amendments for those ordinances to be effective.

A shoreland ordinance is an important land use regulation that helps to protect surface water quality, near shore habitat, and shoreland aesthetics of Minnesota's public waters. We appreciate your efforts to protect these resources for all present and future Minnesotans. BJ Bonin is available to help the City administer the ordinance and to consult with you on other water-related projects and their implementation.

Sincerely,



Jeanne Daniels
Region 3 South District Manager

Attachments:

Proposed Amendment
Old Town Area – underlying zoning map
Ordinance Processing Checklist

c: BJ Bonin, Acting DNR Area Hydrologist
Jack Gleason, John.Gleason@state.mn.us, Reg. 3, So. District Hydro Supervisor
Ordinance.review.dnr@state.mn.us

City of Norwood Young America Zoning Map Updates

Date: 11/23/2020

	Old Town Shoreland Overlay District		C-2 General Commercial
	R-1 Low Density Single Family Residential		C-3 Downtown District
	R-2 Medium Density Single Family Residential		B-1 Business Industrial
	R-3 Medium Density Mixed Residential		I-1 Light Industrial
	R-4 Multiple Family Residential		P-1 Parks/ Open Space
	RC-1 Residential/ Neighborhood Commercial		TA Transition/ Agriculture



**City of Norwood Young America
Summary of Ordinance No. 330
Amending City Code Chapter 12, Zoning**

The Norwood Young America City Council on January 25, 2021 adopted Ordinance No. 330 entitled "An Ordinance Amending Section 1240.01 Pertaining to the Shoreland Management Overlay District and Section 1225.02 the Zoning Map to Provide for the Old Town Shoreland Overlay District. Following is a summary of the adopted ordinance.

The Ordinance creates the "Old Town Shoreland Overlay District" and illustrates such on the official zoning map. The approximate boundaries of the district are areas adjacent to 1st Street NE, 3rd Avenue NE, 2nd Street NE, and east of Central Avenue. Within the district shoreland standards pertaining to impervious surface coverage and building height are allowed to revert to underlying base zoning standards.

The Ordinance becomes effective upon its passage and publication according to law. A copy of the complete Ordinance No. 330 is available for review at the Norwood Young America City Offices, located at 310 Elm St W. If you have any questions, please contact the City at 952-467-1800.



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

From: Cynthia Smith Strack, Planning Consultant

Date: January 25, 2021

Re: Rezoning Portion of Railroad Street West

BACKGROUND

The City Council is to consider a City-sponsored amendment of the official Zoning Map as provided under Section 1225.02 of the City Code. The City is proposing to rezone the first tier of lots north of Railroad Street West between Reform and Progress Streets. The rezoning, if approved, will reclassify five parcels of record from C-3, Downtown District to RC-1, Residential Neighborhood Commercial District. Rezoning of the properties will better provide for existing uses. Rezoning requires approval by Ordinance. Please find a copy of the amendment attached along with an illustration of the official zoning map amendment.

The following properties are impacted by the proposed rezoning:

211 Reform St N (PID 580500900)
215 Reform St N (PID 580500820)
311 Railroad St W (PID 580500821)
410 Railroad St W (PID 580500890)
420 Railroad St W (PID 580500880)

PC RECOMMENDATION

The Planning Commission, following posting, publishing, and mailing of a notice held a public hearing on the rezoning on January 5, 2021. No comments for or against the rezoning were received at the hearing. Prior to the hearing City Administrator Steve Helget contacted individual property owners impacted by the proposed rezoning.

Following the hearing the Planning Commission approved a motion recommending the Council authorize the rezoning and place it into effect.

ACTION

The Council is to consider approval of the rezoning. A summary of the amendment for publication is also attached for consideration.

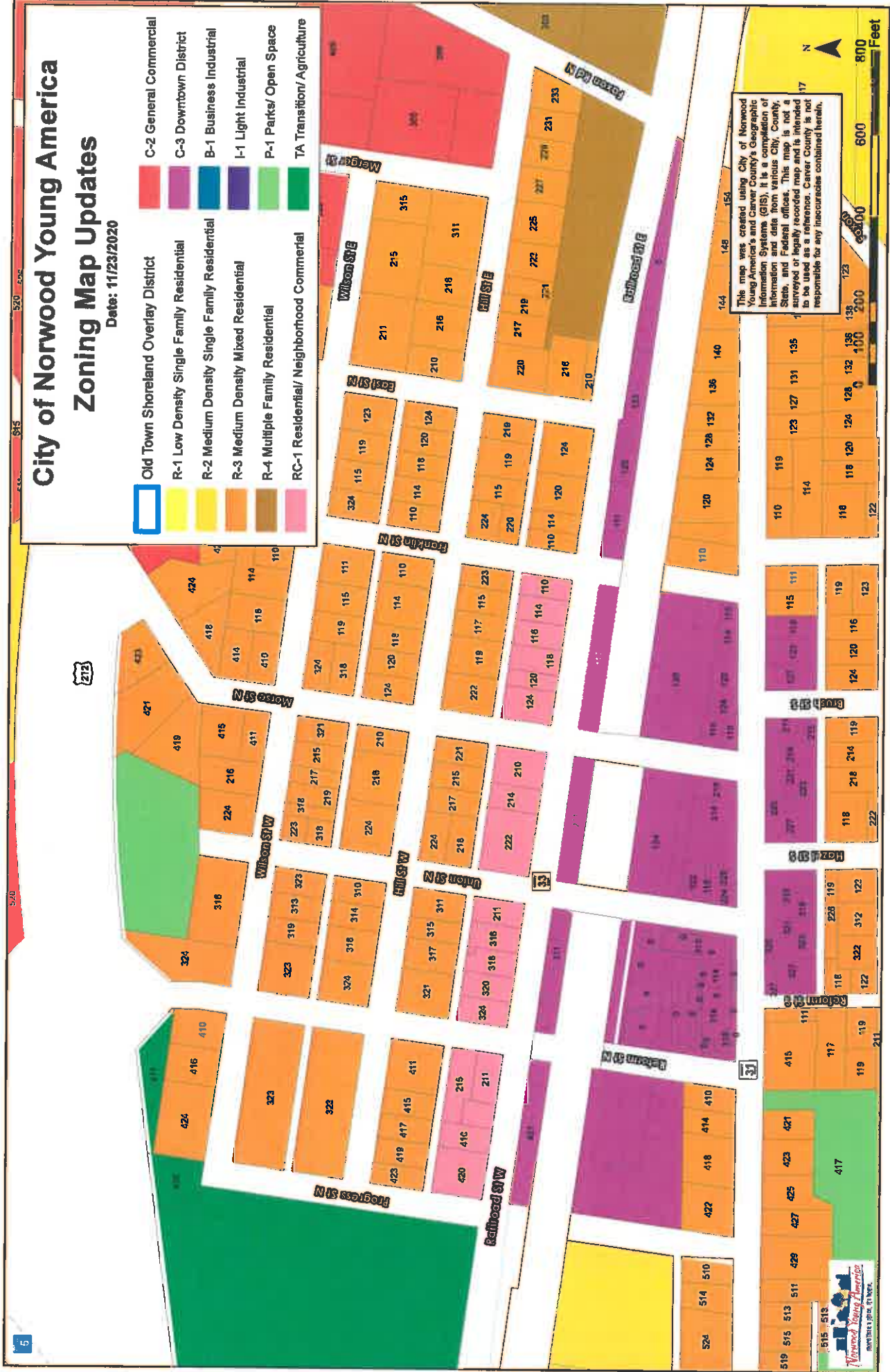
ATTACHMENTS:

1. Proposed zoning code amendment – rezoning ordinance.
2. Zoning map illustrating proposed reclassification to RC-1.
3. Summary publication notice.

City of Norwood Young America Zoning Map Updates

Date: 11/23/2020

- | | | | |
|---|--|---|----------------------------|
|  | Old Town Shoreland Overlay District |  | C-2 General Commercial |
|  | R-1 Low Density Single Family Residential |  | C-3 Downtown District |
|  | R-2 Medium Density Single Family Residential |  | B-1 Business Industrial |
|  | R-3 Medium Density Mixed Residential |  | I-1 Light Industrial |
|  | R-4 Multiple Family Residential |  | P-1 Parks/ Open Space |
|  | RC-1 Residential/ Neighborhood Commercial |  | TA Transition/ Agriculture |



**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. 331**

AN ORDINANCE REZONING CERTAIN PROPERTY FROM C-3 DOWNTOWN DISTRICT TO RC-1 RESIDENTIAL/NEIGHBORHOOD COMMERCIAL DISTRICT.

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA HEREBY ORDAINS:**
- II. THE FOLLOWING DESCRIBED PROPERTIES ARE HEREBY REZONED FROM C-3 DOWNTOWN DISTRICT TO RC-1 RESIDENTIAL/NEIGHBORHOOD COMMERCIAL DISTRICT:**
- 211 Reform St N (PID 580500900)
215 Reform St N (PID 580500820)
311 Railroad St W (PID 580500821)
410 Railroad St W (PID 580500890)
420 Railroad St W (PID 580500880)
- III. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.**

Adopted by the City of Norwood Young America on the 25th day of January, 2021.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk/Treasurer

**City of Norwood Young America
Summary of Ordinance No. 331
Amending City Code Chapter 12, Zoning**

The Norwood Young America City Council on January 25, 2021 adopted Ordinance No. 331 entitled "An Ordinance Rezoning Certain Properties from C-3 Downtown District to RC-1 Residential/Neighborhood Commercial District." The amendment rezones the following parcels from C-3 to RC-1: PID 580500900, 580500820, 580500821, 580500890, and 580500880. The parcels are located on the north side of Railroad Street West between Reform and Progress Streets.

The Ordinance becomes effective upon its passage and publication according to law. A copy of the complete copy of Ordinance No. 331 is available for review at the Norwood Young America City Offices, located at 310 Elm St W. If you have any questions, please contact the City at 952-467-1800.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: January 25, 2021

RE: Replace check valve and expansion joint in the Trickling Tower Pump Room

While in the process of replacing a pump in the Trickling Tower Pump Building it was determined that we have a bad check valve. There are four pumps connected to the same head pipe in this building that pump material up to the Trickling Towers. We do not run all four pumps continuously as only two are required at a time to keep the system running properly. Each pump has its own check valve to allow material to pump through it and the check valve is designed to stop material from transferring backwards through the pump when not in operation. We did not intend to replace the check valves due to cost but are forced to since it is not currently working. When the check valves are not working properly, this allows material pumped out of one pump to circulate back through a non-running pump and into the tank it is pumping out of.

I solicited quotes from two contractors to replace the existing check valve and received prices as follows:

WW Goetsch & Associates, 10" Flow-Matic resilient check valve and stainless flex reducer	\$5,479.00
Electric Pump, 10" Pratt weight and lever check and expansion joint	\$10,957.25

WW Goetsch quoted to replace the existing valve the same as Electric Pump. However, WW Goetsch offered an alternative option to the existing valve. I confirmed after communicating with other professionals in surrounding communities, the Flow-Matic option would be a viable replacement. We have \$30,000 in our Repair/Maintenance Buildings/Grounds fund located in the Sewer Department to finance this repair.

Recommended Motion:

Motion to accept WW Goetsch's quote to replace the check valve and expansion joint in the Trickling Tower Pump Building for \$5,479.00.

Norwood Young America

WWG
GOETSCH
ASSOCIATES, INC.
800-831-7914

5250 WEST 74TH STREET
MINNEAPOLIS, MN 55439-2226
952-831-4340/FAX: 952-831-2357

7674 COLLEGE ROAD, SUITE 105
BAXTER, MN 56425
218-829-6890/FAX: 218-829-6972

1/14/21

Mr. Tony Voigt

SUBJECT: Norwood Young America
Replacement Trickleing Filter Pumps and Valve replacement.

WE RESPECTFULLY SUBMIT OUR QUOTATION ON THE FOLLOWING:

Existing Aurora-Verti-Line Trickleing Filter Pump Check Valve

Exact Check Valve Replacement:

- 1- 10" Pratt RD check valve, 8x10" concentric Expansion Joint, bolt packs with flange gaskets.
Labor to install.....\$8066.00
Lead time 10-12 weeks.

Alternate Valve

Due to lead times and price I think we should use a 10" Flapper check valve from Flow-Matic, not and outside lever and weight, and a 12" lay length 8x10 braided stainless flex connector in lieu of an expansion joint.

We can do this installed for \$5479.00

4 weeks lead time.

All items plus freight.

We have not included any applicable tax.

Terms are net 30 days after shipment

Prices firm for 60 days

Your order and consideration are appreciated.

Sincerely,
W.W. Goetsch Associates

Steven P. Green

QUOTATION



201 4th Ave SW
New Prague, MN 56071 USA

Telephone: (952)758-6600 / FAX (952)758-7778
Toll Free 1-800-536-5394

www.electricpump.com

QUOTE NUMBER: 0182030
QUOTE DATE: 12/1/2020
EXPIRE DATE: 12/31/2020

SALESPERSON: STEVEN FORSYTHE
CUSTOMER NO: 4671800
QUOTED BY: ATT

10" CHECK VALVE

QUOTED TO:
CITY OF NORWOOD YOUNG AMERICA
PO BOX 59
NORWOOD, MN 55368

JOB LOCATION:
CITY OF NORWOOD YOUNG AMERICA
PO BOX 59
NORWOOD, MN 55368

CONFIRM TO:
TONY VOIGT 320-761-5008

CUSTOMER P.O.	SHIP VIA OURTRK	F.O.B.	TERMS NET 30 DAYS	
ITEM NUMBER			QUANTITY UNIT	AMOUNT
RE: INSTALL 10 " CHECK VALVE AT THE WWTP				10,957.25
*CHECK VALVE	10" PRATT WEIGHT AND LEVER		1.00 EACH	
* EXP JOINT	10" X 8" FL F/A EXPANSION		1.00 EACH	
*GASKET	10" F.F. POSI-SEAL GASKET 1/8"		1.00 EACH	
*BOLT	7/8" X 4" HEX BOLT S.S.		6.00 EACH	
*BOLT	7/8" X 3 1/2" HEX BOLT SS		6.00 EACH	
*NUT	7/8" NUT S.S.		12.00 EACH	
*WASHER	7/8" WASHER S.S.		2.00 EACH	
*BOLT	3/4 X 3 1/4" HEX BOLT S.S.		2.00 EACH	
*BOLT	3/4" 3 1/2" HEX BOLT S.S		2.00 EACH	
*BOLT	3/4" X 4" HEX BOLT S.S.		4.00 EACH	
*NUT	3/4" NUT S.S.		8.00 EACH	
*WASHER	3/4" WASHER S.S.		2.00 EACH	
/TCDJ	TRIP CHARGE-DARRIN JENSEN		1.50 HOUR	
/MIDJ	MILEAGE-DARRIN JENSEN		70.00 MILE	
/RRDJ	REPAIR&REPLACE-DARRIN JENSEN		4.00 HOUR	

*** Continued ***

QUOTATION



201 4th Ave SW
New Prague, MN 56071 USA

Telephone: (952)758-6600 / FAX (952)758-7778
Toll Free 1-800-536-5394

www.electricpump.com

QUOTE NUMBER: 0182030
QUOTE DATE: 12/1/2020
EXPIRE DATE: 12/31/2020

SALESPERSON: STEVEN FORSYTHE
CUSTOMER NO: 4671800

QUOTED BY: ATT

10" CHECK VALVE

QUOTED TO:
CITY OF NORWOOD YOUNG AMERICA
PO BOX 59
NORWOOD, MN 55368

JOB LOCATION:
CITY OF NORWOOD YOUNG AMERICA
PO BOX 59
NORWOOD, MN 55368

CONFIRM TO:
TONY VOIGT 320-761-5008

CUSTOMER P.O.	SHIP VIA OURTRK	F.O.B.	TERMS NET 30 DAYS	
ITEM NUMBER			QUANTITY UNIT	AMOUNT
/TCCT	TRIP CHARGE-CHRIS TOUSIGNANT		1.50 HOUR	
/RRCT	REPAIR&REPLACE-CHRIS TOUSIGNANT		4.00 HOUR	

FREIGHT IS NOT INCLUDED IN THIS QUOTE.

TONY IF YOU HAVE ANY QUESTIONS REGARDING THIS QUOTE OR IF YOU WOULD LIKE TO GO AHEAD WITH AN ORDER PLEASE FEEL FREE TO CONTACT US

THANK YOU, ADAM THORESON
adamt@electricpump.com

CC: STEVEN FORSYTHE 612-840-9499

All return goods must have written approval from Electric Pump, Inc. before returning. Credit will not be issued without written approval and if applicable there will be a Restock Fee.

Net Order:	10,957.25
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	10,957.25

ABOVE PRICING EFFECTIVE FOR 30 DAYS



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: January 25, 2021

SUBJECT: Highway 212 4-Lane Expansion Project Presentation

Lyndon Robjert, Carver County Engineer, will participate in the virtual meeting and provide a presentation on the planned 2021 Highway 212 4-Lane Expansion Project.



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

From: Cynthia Smith Strack, Consulting Planner

Date: January 25, 2021

Re: Expansion of Non-Conformance

BACKGROUND

After previously discussing with the Council, the Planning Commission has been developing a code amendment to define 'expansion' as it relates to existing non-conforming uses, thereby allowing some flexibility in said expansions. Draft language has been developed with input from the City Attorney and the Planning Commission.

Please find a copy of the draft language attached with proposed adjustments denoted in **bold/underline** type face.

The Planning Commission is seeking input from the City Council prior to moving the measure forward to public hearing.

ACTION

Discussion of potential standards.

Section 1215- Nonconforming Uses, Structures and Lots

1215.01 Purpose. It is the purpose of this section to provide for the regulation of existing structures, uses and lots that do not conform to the requirements of the district in which they are located and to specify the requirements, circumstances and conditions under which the nonconformity may be continued.

1215.02 Regulations.

- A. Any nonconformity, including the lawful use or occupation of land or premises existing at the time of the effective date of this chapter may be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, unless:
1. The nonconformity or occupancy is discontinued for a period of more than one year; or
 2. Any nonconforming use is destroyed by fire or other peril to the extent of greater than 50 percent of its market value, and no building permit has been applied for within 180 days of when the property is damaged. In this case, the City may impose reasonable conditions upon a building permit in order to mitigate any newly created impact on adjacent property.

For purposes of this Section, "expansion" of a nonconformity shall include, but not be limited to, expansion of the nonconformity to a portion of the property not previously utilized, reduction of the size of the parcel containing the nonconformity by subdivision or lot line adjustment, or the intensification of the character of or operation of the nonconformity.

- B. A nonconforming use shall not be changed to another nonconforming use. When any nonconforming use has been changed to a conforming use, it shall not thereafter be changed to any nonconforming use.
- C. A nonconforming use may be changed to lessen the nonconformity of that use. A nonconformity may not be so altered as to increase the nonconformity.
- D. A nonconforming lot shall be deemed buildable if it is a lot of record as of the date of adoption of this Ordinance, the proposed building meets all of the setback requirements and is a conforming use of the zoning district within which located and the site is able to be connected to city sewer and water systems.
- E. Expansion of Nonconformance.

1. A non-conforming use of a structure, a non-conforming use of land or a non-conforming use of a structure and land may only be extended or expanded, including by expansion of a building or structure or on the land outside the building, upon issuance of either an Administrative Permit or a nonconformance expansion permit. The expansion of uses which would be prohibited generally in the applicable zoning district not be allowed by an administrative permit or nonconformance expansion permit. The Administrative Permit process is intended for expansions of nonconforming structures or uses which have minor impacts on adjacent properties. Nonconformance Expansion Permits are required for instances which may impact the adjacent locale. Nonconformance Expansion Permits include review by the Planning Commission and action by the City Council. Notices shall be mailed to property owners within 350 feet of the subject property.

2. Expansion of Nonconformance review shall be as provided herein.

<u>Proposed Expansion</u>	<u>Zoning District</u>									
	<u>R-1</u>	<u>R-2</u>	<u>R-3</u>	<u>R-4</u>	<u>RC-1</u>	<u>C-2</u>	<u>C-3</u>	<u>B-1</u>	<u>I-1</u>	<u>TA</u>
<u>Expansion of conforming aspects of a nonconforming structure</u>	<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>	<u>NA</u>
<u>Expansion of a single nonconforming aspect of a structure</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>NEP</u>	<u>NEP</u>	<u>NEP</u>	<u>NEP</u>	<u>NEP</u>	<u>NA</u>
<u>Expansion of two or more nonconforming aspects of a structure</u>	<u>NEP</u>	<u>NEP</u>	<u>NEP</u>	<u>NEP</u>	<u>NEP</u>	<u>NEP</u>	<u>NEP</u>	<u>NEP</u>	<u>NEP</u>	<u>NA</u>
<u>Expansion of nonconforming structure associated with a nonconforming use</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>V</u>	<u>V</u>	<u>NA</u>	<u>V</u>	<u>V</u>	<u>NA</u>

A = Allowed AP = Administrative Permit Required NEP = Nonconformance Expansion Permit Required NA = Not Allowed V = Variance Required (as per Section 1210.04 of the City Code as may be amended)

3. Administrative Permit Review.

a. Administrative Permit Process.

- i. Administrative permits shall be reviewed by the Zoning Administrator following receipt of a complete application in a form required by the City and an associated application fee.
- ii. An administrative permit for expansion of a nonconforming structure shall be issued provided the Zoning Administrator finds the request satisfies required Administrative Permit Review Criteria set forth in this Section. The Zoning Administrator may place reasonable conditions on approval of the Administrative Permit.

b. Administrative Permit Review Criteria.

- i. The proposed use of the property is consistent with 2040 Comprehensive Plan.
- ii. The proposed expansion is an allowable use in the assigned zoning classification.
- iii. The proposed expansion does not result in an increase of the non-conformance. For example if the required setback is 30 feet and the structure is setback 25 feet, decreasing the setback to 24 feet would be an intensification and not allowed.
- iv. The proposed expansion does not involve an expansion of an existing nonconforming permitted, conditional, accessory, or interim use of the property.
- v. The proposed expansion was not the subject of a variance request in the past.
- vi. The proposed expansion is limited to one (1) aspect of the structure.

- vii. The proposed expansion does not result in the need for a variance or create an additional non-conformance.
- viii. The proposed expansion is in keeping with the visual environment in the existing locale and will not lead to increased visual clutter or increased outdoor storage.
- ix. The proposed expansion results in no measurable increase in traffic generated to/from the site.
- x. The proposed expansion is capable of being accommodated by existing drinking water, stormwater, and sanitary sewer systems.
- xi. The proposed expansion will not increase noise, vibration, smoke, dust, odors, heat, electrical interference, or glare detectable at any property line.
- c. If Administrative Permit Review Criteria are not achieved, property owner may apply for a nonconformance expansion permit.

4. Nonconformance Expansion Permit Review.

a. Nonconformance Expansion Permit Process.

- i. Nonconformance Expansion Permits shall be reviewed by the Planning Commission and City Council following receipt of a complete application in a form required by the City and an associated application fee.
- ii. The Planning Commission shall consider a proposed Nonconformance Expansion Permit pursuant to required review criteria included in this Section. Following review of the Nonconformance Expansion Permit request, the Planning Commission shall forward to the City Council a recommendation to approve or deny the request. The Planning Commission may propose reasonable conditions on the proposed approval of a Nonconformance Expansion Permit.
- iii. The City Council shall review the Nonconformance Expansion Permit request and the recommendation of the Planning Commission and take action to approve or deny the request. The City Council may place reasonable conditions on the proposed approval of a Nonconformance Expansion Permit.

b. Nonconformance Expansion Permit Review Criteria.

- i. The proposed use of the property is consistent with 2040 Comprehensive Plan.
- ii. The proposed expansion is an allowable use in the assigned zoning classification.
- iii. The proposed expansion does not result in an increase of the non-conformance. For example if the required setback is 30 feet and the

structure is setback 25 feet, decreasing the setback to 24 feet would be an intensification and not allowed.

- iv. The proposed expansion does not involve an expansion of an existing nonconforming permitted, conditional, accessory, or interim use of the property.
- v. The proposed expansion is in keeping with the visual environment in the existing locale and will not lead to increased visual clutter or increased outdoor storage.
- vi. The proposed expansion results in no measurable increase in traffic generated to/from the site.
- vii. The proposed expansion is capable of being accommodated by existing drinking water, stormwater, and sanitary sewer systems.
- viii. The proposed expansion will not increase noise, vibration, smoke, dust, odors, heat, electrical interference, or glare detectable at any property line.
- ix. If adjacent to park or trail the Parks and Recreation Commission shall provide a recommendation on the proposed expansion.
- x. If the site is within the C-3 Downtown District, the proposed expansion must be consistent with Design Guidelines contained in Exhibit B of the Downtown Redevelopment Plan dated December, 2018 as may be amended.

1215.03 Exceptions.

- A. This section does not apply to sexually oriented business, as defined by this chapter.
- B. The City may impose upon nonconformities reasonable regulations to prevent and abate nuisances and to protect the public health, welfare and safety.
- C. Notwithstanding Section 1215.02 A. the City shall regulate the repair, replacement, maintenance, improvement, or expansion of nonconforming uses and structures in floodplain and shoreland areas to the extent necessary to maintain eligibility in the National Flood Insurance Program and not increase flood damage potential or increase the degree of obstruction to flood flows in the floodway.



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

From: Cynthia Smith Strack, Strack Consulting LLC

Date: January 25, 2021

Re: Potential Code Amendment Indoor Storage Facilities in C-2 General Commercial District

BACKGROUND

Indoor storage facilities are becoming more common throughout the metropolitan area.

The City has been in contact with an individual interested in pursuing an indoor storage facility on a developed lot in the C-2 General Commercial District which abuts Highway 212. Staff has discussed potential to accommodate the use in the district with consulting staff, including City Attorney Jay Squires. The Planning Commission also discussed the concept at a meeting on January 5th. The concept includes allowing indoor storage facilities within the C-2 General Commercial District under planned unit development (PUD) review. The C-2 District is adjacent to Highway 212. PUD review gives the City more control of the use and the ability to deny the use. This discussion is about amending the C-2 District to allow indoor storage facilities as a conditional use requiring a PUD. Please find sample language attached.

We are not identifying a specific parcel or talking about a specific parcel but rather looking at the C-2 District in its entirety. The C-2 District is primary highway commercial district in City.

The City's PUD standard is an overlay district that accommodates only uses that are allowed in the underlying base zoning district. At this time indoor storage facilities are not allowed in the C-2 District. That's the reason the C-2 District is being discussed. Please find attached a copy of Section 1230.09 (C-2) and 1240.02 (PUD).

Please also find attached a copy of the draft minutes from the Planning Commission's discussion.

Please note PUD are defined under Section 1200.04 of the code as "An integrated development involving two or more principal uses or structures, including but not specifically limited to single-family residential uses, multiple-family residential uses, offices, or commercial uses, or any combination thereof, and similar such uses or combinations."

An internet image search for indoor storage facility will provide a sense of the type of use envisioned.

Other cities that have provided for indoor storage facilities typically have some standards such as:

1. Access to individual storage must only be from a structure interior and is not allowed directly from the exterior of the building.
2. No outdoor storage is allowed (perhaps except for a rental truck)
3. Hours of operation limited (e.g. 6 a.m. to 11 p.m.)
4. Minimum lot size
5. Requirements for security/lighting

6. Architectural standards for buildings
7. Limits on types of items stored i.e. no combustibles, flammables, etc.

Discussion is requested, no action can be taken during a work session.

ATTACHMENTS:

- Sample code amendment
-
- Draft minutes from the Planning Commission's discussion

**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. ____**

**AN ORDINANCE AMENDING CHAPTER 1200.04, DEFINITIONS AND
SECTION 1230.09, SUBD. 3 TO PROVIDE FOR INDOOR SELF STORAGE
FACILITIES IN THE C-2 GENERAL COMMERCIAL DISTRICT**

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA HEREBY ORDAINS:**
- II. SECTION 1200.04 (DEFINITIONS) OF THE NORWOOD YOUNG AMERICA CITY CODE IS HEREBY AMENDED BY ADDING THE FOLLOWING DEFINITION.**
- Indoor Storage Facility.** A climate controlled building with controlled access that contains varying sizes of internally accessible individual, compartmentalized, and stalls or lockers for the storage of tenants' goods or wares.
- III. CHAPTER 1230.09, SUBD. 4 OF THE CITY CODE (CONDITIONAL USES IN THE C-2 GENERAL COMMERCIAL DISTRICT) SHALL BE AMENDED BY ADDING SUBSECTION G TO SUBDIVISION 4 AS FOLLOWS.**

G. Indoor Self Storage Facilities, provided:

1. The City approves a non-residential Planned Unit Development as provided under Section 1240.02, Subd. 6(A) as may be amended. In approving the PUD, the Council may waive any requirement generally applicable to Planned Unit Developments in Section 1240.02, but the requirements set forth in (G)(2-12) below shall apply to all Indoor Self Storage Facilities approved under this Section
2. The facility must provide a fully enclosed and heated drive-in unloading area.
3. All storage units must be accessed from the interior of the building
4. No outdoor storage of tenants' goods or wares is allowed.
5. Hours of operation limited are limited to 6 a.m. to 11 p.m.
6. The structure must be equipped with motion sensitive lighting.
7. The structure must have a security system adequate to limit access to those renting a storage unit.
8. The facility must include a restroom for use by tenants.
9. The architectural standards of Section 1245.03, Subd. 3 apply as specified and without exception.

10. Potentially dangerous or hazardous items including but not limited to, combustibles, flammables, explosives, and the like shall not be stored on site.
11. Overnight parking of vehicles and trailers is prohibited. A loaner truck for tenant use that is owned by the facility may be permitted to be parked overnight as approved by City Council.
12. The facility must be located on a minimum one acre lot.

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

Adopted by the City of Norwood Young America on the ____ day of ____, 2021.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk

Adopted:

Published:

D. Discussion Indoor Storage Facilities.

Heher introduced the agenda item.

Strack noted the City has been in contact with an individual interested in pursuing an indoor storage facility on a developed lot in the C-2 General Commercial District which abuts Highway 212. City staff has discussed potential to accommodate the use in the district with consulting staff, including City Attorney Jay Squires. Discussion by the Commission addressing the potential to allow indoor storage facilities within the C-2 district under planned unit development (PUD) review was requested. This is to be a comprehensive discussion versus one related to a particular property.

Strack noted that the City's PUD standard is an overlay district that accommodates only uses that are allowed in the underlying base zoning district. At this time indoor storage facilities are not allowed in the C-2 District. The Commission is asked to provide input on amending Section 1230.09, Subd. 4 of the Code (conditional uses in the C-2 District) to allow indoor storage facilities under PUD.

PUD are defined under Section 1200.04 of the code as "An integrated development involving two or more principal uses or structures, including but not specifically limited to single-family residential uses, multiple-family residential uses, offices, or commercial uses, or any combination thereof, and similar such uses or combinations."

Strack shared an internet image search for indoor storage facility to provide a sense of the type of use envisioned.

Strack noted other cities that have provided for indoor storage facilities typically require performance standards such as: Access to individual storage must only be from a structure interior; No outdoor storage is allowed, except perhaps for a rental truck; A requirement for security/lighting; Architectural standards for buildings; and Limits on types of items stored i.e. no combustibles, flammables, etc.

Heher clarified the indoor storage facility could be a free-standing use or occupy an existing building. Strack concurred.

Smith stated he was familiar with such facilities and that they were common in metropolitan areas in other states. He stated support for such facilities in the C-2 District.

Hallquist stated he was not very familiar with planned unit development and it was not clear to him why planned unit development approval in addition to or in lieu of conditional use permit issuance was needed. Strack noted it provided more control over potential indoor storage development. CUP are allowed but can have conditions, PUD may be denied.

Heher inquired as to whether or not fire standards for storage would be applicable. Smith noted building and fire code would address and fire suppression likely would be needed.

Grundahl stated he didn't have specific concerns but he wondered if such uses were fitting for Norwood Young America.

Eggers inquired as to whether indoor storage would be enclosed, walk up type or "Mi-Pod" type. Smith opined either or.

Heher stated his concern was for how it looked. He noted design standards would be important considerations.

Eggers inquired as to whether or not hours of operation could be limited. Strack affirmed.

Smith asked if the existing PUD standards would need to be amended in addition to C-2 standards. Strack confirmed existing PUD standards accommodate commercial PUD already.

Eggers stated he supported the concept as long as the code amendment required high aesthetic standards.

Grundahl supported the concept if code was met. Grundahl stated he was unsure of whether the concept of indoor storage was a good fit in Norwood Young America.

Hallquist opined the concept was interesting and progressive and City could set standards to control what it looks like.

Smith stated he was in favor of looking at a code amendment. He preferred requiring indoor access to the storage units versus allowing outdoor access.

Heher opined there was room for and a need for the use, however, the corridor needed to maintain high quality aesthetic.

The Commission requested a code amendment be presented at the February meeting.