



Norwood Young America Planning Commission
6:00 p.m., Wednesday, December 7, 2021
Norwood Young America City Council Chambers, 310 Elm St. W.

AGENDA

1. Call to Order
Pledge of Allegiance
2. Adoption of Agenda
3. Approve Minutes of November 3, 2021 meeting
4. Introductions, Presentations, and Public Comment
(Citizens may address the Planning Commission about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The Planning Commission will take no 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.)
5. Public Hearings
 - A. Variance Number of Parking Spaces and Parking Lot Setback: Loomis Homes, LLC, 117 Railroad Street West
6. New Business
 - A. Variance Number of Parking Spaces and Parking Lot Setback: Loomis Homes, LLC, 117 Railroad Street West
 - B. Nonconformance Expansion Permit (Setbacks) and Site Plan: Loomis Homes, LLC, 117 Railroad Street West
 - C. 2021 PZ Annual Report to City Council
8. Miscellaneous
 - A. November Building Permit Report
9. Commissioner's Reports
10. Adjourn

UPCOMING MEETINGS

December 8	Economic Development Commission – 6:00 p.m.
December 13	City Council – 6:00 p.m.
December 21	Finance Committee - 3:00 p.m.
December 21	Parks and Recreation Commission – 4:45 p.m.
December 27	Work Session, EDA, City Council – 6:00 p.m.
January 4	Planning Commission – 6:00 p.m.

**Jerry
Barr**

**Mike
Eggers**

**Bill
Grundahl**

**Paul
Hallquist**

**Bob
Smith**

**Craig
Heher
Council
Liaison**

*Norwood Young America
Planning Commission Minutes
November 3, 2021*

Present: Commissioners Jerry Barr, Paul Hallquist, Craig Heher, and Bob Smith.

Absent: Bill Grundahl and Mike Eggers.

Staff: Economic Development and Marketing Director Karen Hallquist and Planning Consultant Cynthia Smith Strack.

Public: Aaron Bean, Angie Bean, Richard Stolz, Jamie Cacka, and Chad Savory.

1. Call to Order.

The meeting was called to order by Chair Heher at 6:00 pm. All present stood for the Pledge of Allegiance.

2. Adoption of Agenda.

Chairperson Heher introduced the agenda. No changes were proposed.

Motion – Smith, second Barr to approve the agenda as presented. The agenda was approved 4-0.

3. Approval of Minutes from the Regular Meeting September 7, 2021.

Heher introduced the minutes from the September 7, 2021 regular meeting.

Motion – Smith to approve the September 7, 2021 regular meeting minutes as presented. Second by Barr. With all in favor the regular meeting minutes were approved 4-0.

4. Public Comment.

None.

5. Public Hearings.

A. Plat Tacoma West Industrial Park Fourth Addition.

Chairperson Heher opened the public hearing at 6:04 p.m. and explained the hearing process.

Strack noted the City (Property Owner) and Angie and Aaron Bean, owners of Greenwood Marina (Applicants) propose purchase of portions of three current, improved lots and establishment of a marine warehouse and storage use on said lots. In order to accommodate the development, the City proposes resubdivision of the improved lots into Lot 1, Block 1 and Outlot A, Tacoma West Industrial Park Fourth Addition.

The purpose of platting is to combine three existing improved lots into one parcel while retaining an existing public stormwater facility in an outlot. Vacation of existing drainage and utility easements has been initiated by the City. Dedication of a new drainage and utility easement on a proposed shared lot boundary is illustrated on the plat.

Notice of public hearing was posted, published, and mailed to adjacent property owners. No comment for or against the plat have been received.

Chairperson Heher invited the Applicant's to speak. Aaron and Angie Bean explained their plans for the site. The Applicant's want to expand their existing business, Greenwood Marina, to provide watercraft warehousing and repair.

Heher noted the current public hearing pertains to the replat.

Smith inquired as to whether or not the Outlot was to remain in City ownership. Strack confirmed.

Motion Hallquist to close the public hearing. Second Smith. With all in favor the hearing was closed at 6:10 p.m.

B. Conditional Use Permit: Accessory Outdoor Storage of Watercraft and Trailers – Greenwood Marina, Lot 1 Tacoma West Industrial Park Fourth Addition.

Chairperson Heher opened the public hearing at 6:10 p.m.

Strack noted this hearing pertained to a conditional use permit, a companion variance hearing was on the agenda next.

Angie and Aaron Bean (Greenwood Marina) have submitted plans for an 11,832 sf watercraft warehouse/storage facility proposed for a combined three parcel site accessed from Tacoma Circle. The Applicant's site build-out plan illustrates four additional 11,832 sf cold storage buildings and a 7,200 sf cold storage building. The Bean's propose to construct the principal facility with office space at this time and store marine items and trailers outdoors until such a construction of an additional facility is warranted. The Applicants request consideration of a conditional use permit for accessory outdoor storage as provided for under Section 1230.12, Subd. 4; conditional uses in the I-1 Light Industrial District. The request is consistent with the 2040 Comprehensive Plan and existing zoning classification.

Applicants represent the principal use of the property proposed is Indoor and outdoor storage of watercraft and watercraft trailers. Outdoor storage is to be limited to existing impervious surfaces. Outdoor storage will not be located on turf surfaces. Plans are to provide additional indoor storage as demand dictates. Watercraft repair as a subordinate use is also proposed with potential to increase over time. Traffic to and from the site will peak in spring and fall.

Code analysis was included in the staff memo. Public hearing notices were posted, published, and mailed. As of the meeting start no comments for or against the proposed CUP were received from the public.

Heher explained the proposed incremental build out.

Smith noted staff recommendation was to limit the number of items available for outdoor storage to 100. Smith asked the Applicant's if they were agreeable to that. Aaron Bean stated the number was a placeholder but seemed adequate the actual number could be more or less depending on how many personal watercraft or boats were stored on site. Bean stated the plan was to construct a building this year, weather permitting, and store watercraft and trailers within the building. Outdoor storage would occur on impervious surface on the south side of the principal structure. A berm with trees was proposed. No fencing was included in the site plan but was anticipated as items were stored outside.

Heher inquired about potential for storage on the northeast side of the principal structure. Bean confirmed items would not be stored on the northeast side of the principal structure, just the southeast side. Bean stated outdoor storage would not occur on turf surfaces, only compacted gravel.

Smith inquired as to how security was to be retained if no fence was in place. Bean stated a fence would be constructed at some point.

Smith opined the 100 unit limit would mean an accessory structure would need to be constructed at some time and would not be optional. Smith opined security was an issue as the City did not have a police force but rather contracted with Carver County.

Heher stated his concern was with outdoor storage. Heher opined previous applicant's represented their outdoor storage would be minimal and neat and that turned out not to be the case. A significant amount of staff time is devoted to code enforcement and enforcing existing CUP's for outdoor storage. Heher opined outdoor storage migrates over time and can get out of hand.

Bean stated their goal is not to have outdoor storage and to minimize the need to shrink wrap and store outdoors. Angie Bean invited the PZC to their marina to verify how they manage outdoor storage. She stated white shrink wrap is used and blends in with snow.

Smith inquired as to whether signage was proposed. Aaron Bean noted at some point in the future they may want to add signage. Smith opined a 30' boat will take up a significant amount of cold storage space inside a building. Aaron Bean noted taller boats can be accommodated by the proposed 18' side walls.

Smith asked Bean to explain where boats would be worked on. Bean opined most work will be done at the marina. If there is a major repair issue the boat may be transported to the warehouse for repair. Repair would be conducted indoors and the boat then stored in an accessory structure or outside.

Heher asked if any other Commissioners had questions.

Richard Stolz addressed the Planning Commission. Stolz stated that if all boats were being stored within a building, he has no issue. He does not prefer outdoor storage. Stolz opined if specific standards for outdoor storage are not in writing, then they don't exist. Stolz opined watercraft and related items should be defined more specifically. He supported measures that act as triggers for compelling construction of accessory structures. Stolz opined the 2040 Comprehensive Plan guides the property to industrial and outdoor storage is not an industrial use. Stolz alluded to solid fencing and questioned what that looks like. He noted the outdoor storage is close to the entrance of the industrial park. Stolz opined the City wants to entrance to look pleasing so the PZC should make sure that happens. Stolz opined 100 watercraft and/or trailers seemed to be a large number. Stolz opined outdoor storage is a terrible land use as it doesn't add jobs or tax base and often can become a nuisance.

Bean stated he appreciated Stolz's concerns and noted he did not want to have outdoor storage. Bean noted the 100 boats was a placeholder number. He invited those attending to visit the marina. He noted they store about 90 boats on marina property on an island in Lake Minnetonka and have not received complaints.

Barr asked Bean if they would fill indoor space before allowing storage outside. Bean confirmed.

Heher asked Strack if code requires a fence or screening. Strack confirmed.

Smith inquired as to what establishes a threshold for construction of an accessory structure. Strack noted the City could limit the number of units stored on site and require a maximum square footage of the site be available for outdoor storage. The exact allowable square footage could be illustrated and attached to the CUP. The area proposed for outdoor storage at this time was approximately 17,600 sf. If that was too large, alternate suggestions could be made.

Bean suggested 6,000 sf of outdoor storage space would be acceptable. Strack noted the City should call that out in the CUP exhibit.

Chad Savory from RAM suggested limiting outdoor storage area to approximate size of proposed accessory structures, 12,000 sf. He noted the principal building will screen the storage area along with the berm and trees as illustrated in the site plan.

Smith suggested the outdoor storage be moved west of the building next to the parking lot where future accessory structure would be constructed. Cacka noted Phase I construction is limited to the principal structure and parking area. Smith opined grading could be done with Phase I.

Bean stated placement of a fence in that location could be problematic and that once the accessory building was constructed the allowable space for outdoor storage would cease to exist. Hallquist agreed noting the idea is to place outdoor storage where nothing will be constructed.

Barr asked how long Bean would have outdoor storage before building an accessory structure. Bean noted he didn't know exactly when an accessory structure would be constructed.

Bean opined a fenced in accessory structure in the middle of the property was not efficient.

Heher agreed.

Hallquist stated he has had some experience with boats and opined not many 30' boats will fit into a 6,000 sf space. Hallquist opined the sf space limit would necessitate construction and be self-limiting. Hallquist opined limits were needed and so was flexibility for businesses to operate. Hallquist opined businesses needed to respect city input. Hallquist suggested meeting in the middle. He opined fencing was in the Applicant's best interest. Hallquist urged PZC members to put something in place to accommodate outdoor storage.

Motion Hallquist, second Barr to close the public hearing at 7:04 p.m. Motion carried 4-0.

- C. Variance: Maximum Accessory Structure Height Greenwood Marina, Lot 1, Block 1 Tacoma West Industrial Park Fourth Addition.

Heher opened the public hearing at 7:04 p.m.

Strack stated the Applicant proposes several accessory structures be allowed to have a height of 32 feet; district limit is 25 feet. The additional height allows for accessory structures of the proposed size to meet roof pitch requirements and accommodate storage of larger boats through an 18' sidewall height.

Strack noted the hearing notice was published, posted, and mailed to adjacent property owners. Strack stated Commissioner Eggers has commented noting he was in favor of the variance and amending the Code to provide for larger accessory structure heights.

Bean noted the variance would allow garage door height of 18 feet.

Motion Hallquist, second Smith to close the public hearing at 7:14 p.m. Motion carried 4-0.

D. Ordinance amending the City Code to provide for Sport Courts, Home Recreation Facilities, and Home Sports Facilities.

Heher opened the public hearing at 7:14 p.m.

Strack the PZC and Council had been discussing potential code amendment for several months. Complete language was included in the attached draft ordinance. Notice of hearing had been published and posted.

Strack noted the proposed code amendment if approved would: update zoning code definitions to include sport courts; list sport courts, tennis courts, home recreational facilities, and home sports facilities as permitted accessory uses in the R-1, R-2, R-3 and R-4 residential districts and the RC-1 Residential Neighborhood Commercial District; require an administrative permit and site plan for sport courts; require such facilities be in side or rear yards and setback at least 10 feet from any property line or overhead/underground utility line and be free of easements; require such facilities be included and meet lot coverage requirements; allowed walls up to 10 feet in height, fences up to 12 feet in height, building permits may be needed; and subject such uses to lighting standards and nuisance code, including relating to noise.

Heher noted the Commission and Council had been working on this issue for several months.

Motion Smith, second Barr to close the public hearing at 7:18 p.m. Motion carried 4-0.

6. New Business.

A. Plat Tacoma West Industrial Park Fourth Addition.

Chairperson Heher introduced the business item.

Strack noted the purpose of platting is to combine three existing improved lots into one parcel while retaining an existing public stormwater facility in an outlot. Vacation of existing drainage and utility easements on shared lot lines that are being removed as a result of replat are also to be discussed.

Strack recited proposed conditions included in the staff memo.

The PZC was to take independent motions recommending actions to the City Council.

Motion Smith to recommend the City Council approve the plat with conditions included in the staff memo. Second Hallquist. With all in favor the motion carried.

Motion Hallquist to recommend the City Council approve vacation of drainage and utility easements on shared lot lines being removed as a function of the replat. Second Smith. With all in favor the motion carried.

- B. Conditional Use Permit: Accessory Outdoor Storage of Watercraft and Trailers – Greenwood Marina, Lot 1 Tacoma West Industrial Park Fourth Addition.

Chairperson Heher introduced the agenda item.

Strack noted several proposed conditions were included in the staff memo and it appeared the PZC favored adding a 6,000 square footage limitation on area for outdoor storage and supported fencing.

Heher inquired as to whether or not the Applicants were aware of proposed conditions and agreed to them. Aaron Bean affirmed.

Motion Smith to recommend the City Council approve the conditional use permit for outdoor storage based on recommendations included in staff memo and limiting area of outdoor storage while requiring fencing. Second Barr. With all in favor the motion carried.

- C. Variance: Maximum Accessory Structure Height Greenwood Marina, Lot 1, Block 1 Tacoma West Industrial Park Fourth Addition.

Heher introduced the agenda item.

Strack stated the Applicant proposes several accessory structures be allowed to have a height of 32 feet; district limit is 25 feet. The additional height allows for accessory structures of the proposed size to meet roof pitch requirements and accommodate storage of larger boats through an 18' sidewall height.

Strack noted the staff memo included sample findings for and against variance approval. Strack noted staff recommended approval with conditions.

Heher inquired as to whether or not the Applicants were aware of proposed conditions and agreed to them. Aaron Bean affirmed.

Motion Smith to recommend the City Council approve the accessory structure height variance with recommendations included in staff memo. Second Barr. With all in favor the motion carried.

- D. Site Plan: Greenwood Marina – Lot 1, Block 1 Tacoma West Industrial Park Fourth Addition.

Heher introduced the agenda item.

Strack stated code analysis was included in the staff memo. Strack suggested the Commission discuss whether or not landscaping requirement for trees applied to accessory structures as they were being constructed.

Strack reviewed proposed conditions for site plan approval.

Heher noted the landscaping requirements for accessory structures should be subject to administrative review of a landscape plan.

Heher inquired as to whether or not the Applicants were aware of proposed conditions and agreed to them. Aaron Bean affirmed.

Motion Smith to recommend the City Council approve the proposed site plan with recommendations included in staff memo and a requirement for a landscape plan to be submitted when accessory structures were constructed, subject to administrative approval. Second Hallquist. With all in favor the motion carried.

E. Ordinance amending the City Code to provide for Sport Courts, Home Recreation Facilities, and Home Sports Facilities.

Heher introduced the agenda item.

Motion Hallquist to recommend the City Council approve the proposed code amendment regarding sport courts. Second Barr. With all in favor the motion carried.

F. PZC 2022 Work List.

Heher introduced the agenda item.

Strack noted the Commission had progressed through most of its work list for 2021. She noted the PZC annual report to Council was due in December, a part of which included proposed goals for the upcoming year.

Heher noted tree requirements under landscaping standards needed to be addressed. The one overstory tree per 1,000 sf requirement had been an issue.

Heher suggested the entire sign code be reviewed to more clearly state requirements for different types of signs, especially in the 212 corridor.

Strack suggested accessory structure height limits be addressed as per Commission Eggers suggestion.

Strack also advocated for consideration of less restrictive or more flexible PUD standards. The standards were put in place to encourage the development of a greenway connecting the five natural environment lakes in the City. Strack opined that goal could still be achieved with more flexibility added to PUD.

Heher suggested uses in the Downtown District be examined to incorporate uses that were becoming common in downtowns to the east, including tobacco shops and the like.

7. Old Business.

None

8. Miscellaneous.

A. October Building Permit Report.

The October building permit report was received.

9. Commissioner Reports.

None

10. Adjourn

Motion – Hallquist, Second Smith to adjourn the meeting. With all in favor the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Karen Hallquist
Acting Zoning Administrator



To: Chairperson Heher
Members of the Planning Commission
Acting Administrator Brumbaugh

From: Cynthia Smith Strack, Strack Consulting, LLC

Date: December 7, 2021

Re: Variance Parking
Nonconformance Expansion Permit
Site Plan Approval
117 Railroad Street West

Applicant: Scott Loomis, d.b.a. Loomis Homes

Subject Property Address: 117 Railroad Street West

Legal Description: P/O SW1/4 NW1/4 BOUNDED AS FOLLOWS: ON TH N BY TH S LINE OF RAILROAD ST-ON E BY THE W LINE OF FRANKLIN ST- ON THE W BY THE E LINE OF MORSE ST & ON S BY A LINE 50' NLY OF CENTERLINE OF RR OLD # 60.9990112

Property ID: 589990030

Zoning Class: RC-1 Residential/Neighborhood Commercial District
Rezoned from C-3 Downtown District at Council Request: Ordinance 336, June 28, 2021

Request: Variances: Number of Parking Spaces Required & Parking Lot Setback
Nonconformance Expansion Permit (setbacks)
Site Plan Review

Background

Scott Loomis, Loomis Homes, proposes a 6,408 sf expansion to an existing 2,592 sf structure at 117 Railroad Street West. An existing, valid conditional use permit provides for a contractor operation at the site. The site was developed when the lot was zoned C-3 Downtown District with zero setbacks and no firm requirements for parking. The City Council initiated rezoning of the parcel to RC-1 District in 2021. Building setback and parking requirements now apply to the lot.

To accommodate the proposed expansion the Applicant is requesting:

1. Variances to (a) Section 1250.12 pertaining to the required number of off-street parking spaces and (b) Section 1250.05(B) pertaining to required parking lot setback.
2. A nonconformance expansion (NCE) permit to extend existing building setbacks.
3. Site plan approval.

The variance requests require a public hearing, the NCE and site plan requests only require formal consideration by the PZC and City Council. A site plan is attached for reference.

Variance Requests

The Norwood Young America Planning Commission is to hold a public hearing variance requests pertaining to required parking in the RC-1 Residential Neighborhood Commercial District as follows:

1. Section 1250.12 pertaining to the required number of off-street parking spaces for the use. Code requires one space per 2,000 sf of building square footage. A total of five (5) spaces are required for the 9,000 sf facility. The Applicant proposes four (4) spaces.
2. Section 1250.05(B) requires parking lots be setback at least ten (10) from property lines. The Applicant proposes a new parking lot to be setback five (5) feet from the property line.

Variances from the literal provisions of the Code may be approved where the strict enforcement of the provisions would cause practical difficulties because of circumstances unique to the property under consideration. Variances should only be considered if the resulting development will be in harmony with the general purpose and intent of the Zoning Ordinance, and consistent with the comprehensive plan. *Practical difficulties* as used in connection with the granting of a variance means that:

1. The property owner proposed to use the property in a reasonable manner not permitted by the zoning ordinance.
2. The plight of the landowner is due to circumstances unique to the property not created by the landowner, and
3. The variance, if granted, will not alter the essential character of the locality.

Potential findings in favor of the request:

- A. The proposed use is consistent with the Comprehensive Plan and development in the adjacent locale.
- B. The proposed variance is not for the use of property.
- C. The City recently rezoned the property to RC-1 making parking standards applicable to the lot. The lot was not previously subject to strict parking standards.
- D. The proposed variance is modest in scope and scale and will provide for off-street parking.
- E. The lot is an unusual shape having 356 feet of frontage on Railroad Street but being only 50' in depth.
- F. The structure will be consistent in size and scale to other non-residential structures in the adjacent locale and will not negatively impact the essential character of the district.

Potential findings for denial of the request:

- A. Building size is a factor solely under the control of the Applicant and therefore not unique to any given parcel.
- B. The proposed variance could be avoided if the proposed expansion was reduced in size.

Public Hearing:

Notice of public hearing has been published, posted, and mailed to adjacent property owners. As of the drafting of this memo no comment for or against the variance request have been received.

Staff Recommendation:

Staff recommends approval of the variances pursuant to aforementioned itemized findings. If the PC considers a recommendation to approve the following conditions are recommended:

1. The "Use" of the property is a 9,000 square foot structure used for a contractor operation.
2. Variance approval is contingent on approval of nonconformance expansion permit and site plan. The Use shall meet all conditions related to nonconformance expansion and site plan approval.

3. The variances shall expire one year after date of approval unless the Applicant has commenced construction of the principal structure.

Nonconformance Expansion Permit (NCE) & Site Plan

Consideration of a NCE permit requires site plan approval. Therefore, the NCE and site plan are being considered concurrently.

The Applicant requests a NCE pertaining to required setbacks in the RC-1 District in order to accommodate a 6,408 sf expansion of an existing 2,592 sf structure (total 9,000 sf). A site plan and exterior elevations are attached for reference.

Lot Performance Standards

RC-1 lot performance standards, with the exception of side setbacks appear to be met. The structure fronts on Franklin Street North and has frontage on both Railroad and Morse. The proposed structural addition will extend existing nonconforming corner (nine feet) and interior (five feet) side setbacks but will not expand the existing nonconformity through further encroachment.

Transportation

Access to the existing structure is from Franklin St N. The Applicant proposes two additional access points, one from Railroad St W and another from Morse St N. The Morse St access would lead to a parking lot. Code does not limit the number of access points. Driveways are to feature high back curb and either concrete or bituminous surfacing.

Parking

The Applicant has applied for variances to the number of spaces required and parking lot setback.

The proposed new parking lot appears to meet design requirements for parking lots. No changes to the existing parking lot are proposed.

Architectural Design

Building elevations are attached. Exterior surfaces are to be painted, engineered wood strand siding and asphalt shingles to match the existing structure. Section 1245.02, Architectural Standards, applies to structures in the RC-1 District.

Lighting

Building lighting is proposed to be limited to wall-mounted luminaries. The height of wall-mounted luminaries shall not exceed 18 feet above ground level at the building line. Luminaries must face downward and include cutoffs.

Landscaping

The Applicant proposes installation of eight (8) trees, the proposed expansion requires seven (7) trees.

Trees shall be a minimum of 2½ caliper inches, be of species approved by the City, and shall be replaced if they do not survive for two years after planting.

Building/Site Signage

If handicap parking space is required under building code, then handicap space and no-parking signs are included in the application materials. In the event any additional signage is contemplated, a separate permit is required and the standards contained in Section 1260 (Signs) of the City Code shall apply.

Performance Standards

The use shall be required to meet all performance standards set forth in Section 1245.01 of the City Code. In particular, garbage /refuse area shall be kept in an enclosed building or otherwise hidden from public view by a privacy fenced area.

Utilities, Stormwater, and Erosion Control

The site plan has been forwarded to the City Engineer for review. Any comments issued by the City Engineer shall be incorporated by reference.

Additional Department Review

Public Service Director: The plans have been forwarded to the Public Works Director Tony Voigt for review and comment.

Fire Department: The plans have been forwarded to the Fire Chief Steve Zumberge for review and comment.

NCE Permit Review Criteria

Section 1215.02(E)(2) provides the following review criteria for NCE permit. Review comments are included in red italicized text.

1. The proposed use of the property is consistent with 2040 Comprehensive Plan. *The planned use of the subject parcel is mixed residential and non-residential.*
2. The proposed expansion is an allowable use in the assigned zoning classification. *The RC-1 District provides for contractor operations. A conditional use permit was previously issued for the use.*
3. 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. *The proposed expansion does not result in an increase of the non-conformance.*
4. The proposed expansion does not involve an expansion of an existing nonconforming permitted, conditional, accessory, or interim use of the property. *The proposed expansion provides storage space and doesn't increase the area devoted to office space.*
5. 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. *The proposed expansion will provide for interior storage of items related to the use of the property.*
6. The proposed expansion results in no measurable increase in traffic generated to/from the site. *The proposed expansion is not anticipated to increase traffic to/from the site.*
7. The proposed expansion is capable of being accommodated by existing drinking water, stormwater, and sanitary sewer systems. *This is an addition to an existing structure which does not contemplate additional utility services.*
8. The proposed expansion will not increase noise, vibration, smoke, dust, odors, heat, electrical interference, or glare detectable at any property line. *The proposed expansion will accommodate materials and equipment related to the existing structure.*
9. If adjacent to park or trail the Parks and Recreation Commission shall provide a recommendation on the proposed expansion. *The proposed expansion is not adjacent to an existing park or trail.*
10. 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. *The site is not within the C-3 District.*

Recommendation

After review and discussion, the Planning Commission may consider a MOTION to recommend approval or denial of the NCE permit and site plan to the City Council.

If the Planning Commission recommends denial of the NCE permit and site plan appropriate findings of fact shall be issued.

If the Planning Commission recommends approval of the NCE and site plan the following conditions are recommended:

1. The "Use" of the property is defined as a contractor operation and features a 9,000 square foot structure consisting of storage and office space.
2. All application materials and plan sets are hereby incorporated by reference and accepted in good faith by the City as the Applicant's intended development, including but not limited to the attached site plan.
3. Approval of variances pertaining to number of parking spaces required and parking lot setback.
4. Compliance with all standards required and as set forth within the memo from Consulting Planner, Cynthia Smith Strack, dated December 7, 2021.
5. Compliance any recommendations from the City Engineer, Public Services Director, and/or City Engineer.
6. Proposed driveways from Railroad Street and Morse St and the parking lot accessed from Morse St shall be surfaced with concrete or bituminous and have high back curb.
7. The height of wall-mounted luminaries shall not exceed 18 feet above ground level at the building line. Luminaries must face downward and include cutoffs. Light intensity at common lot lines shall not exceed one-half foot candle and light intensity at right of way boundaries shall not exceed one foot candle.
8. Trees shall be a minimum of 2½ caliper inches, be species approved by the City, and shall be replaced if they do not survive for two years after planting.
9. The use shall continuously meet all performance standards set forth in Section 1245.01 of the City Code, as may be amended.
10. Garbage /refuse area shall be enclosed in the building.
11. All signage shall require submittal of a sign permit application and approval by the Zoning Administrator and/or Building Official.
12. A building permits is required.
13. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
14. This approval shall expire one year after date of approval unless the Applicants have commenced construction of the Use on the Property.
15. Approval of this site plan does not approve any future expansion or associated improvements on-site.

16. Any modifications not defined as "minor" pursuant to Section 1210.08, Subd. 4, shall require separate site plan approval.

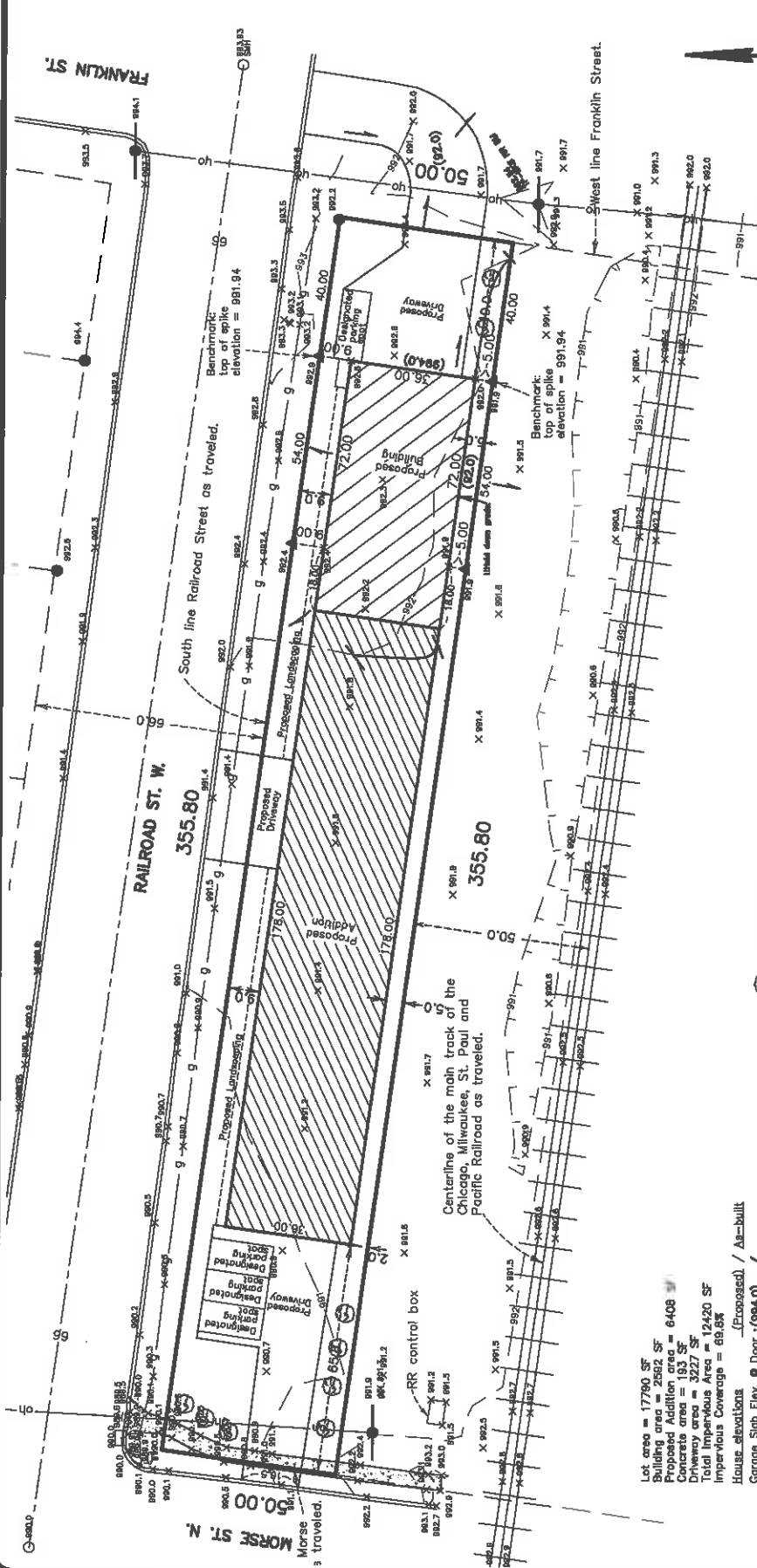
Action

1. The variance requests are to be acted on prior to consideration of the NCE permit and site plan. The variance requests may be considered in one MOTION to approve or deny the variances for number of parking spaces required and parking lot setback requirements. The PC may allude to conditions proposed in this staff memo.
2. Following review and consideration of the NCE permit and site plan a MOTION to approve/deny the nonconformance expansion permit and site plan is in order.

Certificate of Survey for:
Loomis Homes LLC
 510 N. Chestnut St. Suite 204
 Chaska, MN 55318
 Phone: (952) 200-8838

P/O the SW 1/4 of the NW 1/4
Sec 14 Twp 115 Rng 26
Carver County, Minnesota
 Address: 117 Railroad Street E,
 Norwood Young America, Minnesota

PIONEER engineering, P.A.
 2422 Edinboro Drive
 Mendota Heights, MN 55120
 PH: (651) 681-1914
 FX: (651) 681-9488
 WWW.PIONEERENG.COM
 Project #: 116294000 Folder #: 6443 Drawn by: Kth



Legal description per commitment number CA28121:

That part of the Southwest Quarter of the Northwest Quarter of Section 14, Township 115, Range 26 West of the 5th Principal Meridian, Carver County, Minnesota, bounded as follows: On the north by the south line of Railroad Street as shown on the recorded plat of Norwood. On the east by the west line of Franklin Street as shown on the recorded plat of Norwood. And on the south by a line 86.00 feet northerly of, measured at a right angle and parallel with the centerline of the main track of the Chicago, Milwaukee, St. Paul and Pacific Railroad Company, as traveled.

We hereby certify to Loomis Homes LLC that this survey, plan or report was prepared by me or under my direct supervision, and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota, dated 10/21/16.

Signed: *Pioneer Engineering, P.A.*

BY: *Peter J. Harkness, Professional Land Surveyor*
 Minnesota License No. 42289 email: pharkness@pioneereng.com

- Denotes sign
- Denotes iron pipe
- Denotes service
- Denotes isolation
- Denotes electric box
- Denotes telephone box
- Denotes existing elevation
- Denotes proposed elevation
- Denotes drainage flow direction
- Denotes spike
- Denotes utility pole
- Denotes underground gas line
- Denotes overhead utility lines

Lot area = 17790 SF
 Building area = 2882 SF
 Proposed Addition = 6408 SF
 Concrete area = 1835 SF
 Driveway area = 3227 SF
 Total Impervious Area = 12420 SF
 Impervious Coverage = 89.8%
 House elevations (Proposed) / As-built
 Garage Side Elev. ● Door: (994.0) /

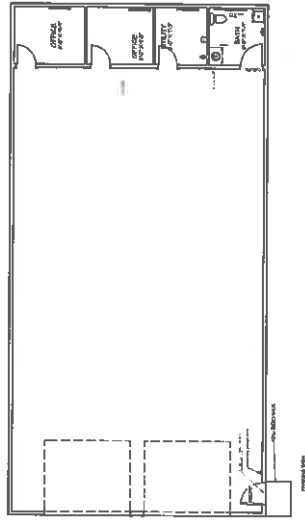
- Construction Notes:**
1. Install rock construction entrance.
 2. Install split fence as needed for erosion control.
 3. Sidewalk shall drain away from house a minimum of 1.0%.
 4. Contractor must verify driveway design.
 5. Contractor must verify service elevation prior to construction.
 6. Add or remove foundation ledge as required.

- General Notes:**
1. Grading shown by n/a test dated n/a was used to determine proposed elevations shown herein.
 2. This survey does not purport to show improvements or encroachments, except as shown, as surveyed by me or under my direct supervision.
 3. Proposed building dimensions shown are for horizontal location of structures on the lot only. Contact builder prior to construction for approved construction plans.
 4. No specific soils investigation has been performed on this lot by the surveyor. The stability of soils to support the specific houses proposed is not shown. The surveyor does not purport to show encroachments other than those shown on the recorded plat.
 5. This certificate does not purport to show encroachments other than those shown on the recorded plat.
 6. Bearings shown are based on an assumed datum.

Revisions:
 1) 10-12-16 Type & size big
 2) 11-15-16 Type & size big
 3) 11-15-16 Type & size big
 4) 10-25-21 Revised driveway
 5) 11-01-21 Revised driveway

Scale: 1" = 30'
 Benchmark: Disk C 124
 Elevation = 993.27

EXISTING BUILDING



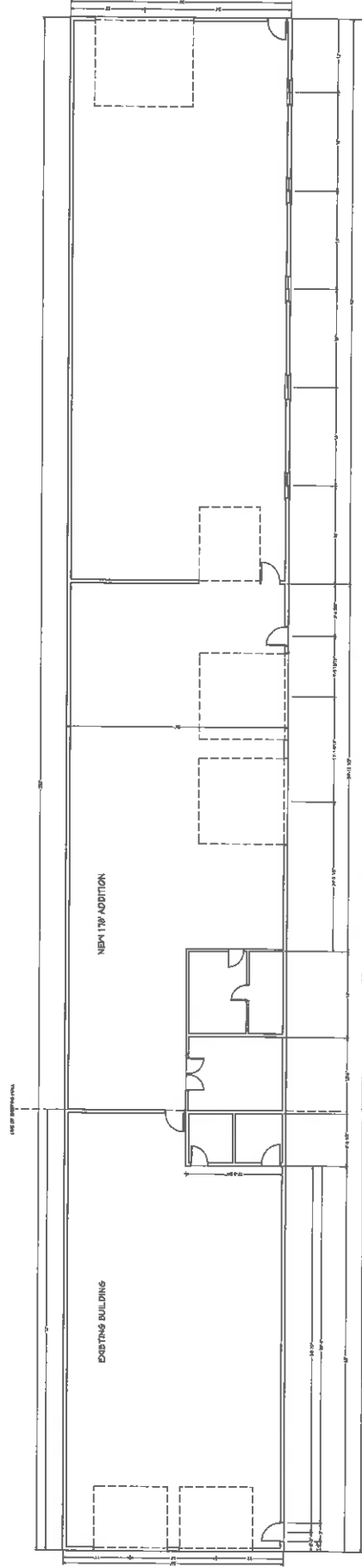
117 Railroad st W, Norwood Young America

SCOPE:

Add 178' to the west end of the existing building (Approximate 6408 SF addition)

Remove 2 offices and replace with one large office on addition

PROPOSED 178' ADDITION



EXISTING BUILDING

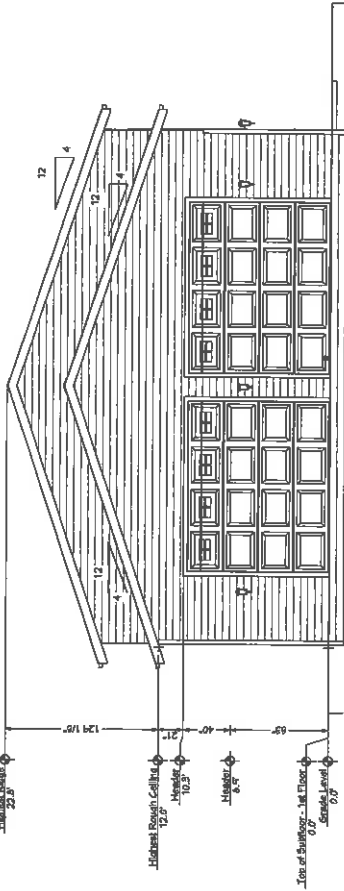
NEW 178' ADDITION

DATE: 11/13/2021

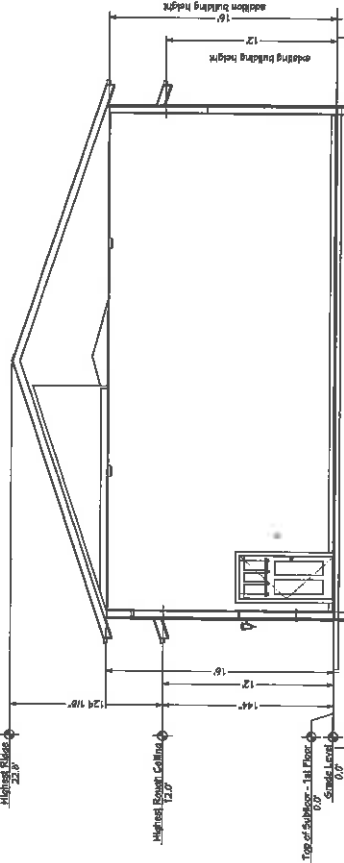
SCALE:

SHEET:

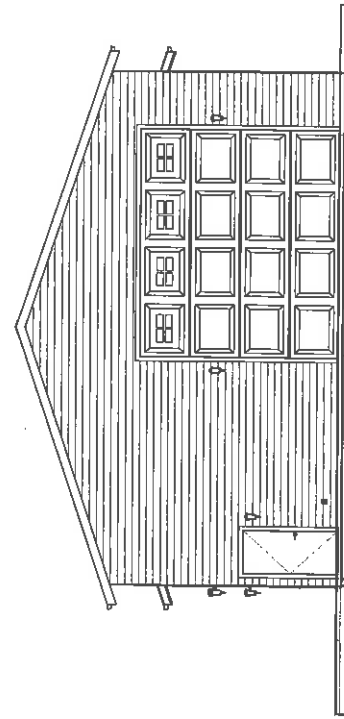
P-1



EXISTING FRONT OF BUILDING "EAST"



EXISTING REAR OF BUILDING "WEST"



Specifications

Exterior Specifications:
Siding material: LP Smart side: Engineered wood siding
Roofing Material: Asphalt Tarifo Heritage 30 Year Arch shingles
Provide sidewalk from exterior door to driveway/parking

Shop Specifications:

88x36" Heated=3096 SF heated
92x36" Non heated= 3312 SF non heated
R21 walls and R49 ceiling
2" Foam under slab for heated section
4" rock base
Non insulated and Insulated floor 6" reinforced slab

Office Specifications:

2x4 framed office/bathroom
R21 walls and r49 ceiling
1/2" Gypsum walls and ceiling
All door to have commercial handle lever hardware
Space to be heated with electric base board heater
Office floor finish to be commercial grade carpet

EXIT SIGNAGE/EMERGENCY LIGHTING

North east exit of the building will contain emergency exitlighting mounted above the door.

1. Emergency lighting provides 90 minutes of emergency power
2. UL 924 Listed device
3. Meets NEC code
4. Meets Minnesota fire code Chapter 7511

Code Analysis

Property Location: 117 rail road st W
Nonwood Young America, MN
Project description: Addition to existing building
Type of Construction: Wood Frame
Year Built: 2016
Existing building gross floor area: 2592 SQFT
Proposed building gross floor area: 6408 SQFT
Total gross floor area: 9000 SQFT
Existing building Height: 18'0"
Proposed addition Height: 22'8"
Number of stories: 1
Fire Suppression: No
Major occupancy
Occupancy load:

Occupancy Information

Proposed use of addition: Contractor storage
Previous use of existing building: Contractor storage

Project contact information

Owner: Loomis Properties LLC 1456 White oak drive Chaska, MN 55318
Scott Loomis 952-200-8838

Contractor: Loomis Homes LLC 1456 White oak drive Chaska, MN 55318
Scott Loomis 952-200-8838
BC653240

DESIGNED BY: J. J. JENSEN

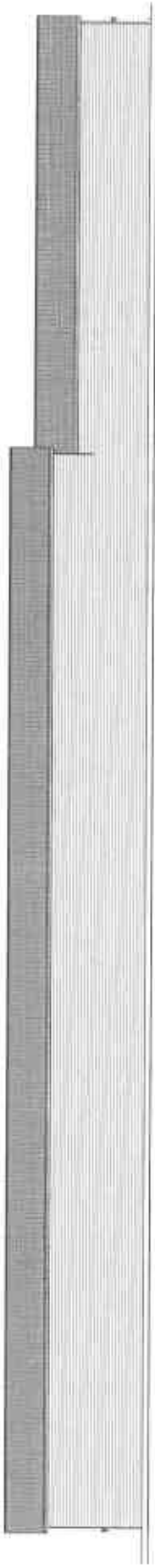
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11/3/2021

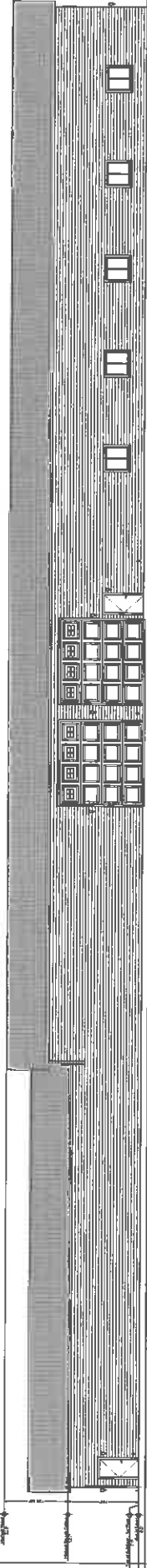
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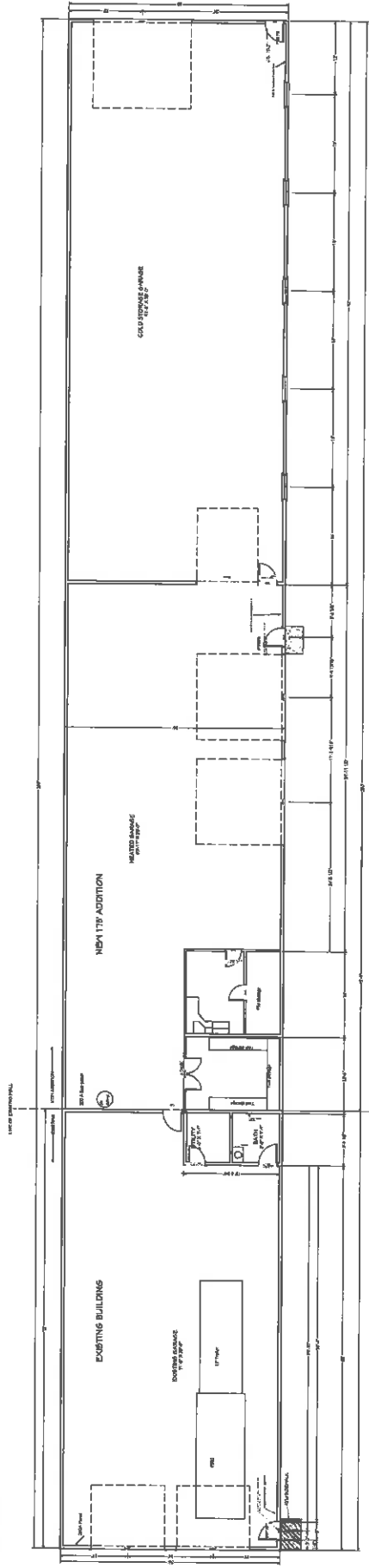
SOUTH SIDE OF BUILDING WITH ADDITION



STREET VIEW "NORTH" SIDE OF BUILDING WITH ADDITION



Floor plan



DRAWINGS PROVIDED BY:

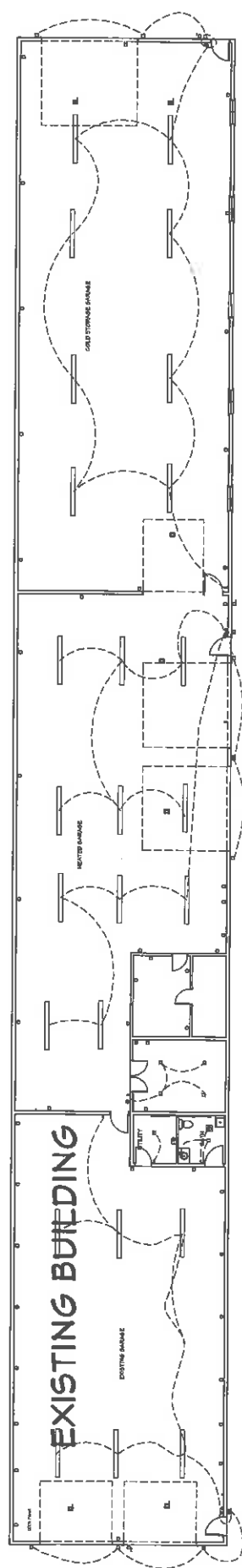
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11/3/2021

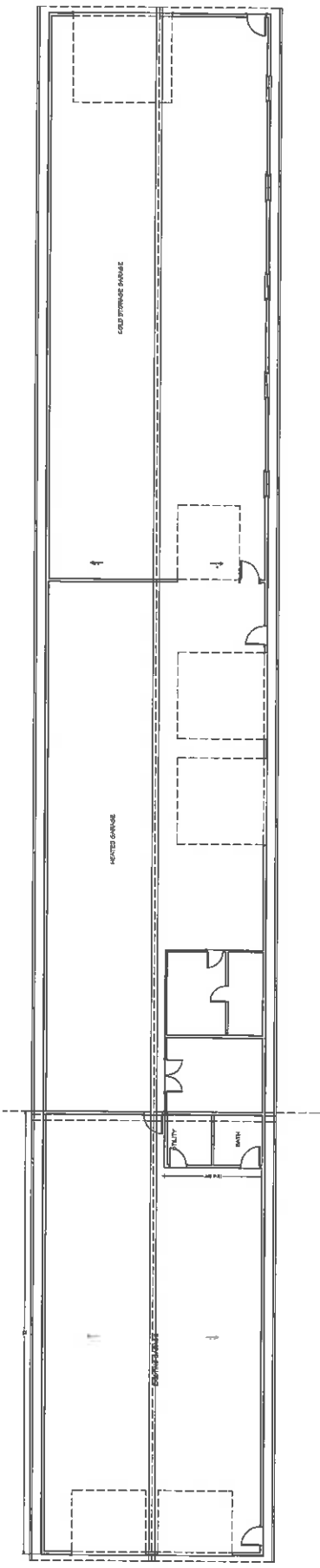
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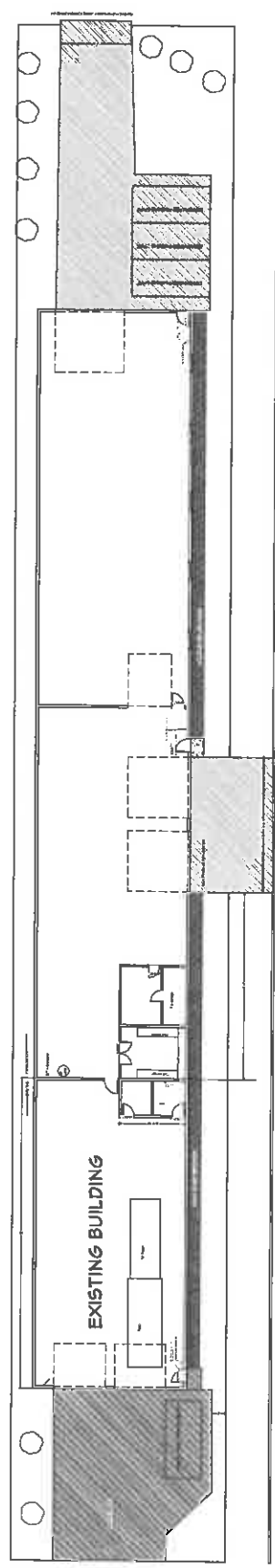
Electrical



Roof plan



Site Plan



DRAWINGS PROVIDED BY:	DATE:	SCALE:	SHEET:
	11/3/2021		



Source: *ibid.* 1990: 172.





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

Map Date: 10/23/2021



To: Chairperson Heher
Members of the Planning Commission
Acting Administrator Brumbaugh

From: Cynthia Smith Strack, Planning Consultant

Date: December 7, 2021

Re: Planning Commission 2021 Annual Report/2022 Goals

For review and consideration, please find attached a summary of Planning Commission activities for 2021 (**we held 23 public hearings**) and proposed goals for 2022.

The Commission is to review the report and goals for 2022.

2022 proposed goals are as follows:

1. Review tree requirements under landscaping standards, including a one overstory tree per 1,000 square feet of structure requirement.
2. Review the entire sign code, including review to more clearly state requirements for different types of signs, especially in the 212 corridor.
3. Review of accessory structure height maximums.
4. Consideration of less restrictive or more flexible PUD standards.
5. Examine uses in the Downtown District to incorporate uses that are common in downtowns to the east of Norwood Young America.
6. Examine density allowances in residential zoning classifications. *Carried over from 2021.*
7. Examine potential opportunities for training/enrichment of Planning Commission Members. *Ongoing.*
8. Continue review of zoning code sections. *Ongoing.*

Action:

Following review, if appropriate, the Commission is to accept the review and authorized for submittal to the City Council.

NYA PLANNING COMMISSION 2021 REPORT TO CITY COUNCIL

OVERVIEW

The Norwood Young America Planning Commission is the designated planning agency for the City. The Commission advises the City Council on matters pertaining to planning, land use, and property subdivision. The Commission operates in planning, legislative, and regulatory capacities.

In its planning capacity, the Commission is responsible for making recommendations to the Council regarding the overall development and redevelopment of the City.

In its legislative capacity the Commission develops and recommends adjustments to the City Code relating to land use and the subdivision of property.

In its regulatory capacity the Commission applies existing code to proposed applications for land use and subdivision and makes recommendations to the Council thereon.

The Commission held eleven regular meetings in 2021 and attended two joint work sessions with the City Council. The Commission held regular meetings: January 5th, February 2nd, March 2nd, April 6th, May 4th, June 1st, July 6th, August 3rd, September 7th, November 3rd, and December 7th (scheduled). The Commission was scheduled to hold a regular meeting on October 5th, however, a lack of quorum resulted in no meeting. Several meetings were held virtually due to the COVID health emergency.

The Commission has six representatives. Current membership is as follows: Jerry Barr, Mike Eggers, Bill Grundahl, Craig Heher (Chair), Paul Hallquist, and Bob Smith (Vice Chair). Commissioner John Fahey resigned in December of 2020 after being elected as a Carver County Commissioner.

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SUMMARY OF MEETING ACTIVITIES

January 5, 2021

- Commissioners Bill Grundahl and Mike Eggers took an oath of office.
- Craig Heher was appointed Committee Chair, Bob Smith Committee Vice Chair. Bill Grundahl was appointed PC Liaison to Parks and Recreation Committee. Mike Eggers was appointed PC Liaison to Economic Development Commission.
- The Planning Commission held a public hearing on 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. The amendment was approved by Council and provides for existing development patterns in a portion of the north original townsite.
- The Planning Commission held a public hearing on a City-sponsored amendment of the official Zoning Map to rezone the first tier of lots north of Railroad Street West between Reform and Progress Streets. The rezoning, which was accepted by the City Council reclassified five parcels of record from C-3, Downtown District to RC-1, Residential Neighborhood Commercial District. It was determined that rezoning of the properties better provided for existing uses.
- The PZC held a public hearing on a request for a conditional use permit to allow limited manufacturing, assembly, and treatment of articles from previously prepared materials at 304 Main Street East. The CUP was recommended for approval with conditions and later approved by the City Council. The CUP provides for the operation of an industrial automation business with a specific focus on law enforcement and military training equipment.
- The Commission held discussion on indoor storage facilities. The Commission reviewed the potential to allow indoor storage facilities within the C-2 district under planned unit development (PUD) review.
- Mayor Lagergren presented information on the open meeting law and bid process requirements.

February 2, 2021

- The Planning Commission held a public hearing to consider a zoning code amendment to allow indoor self storage facilities in the C-2 General Commercial District. The Commission heard comment and discussed the potential to amend the code to provide for indoor self-storage facilities under planned unit development in the C-2 General

Commercial District. The hearing was held after a joint work session with the City Council which occurred on January 25th. The PC postponed action to the March meeting to provide for additional study.

- The Commission held a public hearing on a request for a Conditional Use Permit to allow limited manufacturing consisting of powder coating small metal objects at 221 Elm Street West. The Commission recommended approval with several conditions. The City Council approved the CUP which provided for use of the vacant building.
- The Commission opened and continued a public hearing on a Conditional Use Permit/Planned Unit Development request to provide for indoor self-storage at 640 and 710 Railroad Street East.
- The PC received a report containing a building permit fee comparison from the City Administrator.

March 2, 2021

- The Planning Commission held a public hearing which was continued from the previous meeting pertaining to a code amendment to allow indoor self storage facilities in the C-2 General Commercial District. The Planning Commission recommended approval of the amendment on a split vote. The City Council did not enact the amendment.
- The Planning Commission held a public hearing which was continued from the previous meeting pertaining to a Conditional Use Permit/Planned Unit Development request to provide for an indoor self-storage facility at 640 and 710 Railroad Street East in the C-2 District. The PC recommended approval of the CUP/PUD request on a split vote. The City Council did not approve of the request.
- The Planning Commission held a public hearing on a request for a Conditional Use Permit to allow outdoor storage with a marine warehouse operation at 13050 Stewart Avenue. The PZC recommended approval and the CUP was also approved by the City Council. The CUP was not recorded as the sale of the property did not materialize.
- The Planning Commission held a public hearing on an ordinance to rezone 710 Faxon Road from C-2 General Commercial to B-1 Business Industrial to provide for a cabinet manufacturing facility. The PC approved the rezoning with conditions. Later in the meeting the Commission also approved a site plan for the operation. The Council subsequently approved both items as well.
- The PC held a public hearing on an ordinance repealing and replacing Section 1215 of the city code pertaining to nonconformance expansion. The Commission had worked with the City Council to define a language providing more flexibility for nonconforming properties. The language created three levels of nonconformance review and was enacted by the City Council.

April 6, 2021

- The Planning Commission held a public hearing on a variance request pertaining to accessory structure size and height for a proposed use at 13050 Stewart Avenue. The PC recommended approval of the variance request and a companion site plan. The development did not move forward as sale of the property did not occur.
- The Commission received preliminary information regarding the need for consistency between the future land use map contained in the 2040 Comprehensive Plan and the official zoning map adopted as part of the zoning code.

May 4, 2021

- Commissioner Smith, speaking as a citizen requested the PC consider regulating sport courts. The Commission recommended discussion at a future City Council work session. That discussion occurred on May 24th.
- The Commission discussed a zoning code amendment pertaining to zoning district intent statements contained in each zoning classification. The amendment resulted from a previous discussion by the Commission about the need for consistency between the 2040 Comprehensive Plan and the zoning code. The City Council had reviewed the information at a work session on April 26th. The amendment's purpose was to clarify what future land use classifications corresponded to existing zoning districts. The Commission scheduled a public hearing for the June meeting.
- The Commission discussed a request from the City Council to consider an update to the definition of hotel/motel included in the City Code to provide more clarity.
- The Commission discussed another request from the Council to provide input on rezoning of properties south of Railroad Street and north of the railway from C-3 to RC-1 and provide for minor auto repair along with other uses such as auto sales. The PZC also discussed adding auto sales as an allowable use in the RC-1 District.

June 1, 2021

- The Planning Commission held a public hearing on an ordinance amending the City code to provide for auto sales, ATV/UTV sales, marine sales in the RC-1 District as Conditional Use. The amendment was pursuant to Council direction from a May 24th work session. The Commission recommended approval of the code amendment which was subsequently enacted by the City Council.
- The PC held a public hearing on an ordinance amending zoning district intent statements as previously discussed. The proposed amendment provided for consistency between the 2040 Comprehensive Plan future land use map and the City's official zoning map by specifying which future land uses pertain to each zoning district. The Commission recommended approval of the amendment and the Council subsequently enacted the

amendment.

- The Planning Commission held a public hearing on an ordinance rezoning certain lots south of Railroad Street and north of the railroad from Faxon Road to Progress Street. The Commission recommended approval of the rezoning which was subsequently enacted by the City Council.
- The Commission discussed a new definition for 'hotel/motel'. The Commission defined language and authorized a public hearing for a future meeting.

July 6, 2021

- The PC held a public hearing on a variance for a dynamic sign at 511 Merger Street. The Commission recommended conditional approval of the variance. The Council also approved the variance.
- The Commission held a public hearing on an ordinance amending the definition of a hotel/motel. The Commission recommended the Council approve the amendment. The City Council subsequently enacted the new definition.
- At the request of the City Council, the PZC had discussion about amending the code definition of adult bookstore, adult video store, or adult store to remove an allowance for up to 10% of any commercial establishment to be used for sale of adult use items.

August 3, 2021

- The Planning Commission held a public hearing on a Conditional Use Permit to provide for outdoor storage of school buses at 13050 Stewart Avenue. Following the hearing the PC recommended the City Council approve the CUP with several conditions. The City Council approved the CUP.
- The Planning Commission held a public hearing on an ordinance amending the definition of adult bookstore, adult video store, or adult store. The PC recommended approval of the amendment which was enacted by the City Council.
- The Commission discussed an approach to providing administrative review of sport courts, home recreation facilities, and home sports facilities. The Commission requested language be drafted for a potential code amendment.

September 7, 2021

- The Commission considered whether or not a proposed development related to TIF District 3-7 was consistent with the 2040 Comprehensive Plan. The Commission found the proposed development was consistent.

October 5, 2021.

- The meeting was canceled for lack of a quorum.

November 3, 2021

- The Planning Commission held a public hearing on a proposed plat of Tacoma West Industrial Park Fourth Addition. The Commission recommended approval of the plat and vacation of drainage and utility easements that were no longer necessary. The City Council approved the plat.
- The Planning Commission held a public hearing on a Conditional Use Permit request to allow accessory outdoor storage of watercraft and trailers on Lot 1, Block 1 Tacoma West Industrial Park Fourth Addition. The PC recommended approval of the CUP with several conditions. The Council also took action on the request.
- The Planning Commission held a public hearing on a variance request related to accessory structure height proposed for Lot 1, Block 1 Tacoma West Industrial Park Fourth Addition. The PC recommended conditional approval of the variance. The Council also took action on the request.
- The Planning Commission also considered and approved a site plan for the development of a marine storage warehouse facility on Lot 1, Block 1 Tacoma West Industrial Park Fourth Addition. The PC recommended conditional approval of the site plan. The Council also took action on the request.
- The Planning Commission held a public hearing on an ordinance amending the City code to provide for sport courts, home recreation facilities, and home sports facilities. The Commission recommended approval of the code amendment which was enacted by the City Council.

December 7, 2021:

- The Planning Commission is scheduled to hold a public hearing on a request for a variance related to 117 Railroad Street West and consider a nonconformance expansion permit and site plan for the same. The
- Commission will review its annual report to the City Council and proposed work list for 2022.

Remainder of this page intentionally blank

GOALS ESTABLISHED IN 2020 FOR 2021

1. Update the zoning map to be consistent with 2040 planned land use. *Completed.*
2. Complete code amendment for non-conformance expansion. *Completed.*
3. Complete code amendment pertaining to the shoreland overlay district to allow flexibility in certain area. *Completed.*
4. Examine density allowances in residential zoning classifications. *Carried over to 2022.*
5. Examine potential opportunities for training/enrichment of Planning Commission Members. *Ongoing.*
6. Continue review of zoning code sections. *Ongoing.*

GOALS FOR 2022

1. Review tree requirements under landscaping standards, including a one overstory tree per 1,000 square feet of structure requirement.
2. Review the entire sign code, including review to more clearly state requirements for different types of signs, especially in the 212 corridor.
3. Review of accessory structure height maximums.
4. Consideration of less restrictive or more flexible PUD standards.
5. Examine uses in the Downtown District to incorporate uses that are common in downtowns to the east of Norwood Young America.
6. Examine density allowances in residential zoning classifications and consistency with the 2040 Comprehensive Plan update. *Carried over from 2021.*
7. Examine potential opportunities for training/enrichment of Planning Commission Members. *Ongoing.*
8. Continue review of zoning code sections. *Ongoing.*