



CITY COUNCIL AGENDA

Monday, August 26, 2024

5:00 p.m. Workshop

6:00 p.m. City Council

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

WORKSHOP

1. Workshop
 - 1.1 Budget Workshop – Mitchell Thiesfeld, City Clerk-Finance Director

EDA

2. CALL A MEETING OF THE EDA TO ORDER
 - 2.1. **Pledge of Allegiance**
 - 2.2. Approve Agenda
 - 2.3. Approve the minutes of July 8, 2024
 - 2.4. Adjournment

CITY COUNCIL MEETING

3. CALL A MEETING OF THE CITY COUNCIL TO ORDER
4. APPROVE AGENDA
5. 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 and 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.)
6. 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 removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
 - 6.1. Approve minutes of August 12, 2024, City Council Workshop
 - 6.2. Approve minutes of August 12, 2024, City Council Meeting
 - 6.3. Approve Payment of Claims
 - 6.4. Approve Personnel Recommendation
 - 6.5. Approve Job Posting – Community Development Administrative Assistant
7. PUBLIC HEARING
 - 7.1 Tacoma West Industrial Park Phase 2 Assessment Presentation – Josh Eckstein, Bolton & Menk
 - 7.1.1 **Council Discussion - Resolution 2024-36** A Resolution Adopting Assessment for Tacoma West Industrial Park Phase 2 – Josh Eckstein, Bolton & Menk
8. OLD BUSINESS
9. NEW BUSINESS
 - 9.1. **Resolution 2024-37** A Resolution Approving Variances to Allow Increase Allowable Lot Coverage and Building Height for an Accessory Structure at 10 2nd St SE – Hannah Rybak, WSB
 - 9.2. **Resolution 2024-38** A Resolution Denying Variances to Allow a Decreased Street Side Yard Setback and Accessory Structure Building Materials Requirements for an Accessory Structure at 10 2nd St SE – Hannah Rybak, WSB
 - 9.3. **Resolution 2024-39** A Resolution Approving a Preliminary and Final Plat of Tacoma West Industrial Park 6th Addition – Hannah Rybak, WSB

- 9.4. **Resolution 2024-40** A Resolution Approving a Site Plan, a CUP, and Two Variances for the Development of a New Facility for Nordic Waste and C&C Lawns – Hannah Rybak, WSB
- 9.5. **Ordinance Amendment 376** Regarding City Code Relating to Manufactured Homes, Accessory Structure, Materials, and Accessory Structure Heights – Hannah Rybak, WSB
- 9.6. **Ordinance Amendment 377** Regarding City Code Relating to Trees – Hannah Rybak, WSB
- 9.7. Kehrer Park Playground Equipment – Karen Hallquist, CEDD
- 9.8. Faxon Road Line Striping – Mark Streich, PSD

10. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

11. ADDITIONAL INFORMATION

(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.)

11.1. Second Quarter Financial Review – Mitchell Thiesfeld, City Clerk-Finance Director

11.2. Ribbon Cutting at D&V Nails, 640 Railroad Drive, NYA on September 4, 2024, 8:00 AM

12. ADJOURNMENT

UPCOMING MEETINGS / EVENTS

Cancelled	Planning Commission Meeting	6:00 PM
September 4 th	City Council Budget Meeting	5:00 PM
September 9 th	City Council Budget Meeting/City Council Meeting	5:00 PM
September 11 th	NYA Food Distribution	12:30-1:30 PM
September 11 th	EDC Meeting	6:00 PM
Cancelled	Park and Rec Commission Meeting	5:30 PM
Cancelled	Sr. Advisory	9:00 AM
September 23 rd	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM



ECONOMIC DEVELOPMENT AUTHORITY MINUTES

July 8, 2024

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

Attendance:

ATTENDEES: Carol Lagergren, Mike McPadden, Charlie Storms, Brooke Allen, Craig Heher

ABSENT: None

STAFF: Andrea Aukrust, City Administrator; Karen Hallquist, Community and Economic Development Director; Mitchell Thiesfeld, Clerk/Finance Director

OTHERS: Nick Anhut, Ehlers & Associates; Richard Stolz, 308 NE 1st St; Deputy Sheriff Lee, Carver County

1. Call EDA Meeting to Order

Mayor Lagergren called the EDA meeting to order at 6:00 PM with all members present.

1.1. Pledge of Allegiance

The Pledge of Allegiance was said by all.

1.2. Approve Agenda

Motion: CS/CH to approve the agenda as submitted. Motion passed 5-0

1.3. Approve minutes of June 24, 2024, meeting.

Motion: MM/CH to approve the minutes as submitted. Motion passed 5-0.

1.4. EDA Resolution 2024-01 Norwood Young America Norwood Flats Pre-Development Agreement – Nick Anhut, Ehlers

- The City of Norwood Young America has received interest from a developer to develop a 40-unit apartment building at 123 Reform Street N, which the EDA owns.
- The pre-development agreement doesn't bind the EDA to anything.
- The pre-development agreement is good for 120 days.
- The developer needs to present a design to the City by August 15th.

Motion: CH/CS to approve Resolution 2024-01 Approving a Predevelopment Agreement with Community Asset Development Group for the proposed Norwood Flats housing development at 123 Reform Steet N (PIDs 58.0500700 and 58.0144550). Motion passed 5-0.

1.5. Adjournment

Motion: CS/BA Motion to adjourn at 6:12 pm. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Mitchell Thiesfeld, Clerk/Finance Director



CITY COUNCIL MINUTES

August 12, 2024 – 6 p.m.
City Council Chambers
310 Elm Street W.
Norwood Young America, MN 55368

Attendance:

ATTENDEES: Carol Lagergren, Mike McPadden, Charlie Storms, Brooke Allen, Craig Heher

ABSENT: None

STAFF: Karen Hallquist, Community and Economic Development Director; Mitchell Thiesfeld, Clerk/Finance Director; Mark Streich, Public Services Director

OTHERS: Josh Eckstein, Bolton & Menk, Inc; Deputy Sheriff Lee, Carver County; LuAnn Kerzman, NYA; Barbara Bird, NYA; Roger Kamps, NYA; Dan Stender, NYA; Paul Christopher, NYA; Veronica Fiecke, NYA; Brian & Laura Miller, NYA; Tom Simmons, NYA; Lynn Milbrett, NYA; Jack Drilling, 409 Colonial Circle

CITY COUNCIL MEETING

2. CALL A MEETING OF THE CITY COUNCIL TO ORDER

Mayor Lagergren called the meeting to order at 6:05 pm with all council members present.

2.1 The Pledge of Allegiance was said by all.

3. APPROVE AGENDA

CS/CH Motion to approve the agenda as printed. Motion passed 5.0

4. INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS, AWARDS, AND PUBLIC COMMENT

4.1. None

5. CONSENT AGENDA

5.1 Approve minutes of July 22, 2024, City Council Workshop

5.2 Approve minutes of July 22, 2024, City Council Meeting

5.3 Approve Payment of Claims

5.4 Truth in Taxation Public Hearing Date

5.5 Temporary Liquor License—NYA West Carver Lions Club

CS/CH Motion to approve the consent agenda. Motion passed 5-0.

6. PUBLIC HEARING

6.1 **2025 Infrastructure Improvement Project Presentation**—Josh Eckstein, Bolton & Menk, Inc.

- Proposed street widths will match existing widths, except for Hilltop Circle & Colonial Circle.
- Concrete curb and gutter will be addressed during the street improvements
- Total estimated project cost is \$5,539,945
 - Total estimated street project cost is \$2,787,463.88
 - The expected amount for sanitary sewer, water system, and storm sewer is \$2,329,760.
- The project will most likely be financed through the sale of a bond and city code guided assessments
- The estimated street reconstruction cost per unit is \$14,334 & the estimated water main cost per unit is \$9,816.
 - These numbers have the potential to decrease, as there will be an assessment benefit evaluation, in which the City and Bolton & Menk take the lower number of the two.
- Several residents who reside in the affected area had questions on the project. Bolton & Menk representatives confirmed the following:

- Hilltop Circle (the cul-de-sac) will not become narrower.
- If any property owner who was apart of the Webster St. assessment, they will only be charged half the amount for each assessment.
- Bolton & Menk has some authority over burying telephone cables, but it's ultimately up to the telephone company.
- The reduction in street width will be divided equally between both sides of the road if the street is being narrowed.
- The City will be assessing water & sewer to be consistent with what has been done in the past, along with what other cities do.

CH/MM motion to close the public hearing. Motion passed 5-0.

6.1.1 Council Discussion - Resolution 2024-35 A Resolution Ordering Improvement and Preparation of Plans— Josh Eckstein, Bolton & Menk, Inc.

CS/CH Motion to approve Resolution 2024-35 Ordering Improvement and Preparation of Plans for the proposed 2025 Infrastructure Improvement Project. Motion passed 5-0.

6.2 Ordinance 375 Presentation—Amending the Fee Schedule “Schedule A” Chapter 20, Section 2000.02 of City Code—Mitchell Thiesfeld, Clerk/Finance Director

- Staff have gone over the current Fee Schedule & have proposed changes.
 - The Changes included updated language and/or fees.
- Ordinance 375 will not go into effect until after publication.

6.2.1 Council Discussion - Ordinance 375; An Ordinance Amending the Fee Schedule “Schedule A” Chapter 20, Section 2000.02 of The Norwood Young America City Code—Mitchell Thiesfeld, Clerk/Finance Director

CH/BA Motion to approve Ordinance No. 375, an ordinance amending the Fee Schedule “Schedule A” Chapter 20, Section 2000.02 of the Norwood Young America City Code. Motion passed 5-0.

7. OLD BUSINESS

7.1. None

8. NEW BUSINESS

8.1 Budget Workshop Schedule—Mitchell Thiesfeld, Clerk/Finance Director

- There are three budget workshops scheduled for August 26th at 5:00 pm, September 4th at 5:00 pm, and September 9th at 5:00 pm.
- Staff will communicate with the Council if any workshop needs to be removed or more need to be added.

CS/BA Motion to approve the 2025 budget workshop amended schedule. Motion passed 5-0.

8.2 Community Development Update—Karen Hallquist, CED Director

- Karen Hallquist gave many updates regarding events, projects, and other items happening around the City of Norwood Young America.
- Tacoma West Industrial Park Phase 2 will have another drone flyover to show the progress being made. This will be posted on the city's Facebook page.
- Proposals for a dog park at Friendship Park & Disc Golf at Prairie Dawn Park are in the works.
- Gave an update on 123 Reform Street.
- The Parks Commission & EDC both have openings.

9. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

CH - Nordic Waste variance will be coming to the August 26th Council meeting. Also gave a reminder that if any homeowner is doing work on their house, it is in their best interest to get a building permit & to get their property surveyed.

10. ADDITIONAL INFORMATION

None

11. ADJOURNMENT

BA/CH Motion to adjourn at 7:17 pm. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Mitchell Thiesfeld, Clerk/Finance Director



CITY COUNCIL WORKSHOP MINUTES

August 12, 2024
City Council Chambers
310 Elm Street W.
Norwood Young America, MN 55368

Attendance:

ATTENDEES: Carol Lagergren, Charlie Storms, Brooke Allen, Mike McPadden, Craig Heher

ABSENT: None

STAFF: Karen Hallquist (Community and Economic Development Director), Mitchell Thiesfeld (Clerk-Finance Director), Mark Streich (Public Service Director)

OTHERS: Jim Gromberg, WSB Consultant

1. CALL WORKSHOP MEETING OF THE CITY COUNCIL TO ORDER

Mayer Lagergren called the meeting to order at 5:01 pm. All members present.

1.1. WSB Housing Study Discussion – Jim Gromberg, WSB Consultant

- Jim discussed the housing study that WSB prepared for the City of Norwood Young America.
- Fees are comparable to surrounding cities in the area
- There is a definite need for lifecycle housing in NYA

1.2. I & I Update – Mark Streich, PS Director

- Mark spoke about the current state of I & I in Norwood Young America, and the tests that have been done.
- The City will continue to work with Bolton & Menk to conduct I & I tests.

2. ADJOURNMENT

CS/CH motion to adjourn at 5:53 p.m. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Mitchell Thiesfeld, Clerk-Finance Director



more than a place. it's home.

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

To Be Approved: August 26, 2024

Payroll EFT

Check #	509009 - 509047	Pay Period 17	\$	54,396.42
Check #	-			
Check #	-			

Prepays

Check #	
Check #	

Electronic Payments

Check #	1735 e	Sun Life Assurance	\$	723.58
Check #	1738 e	Elan	\$	3,919.74
Check #	1736 e	Public Facilities Authority	\$	80,286.50
Check #				

Claims Pending Payment

Check #	35752 - 35812		\$	957,927.35
Check #				
Check #				

Voided Checks

Check #	35718 , 509008
---------	----------------

Grand Total (excluding voided checks) \$ 1,097,253.59

NORWOOD YOUNG AMERICA

08/23/24 8:57 AM

Page 1

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
35752	08/20/24	ANCOMCOMMUNICATIONS, INC.			
E 101-42200-323		Radio Units	\$192.00	123136	APX 700/800 MHZ STUBBY ANTENNA
		Total	\$192.00		
35753	08/19/24	ANDERSON, SUSAN			
E 101-41410-103		Part-Time Employees	\$75.00		ELECTION JUDGE
E 101-41410-331		Travel/Meeting Expense	\$24.12		ELECTION JUDGE
		Total	\$99.12		
35754	08/19/24	BALZUM, MARY			
E 101-41410-103		Part-Time Employees	\$75.00		ELECTION JUDGE
		Total	\$75.00		
35755	08/19/24	BANYON DATA SYSTEMS INC			
E 101-41400-437		Maintenance Contract	\$250.00	00165539	TRAINING AT BANYON
		Total	\$250.00		
35756	08/19/24	BENEKE, SHARON			
E 101-41410-103		Part-Time Employees	\$75.00		ELECTION JUDGE
		Total	\$75.00		
35757	08/19/24	BENEKE-RUCKS, EUNICE			
E 101-41410-103		Part-Time Employees	\$65.00		ELECTION JUDGE
		Total	\$65.00		
35758	08/19/24	BOLTON & MENK, INC			
E 492-43100-303		Engineering Fees	\$2,510.00	0341913	2023 PAVEMENT REHABILITATION - PROJECT# 0C1.128833.000
E 491-43100-303		Engineering Fees	\$23,236.80	0341980	2024 STREET IMPROVEMENT - PROJECT# 0C1.131686.000
E 490-43100-310		Other Professional Servic	\$18,135.50	0341981	2025 STREET IMPROVEMENT - PROJECT# 0C1.134163.000
E 489-43100-303		Engineering Fees	\$1,256.00	0341982	DOWNTOWN STREETScape MAIN ST - PROJECT# 24X.134702.000
E 493-46500-303		Engineering Fees	\$20,995.50	0341983	INDUSTRIAL PARK EXPANSION - PROJECT# 0C1.124521.000
G 818-29500		Expenditures	\$184.00	0341984	NORDIC WASTE - PROJECT# 24X.134703.000
E 602-49450-310		Other Professional Servic	\$4,642.00	0341985	WWTF UPGRADE - PROJECT# 0C1.130910.000
E 101-41500-303		Engineering Fees	\$3,781.50	0341986	MISC ENGINEERING - PROJECT# C12.035710.000
		Total	\$74,741.30		
35759	08/20/24	BRYAN ROCK PRODUCTS, INC.			
E 101-43100-224		Street Maint Materials	\$45.29	66063	1" WITH FINES - TICKET# 262270
E 101-43100-224		Street Maint Materials	\$83.10	66063	1" WITH FINES - TICKET# 262232
		Total	\$128.39		
35760	08/19/24	BUCHMAN, BRITTANY			
E 101-41410-103		Part-Time Employees	\$75.00		ELECTION JUDGE
		Total	\$75.00		
35761	08/21/24	CARVER COUNTY			

NORWOOD YOUNG AMERICA

***Check Detail Register©**
10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-310		Other Professional Servic	\$1,907.26	INTINV-566	2024 2ND QUARTER GIS SHARED POSITION & MILEAGE
E 101-45200-310		Other Professional Servic	\$1,144.36	INTINV-566	2024 2ND QUARTER GIS SHARED POSITION & MILEAGE
E 601-49400-310		Other Professional Servic	\$2,288.71	INTINV-566	2024 2ND QUARTER GIS SHARED POSITION & MILEAGE
E 602-49450-310		Other Professional Servic	\$2,288.71	INTINV-566	2024 2ND QUARTER GIS SHARED POSITION & MILEAGE
		Total	\$7,629.04		
35762	08/19/24	CENTER POINT			
E 101-41940-383		Gas Utilities	\$32.82		GAS UTILITIES - BLDGS
E 601-49400-383		Gas Utilities	\$86.58		GAS UTILITIES - WATER
E 602-49450-383		Gas Utilities	\$76.89		GAS UTILITIES - WWTP
		Total	\$196.29		
35763	08/20/24	CONCENTRA			
E 101-43100-208		Medical-Physicals	\$127.00	104035547	REG UDS COLL & BAT BREATH ALCOHOL TEST
		Total	\$127.00		
35764	08/20/24	DELTA DENTAL			
G 101-21714		Dental Insurance	\$1,045.38	RIS00059284	DENTAL INSURANCE
		Total	\$1,045.38		
35765	08/20/24	ECM PUBLISHERS INC			
E 101-41400-350		Print/Publishing/Postage	\$126.87	1011926	2023 TIF DISCLOSURE
E 101-41400-350		Print/Publishing/Postage	\$43.75	1011927	CHAPTER 6 NUISANCES
		Total	\$170.62		
35766	08/21/24	EHLERS AND ASSOCIATES, INC			
G 819-29500		Expenditures	\$1,687.50	98660	123 REFORM STREET HOUSING DEVELOPMENT
		Total	\$1,687.50		
35767	08/19/24	ERNST, FAYE			
E 101-41410-103		Part-Time Employees	\$75.00		ELECTION JUDGE
		Total	\$75.00		
35768	08/19/24	ESSIG, MARLENE			
E 101-41410-103		Part-Time Employees	\$75.00		ELECTION JUDGE
E 101-41410-331		Travel/Meeting Expense	\$24.12		ELECTION JUDGE
		Total	\$99.12		
35769	08/19/24	GARFUNKEL, RENEE			
E 101-41410-103		Part-Time Employees	\$65.00		ELECTION JUDGE
		Total	\$65.00		
35770	08/19/24	GENZ, JODY			
E 101-41410-103		Part-Time Employees	\$75.00		ELECTION JUDGE
E 101-41410-331		Travel/Meeting Expense	\$24.12		ELECTION JUDGE
		Total	\$99.12		
35771	08/19/24	GOEBEL, SUSANN			

NORWOOD YOUNG AMERICA

***Check Detail Register©**
10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41410-103		Part-Time Employees	\$65.00		ELECTION JUDGE
E 101-41410-331		Travel/Meeting Expense	\$24.12		ELECTION JUDGE
		Total	\$89.12		
35772	08/19/24	HAWKINS WATER TREATMENT GROUP			
E 601-49400-216		Chemicals and Chem Pro	\$20.00	6837489	CHLORINE CYLINDER
E 602-49450-216		Chemicals and Chem Pro	\$40.00	6837540	CHLORINE CYLINDER & SULFUR DIOXIDE CYLINDER
		Total	\$60.00		
35773	08/19/24	HEIL, AMY			
E 101-41410-103		Part-Time Employees	\$65.00		ELECTION JUDGE
		Total	\$65.00		
35774	08/19/24	HOERNEMANN, CAROLYN			
E 101-41410-103		Part-Time Employees	\$75.00		ELECTION JUDGE
		Total	\$75.00		
35775	08/21/24	KAEDING ARCHITECTURE LLC			
E 275-45200-302		Architects Fees	\$225.00	2753	CONSTRUCTION ADMINISTRATION - PROJECT COORDINATION
		Total	\$225.00		
35776	08/19/24	KAMPS, KAREN			
E 101-41410-103		Part-Time Employees	\$75.00		ELECTION JUDGE
E 101-41410-331		Travel/Meeting Expense	\$24.12		ELECTION JUDGE
		Total	\$99.12		
35777	08/19/24	LANO EQUIPMENT			
E 101-42200-221		Repair/Maintenance Equip	\$23.11	99107	BASE FOOT
		Total	\$23.11		
35778	08/19/24	LATZIG, ELROY			
E 101-41410-103		Part-Time Employees	\$209.00		ELECTION JUDGE
		Total	\$209.00		
35779	08/19/24	LEES REFRIGERATION			
E 101-41940-221		Repair/Maintenance Equip	\$411.55	3684	KEGERATOR FREEZING PRODUCT
		Total	\$411.55		
35780	08/19/24	MAYER LUMBER CO.			
E 101-45200-223		Repair/Maintenance Bldg/	\$37.03	248066	TREATED 2 X 12 = 16
E 101-45200-221		Repair/Maintenance Equip	\$52.35	248418	SPRUCE 2 X 4 = 8
		Total	\$89.38		
35781	08/19/24	METRO PAVING			
E 101-45200-223		Repair/Maintenance Bldg/	\$6,210.00	12348	COMPLETION OF CRACKFILLING AND SEALCOATING AS PER CONTRACT & SPECIFICATIONS
		Total	\$6,210.00		
35782	08/19/24	METRONET			
E 101-41940-321		Telephone	\$126.75		PHONE - RENTAL BUILDINGS

NORWOOD YOUNG AMERICA

***Check Detail Register©**
10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49400-321		Telephone	\$50.69		PHONE - WATER
E 602-49450-321		Telephone	\$50.69		PHONE - SEWER
E 101-42200-321		Telephone	\$50.69		PHONE - FIRE
E 101-43100-321		Telephone	\$56.67		PHONE - PW-HSR
E 101-45200-321		Telephone	\$24.29		PHONE - PW-PARKS
E 101-49860-321		Telephone	\$25.35		PHONE - POOL
E 101-41940-321		Telephone	\$76.04		PHONE - HISTORY/FOOD
E 101-41300-321		Telephone	\$44.10		PHONE - EXECUTIVE
E 101-41320-321		Telephone	\$44.10		PHONE - COMM DEV
E 101-41400-321		Telephone	\$44.10		PHONE - CLERK
E 101-46500-321		Telephone	\$14.70		PHONE - EC DEV
E 101-42100-321		Telephone	\$73.51		PHONE - POLICE
E 101-45500-321		Telephone	\$73.51		PHONE - LIBRARY
		Total	\$755.19		
35783	08/19/24	MID-COUNTY CO-OP OIL ASSN			
E 101-43100-212		Motor Fuels	\$450.65	69979	#2 PREM DSL DYED W/ST TAX GOV
E 101-45200-212		Motor Fuels	\$450.66	69979	#2 PREM DSL DYED W/ST TAX GOV
E 101-42200-212		Motor Fuels	\$114.86	69979	#2 PREM DSL DYED W/ST TAX GOV
E 101-43100-212		Motor Fuels	(\$15.35)	69979	BULK FUEL DISCOUNT
E 101-45200-212		Motor Fuels	(\$15.35)	69979	BULK FUEL DISCOUNT
		Total	\$985.47		
35784	08/19/24	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$158.10	A-150782	FRIENDSHIP PARK - EVENT LIBERTY TAN BIG TANK
E 101-45200-418		Other Rentals (Biffs)	\$158.10	A-150980	LEGION/POOL PARK - EVENT LIBERTY TAN BIG TANK
		Total	\$316.20		
35785	08/19/24	MN DEPT OF EMPLOYMENT & EC DEV			
E 101-43100-142		Unemployment Benefit Pa	\$1,879.26		QUARTER 2 2024 UNEMPLOYMENT BENEFITS
E 601-49400-142		Unemployment Benefit Pa	\$1,879.27		QUARTER 2 2024 UNEMPLOYMENT BENEFITS
E 602-49450-142		Unemployment Benefit Pa	\$1,879.27		QUARTER 2 2024 UNEMPLOYMENT BENEFITS
		Total	\$5,637.80		
35786	08/21/24	MN DEPT OF HEALTH			
G 601-20281		MDH FEE	\$3,499.00		COMMUNITY WATER SUPPLY SERVICE CONNECTION FEE
		Total	\$3,499.00		
35787	08/19/24	MN VALLEY ELECTRIC COOPERATIVE			
E 603-49500-381		Electric Utilities	\$258.75		13150 TACOMA AVE PUMP
		Total	\$258.75		
35788	08/19/24	MUELLER, PEGGY			
E 101-41410-103		Part-Time Employees	\$75.00		ELECTION JUDGE
E 101-41410-331		Travel/Meeting Expense	\$24.12		ELECTION JUDGE
		Total	\$99.12		
35789	08/19/24	MURRAY, JEREMY			
E 101-41410-103		Part-Time Employees	\$62.50		ELECTION JUDGE

NORWOOD YOUNG AMERICA

***Check Detail Register©**
10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$62.50		
35790	08/19/24	MURRAY, RACHEL			
E 101-41410-103		Part-Time Employees	\$80.00		ELECTION JUDGE
Total			\$80.00		
35791	08/19/24	MVTL			
E 602-49450-217		Lab Fees	\$45.70	1265581	PHOSPHORUS
E 602-49450-217		Lab Fees	\$45.70	1266695	PHOSPHORUS
E 602-49450-217		Lab Fees	\$45.70	1267564	PHOSPHORUS
Total			\$137.10		
35792	08/20/24	NORTHWEST ASPHALT			
E 493-46500-500		Capital Outlay	\$832,706.92	0C1.124521	TACOMA WEST INDUSTRIAL PARK PHASE PAYMENT# 2
Total			\$832,706.92		
35793	08/20/24	PINNACLE PEST CONTROL LLC			
E 101-43100-310		Other Professional Servic	\$75.00	000837	PEST CONTROL - ROY CLAY / SOUTH FIRE STATION
E 101-43100-310		Other Professional Servic	\$50.00	000837	PEST CONTROL - FRIENDSHIP PARK
E 101-43100-310		Other Professional Servic	\$75.00	000837	PEST CONTROL - HISTORY CENTER
E 101-43100-310		Other Professional Servic	\$60.00	000837	PEST CONTROL - LEGION PARK
E 101-42200-223		Repair/Maintenance Bldg/	\$75.00	000837	PEST CONTROL - NORTH FIRE STATION
E 601-49400-310		Other Professional Servic	\$90.00	000837	PEST CONTROL - NORTH WATER TREATMENT PLANT
E 101-43100-310		Other Professional Servic	\$60.00	000837	PEST CONTROL - OAK GROVE GARAGE
E 101-43100-310		Other Professional Servic	\$100.00	000837	PEST CONTROL - PAVILION / PARK
E 101-43100-310		Other Professional Servic	\$25.00	000837	PEST CONTROL - PRAIRIE DAWN PARK
E 101-43100-310		Other Professional Servic	\$75.00	000837	PEST CONTROL - PUBLIC WORKS SHOP
E 101-45200-310		Other Professional Servic	\$75.00	000837	PEST CONTROL - SOUTH SHOP
E 101-43100-310		Other Professional Servic	\$75.00	000837	PEST CONTROL - SPORTS COMPLEX
E 101-45200-310		Other Professional Servic	\$90.00	000837	PEST CONTROL - SOUTH WATER TREATMENT
E 101-43100-310		Other Professional Servic	\$25.00	000837	PEST CONTROL - VETERANS PARK
Total			\$950.00		
35794	08/19/24	PROSHRED MINNESOTA			
E 101-41400-384		Refuse/Garbage Disposal	\$50.00	1506338	SERVICE 36" EXECUTIVE CONSOLE
Total			\$50.00		
35795	08/19/24	RAIN, DIANNE			
E 101-41410-103		Part-Time Employees	\$65.00		ELECTION JUDGE
E 101-41410-331		Travel/Meeting Expense	\$24.12		ELECTION JUDGE
Total			\$89.12		
35796	08/19/24	SCHRUPP, ERIN			
E 601-49400-331		Travel/Meeting Expense	\$14.48		MILEAGE
E 602-49450-331		Travel/Meeting Expense	\$14.49		MILEAGE
Total			\$28.97		
35797	08/23/24	SOUTHWEST PAVING, INC.			
E 101-43100-224		Street Maint Materials	\$2,900.00	2458	WATER MAIN BREAK PATCHES

NORWOOD YOUNG AMERICA

08/23/24 8:57 AM

Page 6

***Check Detail Register©**
10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$2,900.00		
35798	08/19/24	SPILLE, MARY			
E 101-41410-103		Part-Time Employees	\$75.00		ELECTION JUDGE
E 101-41410-331		Travel/Meeting Expense	\$24.12		ELECTION JUDGE
Total			\$99.12		
35799	08/19/24	SQUIRES, WALDSPURGER, & MACE,			
E 101-41500-304		Legal Fees	\$273.20	00223	UNEMPLOYMENT APPEAL - AB
E 101-41500-304		Legal Fees	\$509.60	00223	MISCELLANEOUS
Total			\$782.80		
35800	08/19/24	SWANSON, ELOISE			
E 101-41410-103		Part-Time Employees	\$75.00		ELECTION JUDGE
Total			\$75.00		
35801	08/19/24	SWEET, JOSH			
E 101-41410-103		Part-Time Employees	\$95.00		ELECTION JUDGE
Total			\$95.00		
35802	08/19/24	THIESFELD, MITCHELL			
E 101-41410-331		Travel/Meeting Expense	\$48.24		MILEAGE
Total			\$48.24		
35803	08/19/24	TOP NOTCH TURF			
E 101-43100-437		Maintenance Contract	\$350.00	3100	MOWING - COMMUNITY GARDENS & OPEN LOT
Total			\$350.00		
35804	08/20/24	TWIN CITIES & WESTERN RAILROAD			
E 101-43100-440		Lease	\$581.29	M900697-IN	ANNUAL FEE FOR LAND LEASE #460.0-20231101
Total			\$581.29		
35805	08/19/24	UNUM LIFE INSURANCE CO			
G 101-21715		Life Ins	\$218.72		GROUP LIFE INSURANCE
Total			\$218.72		
35806	08/23/24	USA BLUE BOOK			
E 602-49450-210		Operating Supplies	\$10.05	INV00183331	HACH SOAKER BOTTLE FOR PH ELECTRODES
E 602-49450-210		Operating Supplies	\$311.80	INV00373229	HACH TOTAL CHLORINE ACCUVAC AMPULES
Total			\$321.85		
35807	08/20/24	WACONIA PATRIOT			
E 101-41400-433		Dues and Subscriptions	\$73.40		ANNUAL SUBSCRIPTION RENEWAL
Total			\$73.40		
35808	08/19/24	WILLIAMS, CATHLEEN			
E 101-41410-103		Part-Time Employees	\$75.00		ELECTION JUDGE
E 101-41410-331		Travel/Meeting Expense	\$24.12		ELECTION JUDGE
Total			\$99.12		
35809	08/19/24	WM MUELLER & SONS INC			

NORWOOD YOUNG AMERICA

08/23/24 8:57 AM

Page 7

***Check Detail Register©**
10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-224		Street Maint Materials	\$194.01	303467	1/4" VIRGIN SAND
		Total	\$194.01		
35810	08/20/24	WOLF MOTORS			
E 601-49400-221		Repair/Maintenance Equip	\$50.64	5084961	F-350 SERVICE
E 602-49450-221		Repair/Maintenance Equip	\$50.65	5084961	F-350 SERVICE
		Total	\$101.29		
35811	08/22/24	WSB			
G 818-29500		Expenditures	\$150.00	R-023775-00	2024 PLANNING SERVICES - JULY
G 818-29500		Expenditures	\$150.00	R-023775-00	2024 PLANNING SERVICES - JULY
G 819-29500		Expenditures	\$100.00	R-023775-00	2024 PLANNING SERVICES - JULY
G 818-29500		Expenditures	\$1,369.00	R-023775-00	2024 PLANNING SERVICES - JULY
E 101-41320-305		Other Professional Fees	\$6,702.00	R-023775-00	2024 PLANNING SERVICES - JULY
		Total	\$8,471.00		
35812	08/19/24	XCEL ENERGY			
E 601-49400-381		Electric Utilities	\$3,409.21	888606833	ELECTRICAL UTILITIES - WATER
		Total	\$3,409.21		
		10100 CHECKING	\$957,927.35		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	\$34,072.15
275 CAPITAL	\$225.00
489 YA Downtown Streetscape	\$1,256.00
490 4th Avenue Street Improvement	\$18,135.50
491 RAILROAD ST IMPROVEMENTS	\$23,236.80
492 Merger Street Project	\$2,510.00
493 Industrial Park Land (2nd Add)	\$853,702.42
601 WATER FUND	\$11,388.58
602 SEWER FUND	\$9,501.65
603 STORM WATER UTILITY	\$258.75
818 Escrow-Nordic Waste	\$1,853.00
819 Escrow - Community Asset Devel	\$1,787.50
	\$957,927.35



TO: Honorable Mayor Lagergren and Members of the City Council
FROM: Andrea Aukrust, City Administrator
DATE: August 14, 2023
RE: Personnel Recommendation

Grace Ballow submitted her two-week notice to the city on August 22, 2024. Her last day will be on September 5, 2024. In her short time with the city, Grace was a valued employee and will be missed. City staff wishes Grace the best of luck in her new venture.

Recommendation:

Consent agenda item

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Andrea Aukrust, City Administrator
DATE: August 26, 2024
RE: Community Development Administrative Assistant Job Posting

The Community Development Administrative Assistant position will assist all Department Heads and report to the Community & Economic Development Director. The assistant will primarily be involved with items related to Community Development, which touches all Departments in the city, as Norwood Young America's growth continues to increase rapidly.

Recommendation

Motion to approve posting for the Community Development Administrative Assistant job position.

Consent agenda

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Andrea Aukrust, City Administrator
DATE: August 26, 2024
RE: **Public Hearing:** Resolution 2024-36 A Resolution Adopting Assessment - Tacoma West Industrial Park Phase 2

The Norwood Young America City Council, at their regular City Council meeting on July 22, 2024, approved Resolution 2024-34, which fixed a date for a public hearing on adopting assessment for Tacoma West Industrial Park Phase 2.

- Proper notice was mailed ten days prior to the public hearing
- Publication of the public hearing for two weeks was given
- The public hearing was held on August 26, 2024, in the NYA City Council Chambers

Recommended Motion:

Motion to approve Resolution 2024-36 A Resolution Adopting Assessment for the Tacoma West Industrial Park Phase 2 Project.

Norwood Young America

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION R-2024-36**

Resolution Adopting Assessment

WHEREAS, pursuant to proper notice duly given as required by law, the Norwood Young America City Council has met and heard and passed upon all objections to the proposed assessment for the Tacoma West Industrial Park Phase 2 Project. The nature of the improvement includes public improvements to the infrastructure of the City of Norwood Young America by the installation of streets, storm sewer, watermain and sanitary sewer according to the plans and specifications for such improvements. The location of these improvements are on a parcel 58.01466201 a 60-Acre parcel south of Tacoma Boulevard.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NORWOOD YOUNG AMERICA, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 10 years, and shall bear interest at the rate of 5.0 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2025. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment, pay the entire assessment on such property, with interest accrued to the date of payment, to the City of Norwood Young America, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the Carver County Auditor-Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The Norwood Young America City Clerk-Treasurer shall forthwith transmit a certified duplicate of this assessment to the Carver County Auditor-Treasurer to be extended on the property tax lists of Carver County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Norwood Young America City Council this 26th day of August, 2024.

Approved:

Carol Lagergren, Mayor

Attest:

Mitchell Thiesfeld, City Clerk - Treasurer



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

MEMORANDUM

Date: August 20, 2024
To: Andrea Aukrust, City of Norwood Young America
From: Josh Eckstein, Bolton & Menk
Subject: Tacoma West Industrial Park Phase 2 Project

Honorable Mayor and City Council Members:

The final step in the MN Chapter 429 assessment process is the Assessment Hearing. Mailed and published notices have been sent out to all affected property owners. I will provide a brief presentation outlining the completed project components and provide a comparison of the feasibility study costs and the final costs.

One resolution is required to finalize and certify the final assessments.

- Resolution Adopting Final Assessment

Included with this memo are copies of the presentation and final assessment roll. I am available to discuss this information with you and answer any questions that you or the City Council may have at your convenience.



TO: Honorable Mayor and City Council

FROM: Hannah Rybak, Planning Consultant - WSB

DATE: August 20, 2024
City Council Regular Meeting August 26, 2024

REQUEST: **Resolution 2024-37** Approving Variances to Allow Increase Allowable Lot Coverage and Building Height for an Accessory Structure at 10 2nd St SE
Resolution 2024-38 Denying Variances to Allow a Decreased Street Side Yard Setback and Accessory Structure Building Materials Requirements for an Accessory Structure at 10 2nd St SE

GENERAL INFORMATION

Applicant/Owner: David Orr

Location: 10 2nd St. SE

Existing Land Use / Zoning: Single-family residential / zoned: R-3 Medium Density Mixed Residential

Surrounding Land Use / Zoning: North: Single-family residential / zoned: R-3
East: Single-family residential / zoned: R-3
South: Single-family residential / zoned: R-3
West: Single-family residential / zoned: R-3

Comprehensive Plan: The 2040 Comprehensive Plan guides this property for Low Density Residential use.

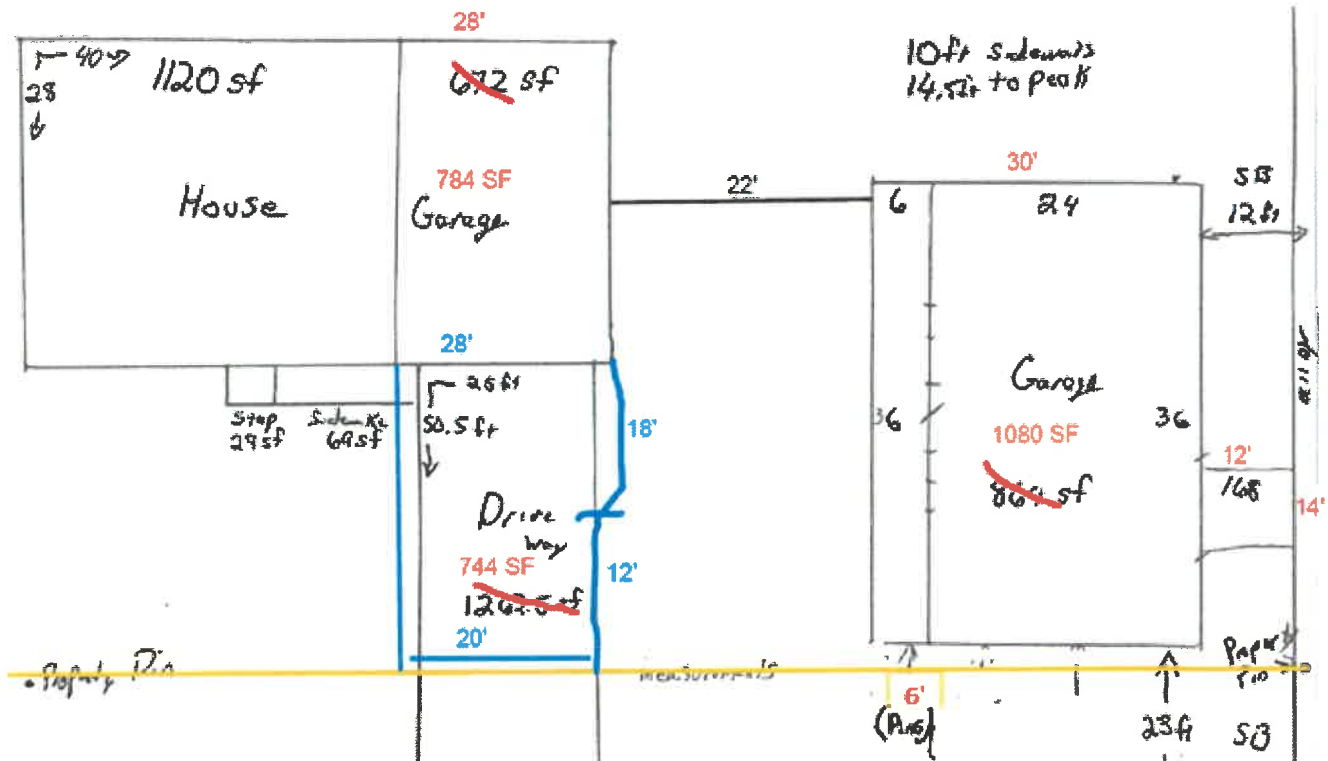
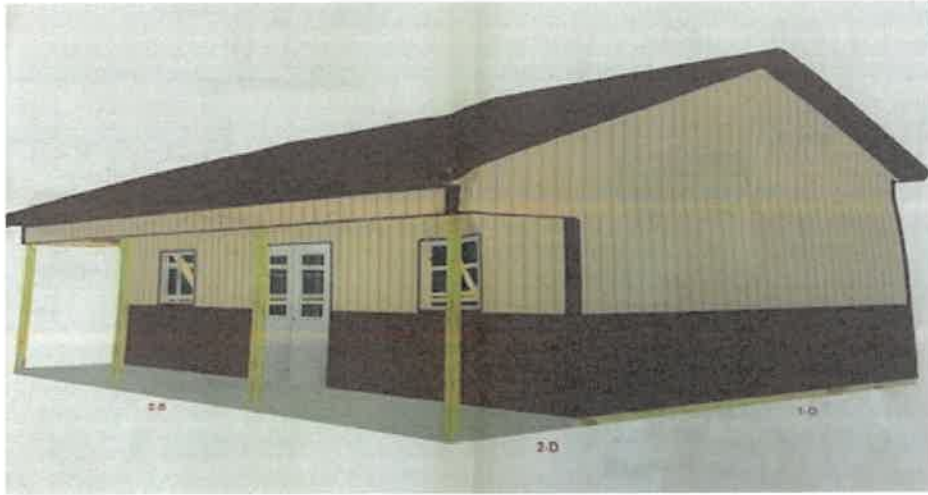
Deadline for Agency Action: Application Date: 07-17-24
60 Days: 09-15-24
Extension Letter Mailed: N/A
120 Days: 11-14-24

OVERVIEW OF THE REQUEST

Applicant, David Orr, has requested four variances to facilitate the construction of an accessory structure at the subject property. Work on the structure, without a permit, was discovered by the City, and a stop-work order was issued. When the Applicant approached the City to obtain a building permit, it was discovered that several components of the project do not conform to zoning requirements, thus variances have been requested.

The proposed structure is 30' x 36', totaling 1,080 SF. The structure is sited at the southeast corner of the lot, and would be accessed by vehicle from the alley running along the east side of the property by a gravel driveway. The building is proposed to be post-frame construction, with metal siding and roofing. The colors of the accessory structure were selected to match the home. The sidewalls are 10 feet in height, and the peak of the roof is 14 feet in height. The Applicant has stated that the use of the structure would be for vehicle parking, storage of personal property, and hobby woodworking.

The property currently contains a single-story rambler style home. There is an attached two-car garage. The principal structure is tan brick, with red accents, and standard asphalt shingles. The height of the home is 16.5 feet.



The following variances have been requested:

1. Variance to allow approximately 38% lot coverage, where 35% is the maximum in the R-3 District
2. Accessory structure exceeding 2/3 the height of the principal structure
3. Setback of 6 feet from the south property line, where 20 feet is required
4. Building materials and construction style are not consistent with the home, as required for accessory structures

GENERAL ZONING REVIEW

1245.04 Accessory Structures provides requirements for accessory structures in all districts.

Requirement	R-3 Requirement	Proposed
Max. accessory structure size	1,200 SF	1,080 SF
Number of accessory structures	2 max.	1
Lot Coverage	35% / 3,705 SF	38% / 3,994
North Side Yard Setback	5 feet	26 feet
South Side Yard Setback	20 feet	6 feet
Rear Yard Setback	10 feet	12 feet

Variances have been requested to account for the lot coverage and setbacks shown in red above.

Subd. 2 General Provisions

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

1. *Roof type (e.g. gabled, hipped, mansard), roof orientation, and roof pitch.*
The roof structures are similar. **Criterion met.**
2. *Eave, overhang depth, and fascia/soffit type and appearance.*
None of these items are consistent between the proposed structures. **Criterion not met.**
3. *Exterior building material.*
The existing principal structure is brick with asphalt shingles. The proposed accessory structure has metal roofing and siding. **Criterion not met.**
4. *Exterior color.*
The color scheme of tan with deep red accents is consistent between the two structures. **Criterion met.**

A variance has been requested for the lack of conformance with design materials above.

1230.06 R-3 Medium Density Residential District provides requirements for accessory structures located within the zoning district.

Subd. 5 Lot Requirements and Setbacks

D. Building Height: (accessory structures) the lesser of 25 feet or two-thirds the height of the principal structure.

The height of the proposed structure is 14.5 feet, and the height of the principal structure is 16.5 feet.

A variance has been requested to account for the lack of conformance with the maximum allowable accessory structure height.

ENGINEERING CONSIDERATIONS

The City Engineer has reviewed the request and offers the following comments:

- From an impervious surface standpoint, gravel surfacing is considered impervious and would count against their allowable coverage. Impervious surface coverage directly affects the amount and intensity of stormwater runoff that is discharged from the property. All stormwater runoff must then be handled by the public drainage system downstream.

- Access from the alley is reasonable will work as intended.

VARIANCE REVIEW

The City Council may grant variances from the literal provisions of this Ordinance where their strict enforcement would cause practical difficulties because of circumstances unique to the individual property under consideration, and to grant such variances only when it is demonstrated that such actions will be in harmony with the general purpose and intent of this Ordinance, and consistent with the comprehensive plan.

Criteria for Approval of Variances

The Planning Commission is required to examine the request under a series of general standards as set forth under Section 1210.04 Variance, Subd. 1:

- A. *Practical Difficulties. Practical difficulties as used in connection with the granting of a variance means that:*
 - 1. *The property owner proposes 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.*
 - 3. *The variance, if granted, will not alter the essential character of the locality.*
- B. *Economic Considerations. Economic considerations alone shall not constitute a practical difficulty.*
- C. *The variance is in harmony with the purpose and intent of the Ordinance.*
- D. *The variance is consistent with the comprehensive plan.*

Staff Evaluation:

Height Request: The proposed height of the accessory structure is reasonable, and the practical difficulty is created by the Ordinance. The maximum allowable accessory structure height is overly restrictive for properties that contain a single-story home. It is not possible to construct a functional garage at two-thirds the height of a single-story dwelling.

Lot Coverage Request: There are no unique circumstances associated with this request. The property contains a larger home footprint, due to the rambler style home and existing two-car garage. Granting this variance would not be consistent with the purpose and intent of the lot coverage ordinance, which exists to ensure that adequate pervious surfaces are maintained on each property. This variance could be avoided by reducing the size of the proposed garage, or other impervious surface coverage on site, by approximately 300 SF.

Setback Request: There are no practical difficulties associated with the setback variance request. There is adequate area in the northeast corner of the lot to place the proposed garage and meet all of the required setbacks. The lot is not unique in shape and size and has no other compelling characteristics to warrant a setback variance. Staff notes that there are similarly situated garages on some of the neighboring properties, but these structures were all built well before current zoning ordinance requirements were adopted.

Design Characteristics Request: There are no circumstances unique to the property or practical difficulties related to the land that would have any impact on this request. The intent of the design characteristic requirements is to maintain aesthetically pleasing neighborhoods and ensure that new development is in character with existing development in the area. All other accessory structures in the immediate vicinity match the principal structure located on the same lot. The construction materials for the proposed accessory structure are vastly different from the existing principal structure.

Conclusions: Three of the four variance requests (excluding the height request) could have been avoided had the Applicant reviewed the Zoning Code or approached the City to discuss his plans prior to commencing construction. Fairly minor alterations to the proposed size and location of the structure could meet ordinance

requirements. Doing this is much more difficult now, as the structure has been partially framed, but this is not a valid reason to grant variance requests. Solutions related to the design characteristics request could also have been discussed ahead of construction. Staff understands that an entire brick accessory structure, to match the house exactly, would be overly burdensome. However the proposed materials for a residential accessory structure should comprised of traditional residential materials; a metal building does not meet that intent.

PLANNING COMMISSION RECOMMENDED ACTION

At their August 6, 2024 regular meeting, the Planning Commission held the public hearing and considered this request. The Planning Commission voted unanimously to **recommend approval** of the variances related to lot coverage and accessory structure height, and to **recommend denial** of the requested variances related to the street side yard setback and building materials. Their findings are as follows:

Findings of Fact:

1. There are no unique circumstances or practical difficulties associated with the variance requests related to the reduced setback and design characteristics.
2. The requested variances related to the reduced setback and design characteristics are not in harmony with the purposes and intent of the Zoning Ordinance.
3. There is adequate space toward the northeast corner of the lot to construct the accessory structure without the need for a setback variance.
4. A metal accessory structure is not consistent with the character of a residential neighborhood.
5. The current ordinance is overly restrictive on accessory structure height when applied to properties with a single-story home. The proposed height is in keeping with the text amendment related to height that is also being considered.
6. The request for additional lot coverage to accommodate the proposed accessory structure, in the size proposed, is reasonable.

Approval of the height and coverage variances should be subject to the following conditions:

1. The Applicant must locate the property irons and provide an updated site plan showing exact existing and proposed conditions with a building permit application.
2. The proposed structure must be relocated to meet all applicable setbacks.
3. The Applicant must provide plans showing exterior materials that are more consistent with the residential character of the area. Metal exteriors will not be permitted.

MOTION LANGUAGE

1. Motion to adopt Resolution 2024-37, approving the requested variances related to building height and lot coverage.
2. Motion to adopt Resolution 2024-38 denying the requested variances related to the reduced street side yard setback and building materials requirements.

Attachments:

- Application and Plans
- Resolution 2024-37
- Resolution 2024-38

Sheet #2 updated 7-17-24

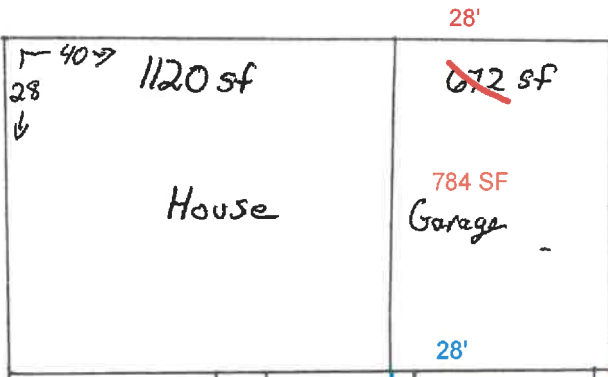
N

Not to scale

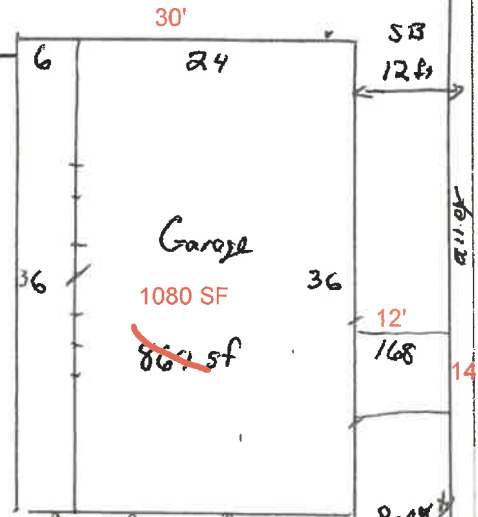
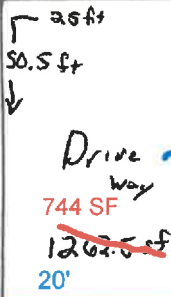
SB = Set Back

Property ~~10019~~ sf
10,588 SF

Central ave S



Step 29sf
Side Yard 69sf



Property Pin

measurements

Property Pin

6ft (Ans)

23ft SB

2nd St SE

(Curb)

RESOLUTION NO. 2024-37

A RESOLUTION APPROVING VARIANCES TO ALLOW AN INCREASE IN ALLOWABLE LOT COVERAGE AND BUILDING HEIGHT FOR AN ACCESSORY STRUCTURE AT 10 2ND ST. SE.

WHEREAS, the City of Norwood Young America has received application from Dave Orr, for four variances to allow the construction of an accessory structure on the subject property, which is legally described as;

LOT 5, BLOCK 6, HANSEN & RAUSCH'S ADDITION, CARVER COUNTY, MINNESOTA and;

WHEREAS, the following variances have been requested:

- A variance to allow lot coverage over the allowable 35%, to allow the 1,080 SF of additional building coverage, and 168 SF of additional driveway coverage;
- A variance to allow an accessory structure to exceed 2/3 the height of the principal structure;
- A variance to allow the proposed accessory structure to encroach on the required 20-foot street side yard setback;
- A variance to allow metal exteriors on the proposed accessory structure;

WHEREAS, the subject property is located in the R-3 Medium Density Mixed Residential District;

WHEREAS, the Planning Commission reviewed and considered the request based on the related documents shown in the Application at their regular meeting on August 6, 2024; and

WHEREAS, the City Council reviewed and considered the reports, documents, testimony, and other materials presented; and

WHEREAS, the City Council can approve a variance if it finds that the standards for granting a variance as described in Chapter 12, Section 1210.04 of the Norwood Young America City Code have been met.

BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota approves two of the four Applicant requests, for the lot coverage and accessory building height variances to allow the proposed accessory structure to be constructed.

The lot coverage and building height variances are consistent with all of the standards for granting a variance as described in Chapter 12, Section 1210.04. More specifically, the City Council finds that the requested variance is justified for the following reasons:

1. The current ordinance is overly restrictive on accessory structure height when applied to properties with a single-story home.
2. The request for additional lot coverage to accommodate the proposed accessory structure, in the size proposed, is reasonable.
3. The lot coverage and building height variances will not alter the essential character of the locality.
4. The lot coverage and building height variances are in harmony with the purpose and intent of the Ordinance.
5. The lot coverage and building height variances are consistent with the Comprehensive Plan.

BE IT FURTHER RESOLVED, that the Applicant must meet the following conditions for variance approval:

1. The Applicant must locate the property irons and provide an updated site plan showing exact existing and proposed conditions with a building permit application.
2. The proposed structure must be relocated to meet all applicable setbacks.
3. The Applicant must provide plans showing exterior materials that are more consistent with the residential character of the area. Metal exteriors will not be permitted.

Passed by the City Council of Norwood Young America, Minnesota this 26th day of August, 2024.

Carol Lagergren, Mayor

ATTEST:

Mitchell Theisfeld, City Clerk

RESOLUTION NO. 2024-38

A RESOLUTION DENYING VARIANCES TO ALLOW A DECREASED STREET SIDE YARD SETBACK AND ACCESSORY STRUCTURE BUILDING MATERIALS REQUIREMENTS FOR AN ACCESSORY STRUCTURE AT 10 2ND ST. SE.

WHEREAS, the City of Norwood Young America has received application from Dave Orr, for four variances to allow the construction of an accessory structure on the subject property, which is legally described as;

LOT 5, BLOCK 6, HANSEN & RAUSCH'S ADDITION, CARVER COUNTY, MINNESOTA and;

WHEREAS, the following variances have been requested:

- A variance to allow lot coverage over the allowable 35%, to allow the 1,080 SF of additional building coverage, and 168 SF of additional driveway coverage;
- A variance to allow an accessory structure to exceed 2/3 the height of the principal structure;
- A variance to allow the proposed accessory structure to encroach on the required 20-foot corner side yard setback;
- A variance to allow metal exteriors on the proposed accessory structure;

WHEREAS, the subject property is located in the R-3 Medium Density Mixed Residential District;

WHEREAS, the Planning Commission reviewed and considered the request based on the related documents shown in the Application at their regular meeting on August 6, 2024; and

WHEREAS, the City Council reviewed and considered the reports, documents, testimony, and other materials presented; and

WHEREAS, the City Council can deny a variance if it finds that any of the standards for granting a variance as described in Chapter 12, Section 1210.04 of the Norwood Young America City Code have not been met.

BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota denies two of the four Applicant requests, for the reduced street side yard setback and accessory structure building materials requirements.

The lot coverage and building height variances are not consistent with all of the standards for granting a variance as described in Chapter 12, Section 1210.04. More specifically, the City Council finds that the requested variances are not justified for the following reasons:

1. There are no unique circumstances or practical difficulties associated with the variance requests related to the reduced setback and design characteristics.
2. The requested variances related to the reduced setback and design characteristics are not in harmony with the purposes and intent of the Zoning Ordinance.
3. There is adequate space toward the northeast corner of the lot to construct the accessory structure without the need for a setback variance.
4. A metal accessory structure is not consistent with the character of a residential neighborhood.

Passed by the City Council of Norwood Young America, Minnesota this 26th day of August, 2024.

Carol Lagergren, Mayor

ATTEST:

Mitchell Theisfeld, City Clerk



TO: Honorable Mayor and City Council Members

FROM: Hannah Rybak, Planning Consultant - WSB

DATE: August 20, 2024
City Council Regular Meeting August 26, 2024

REQUEST: **Resolution 2024-39** Approving a Preliminary and Final Plat of Tacoma West Industrial Park 6th Addition
Resolution 2024-40 Approving a Site Plan, a CUP, and Two Variances for the Development of a New Facility for Nordic Waste and C&C Lawns

GENERAL INFORMATION

Owner: City of NYA

Applicant: Chris Pass, Norwood East LLC

Location: TWIP2
4 acres in the center portion of Outlot B, Tacoma West Industrial Park 5th Addition

Existing Land Use / Zoning: Undeveloped; zoned I-1 Light Industrial District

Surrounding Land Use / Zoning: North: Undeveloped / zoned: I-1 Light Industrial District
East: Agricultural / Young America Township
South: Agricultural / zoned: T/A Transition/Agricultural District
West: Undeveloped / zoned: I-1 Light Industrial District

Comprehensive Plan: The 2040 Comprehensive Plan guides this property for Industrial land use.

Deadline for Agency Action: Application Date: 07-12-24
60 Days: 09-10-24
Extension Letter Mailed: N/A
120 Days: 11-09-24

OVERVIEW OF THE REQUEST

The Applicant has submitted plans for the development of a new facility for Nordic Waste and C&C Lawns. Nordic Waste is a dumpster rental and site work business. C&C Lawns is a landscaping company, with a focus on snow removal. The proposed site will be their new office headquarters and repair and storage facility.

The first component of this application is preliminary and final plat approval to create the lot from a portion of Outlot B in the Tacoma West Industrial Park 5th Addition. If you recall the TWIP2 was platted into two outlots,

to allow future business owners to create custom lots designed to the specifications they need. The proposed lot is 4 acres in size.

The next component of the application is Site Plan Review for the proposed development. The site will include a building containing offices and shop space, paved parking in front of the building, and a large outdoor storage and vehicle yard, surfaced in gravel. There is an 84-foot drainage and utility easement running along the rear property line that will be green space.

The final component of the application includes conditional use permit requests. Outdoor storage in the I-1 District is a conditional use. The Applicant must be granted conditional use permit approval for the outdoor storage area. This area will also store vehicles in excess of 3/4-ton. There are two variances requested; one for the outdoor storage area to be located in the front yard, and a second for gravel surfacing, also in the front yard. The Applicant has requested these variances due to the large drainage and utility easement in the rear yard, rendering that area of the lot unusable.

PRELIMINARY & FINAL PLAT REVIEW

SUBDIVISION DESIGN

All proposed lots within the within the I-1 Light Industrial District must adhere to the following dimensional standards:

Minimum Lot and Building Requirements

Standards	I-1 District Requirements	Proposed
Lot Area	87,120 square feet (2 acres)	147,402 square feet (4.004 acres)
Lot Width	200 feet	425 feet
Lot Depth	No minimum	410.35 feet

EASEMENTS

Standard drainage and utility easements shall be provided along all lot lines. For property lines abutting right-of-way, easements shall be 10-feet in width. For interior property lines, easements shall be five feet in width.

Where a subdivision is traversed by a watercourse, drainageway, channel, or stream, a storm water easement or drainage right-of-way shall be provided which conforms substantially with the lines of such watercourse or right-of-way.

The proposed lot will have an 84-foot drainage and utility easement running along the rear lot line. In addition to the rear easement, the lot will have a 10-foot drainage and utility easement along the front and both side property lines. The proposed easements conform to the requirements of the Subdivision Ordinance.

PARKLAND DEDICATION

Section 1140.01 Subd. 3, A – When applied for, the Calculation of Dedication states that for non-residential subdivisions, such as commercial or industrial plats, the city requires a minimum cash park dedication as specified in the Fee Schedule.

The City Council may waive the park dedication fee under special circumstances, such as economic development projects, where public funding and subsidies are utilized for project feasibility.

The City Council will waive the park dedication fee for all plats in TWIP2.

PRELIMINARY PLAT CRITERIA

- a. *The proposed subdivision conforms to the policies and standards of the Comprehensive Plan.*

The 2040 Comprehensive Plan guides this property for Industrial use.

Criterion met

- b. *The application is complete, and all information contained within section 1120.05, Subd. 2 is included within the Preliminary and Final Plats.*

Criterion met.

- c. *The design standards outlined in Section 1130 have been met with the materials provided within the application or are not applicable to the plat specifications and therefore have been omitted.*

Criterion met.

FINAL PLAT CRITERIA

- a. *The final plat is prepared by a land surveyor who is registered in the State of Minnesota and conforms to Minnesota Statutes Section 505.02 and the requirements of this Ordinance.*

Criterion met.

- b. *The application is complete, and all information contained within section 1120.05, Subd. 3 (A), (B), and (C) is included within the application*

Criterion met.

SITE PLAN REVIEW

SITE DESIGN AND OVERALL LAYOUT

The Applicant has proposed a 7,200 SF building situated in the northeastern corner of the lot. The building will consist of offices, a breakroom, and shop/warehouse space. The building is 80 feet wide and 90 feet deep. Offices and meeting rooms will be located at the northern third of the building, while the remaining two-thirds of the building will consist of warehouse/shop area.

A paved off-street parking lot for visitors will be located in front of the building. The lot will consist of seven standard parking stalls and 2 ADA-accessible parking stalls. The property's access from Tacoma Trail is located on the west side of the parking lot, and will continue through to provide access, through a gate, to the proposed gravel outdoor storage/parking area. The paved area of the site totals 7,538 SF.

The majority of the remaining buildable area of the lot will consist of gravel area used for truck parking, employee vehicle parking, equipment/materials storage, and dumpster storage. The gravel area will cover 105,345 SF and will be surrounded on all sides by a six-foot black chain link fence with screening slats. The employee vehicle and truck parking area will be located directly west of the driveway/throughway. However, the City's Ordinance prohibits gravel parking areas in the front yards of lots. The gravel employee/truck parking space is located within the area of the front building line (extended from side lot line to side lot line), thus is technically located in the front yard. The Applicant is requesting a variance to allow gravel on the western two-thirds of the front yard. Similarly, the City prohibits outdoor storage in a front yard. The Applicant's ability to move the parking/storage area outside of the front yard is constrained by the 84-foot drainage and utility easement at the rear of the property. To account for this area not meeting the Ordinance requirement, the Applicant has also requested a variance to allow for outdoor storage in the front yard of the lot.

ARCHITECTURAL STANDARDS AND GUIDELINES IN THE I-1 DISTRICT

Subd. 6 Architectural Standards and Guidelines for the I-1 District.

Exterior Wall Finish.

1. Required Materials. All exterior wall finishes on any building structure shall be constructed of the materials listed in Subd. 6 A.

The proposed materials are gray prefinished steel panels, placed vertically on the building.

Criterion met.

2. Accent Materials. When required based on subsection (1) above, accent material must occupy up to 25 percent of a building’s street-facing façade(s). These materials include those listed in Subd. 6 A.

The proposed accent materials include glass windows and front door, dark gray Versetta stone wainscotting, and a black steel canopy over the front door. These materials comprise 26% of the front building façade. **Criterion met.**

3. Prohibited Materials. The materials listed in Subd. 6 A may not be used in any visible exterior application except when specifically permitted by the City in areas with limited public view or accent areas

No prohibited materials have been proposed. **Criterion met.**

Color. Colors shall be harmonious and consist of muted colors with low reflectance. Recommended colors include browns, grays, tans, beiges and dark or muted greens, blues and reds. Bright or brilliant colors and sharply contrasting colors may be used only for accent purposes. **Criterion met.**

Entries. The main entrance should always face the primary street and shall be placed at grade. Main entries must be designed with one or more of the following elements detailed in Subd. 6 C.

The canopy over the front entry satisfies the Ordinance requirement. **Criterion met.**

BUILDING REQUIREMENTS EVALUATION

	I-1 Requirement	Proposed
Building Height	40 feet	26 feet
Front Yard Setback	30 feet	65 feet
East Side Yard Setback	10 feet	37 feet
West Side Yard Setback	10 feet	308 feet
Rear Yard Setback	30 feet	255 feet
Maximum Impervious Surface Coverage	80%	68.6%

PARKING REQUIREMENTS

Storage, wholesale, or warehouse establishments are required to have for each 2,000 feet of space – One (1) space, or one space for every employee on the shift utilizing the most employees, whichever is greater, and One (1) space for each company vehicle operating from the premises.

Utilizing the building area requirement, 3.6 parking spaces would be required. The Applicant has stated that the companies currently have eight employees on max shift, and would expect that to increase to 10 within the first year. The business also has eight large commercial vehicles (in excess of ¾-ton), and five passenger vehicles. Between the nine paved spaces in front of the building, and the large area designated for employee and company vehicle parking within the outdoor storage yard, there is adequate space for all vehicles.

LANDSCAPING

The Ordinance requires tree planting of a minimum of eight trees or one tree per 3,000 SF of suitable site area, whichever is greater. The 54,786 SF of green space (suitable site area) on the site requires 18 trees. The landscape plan shows 20 trees to be planted. The trees are primarily located along the front property line, as required.

Foundation plantings are required at a rate of one shrub per ten feet of building frontage and parking lot perimeter. Plantings may be grouped rather than dispersed at ten-foot intervals (permitted gravel parking areas are exempt from this requirement). The landscape plan shows that 16 shrubs will be planted along the front of the building, satisfying this requirement.

SIGNAGE

A signage plan was not submitted with this application. Any future signs must meet the standards of Section 1260, Subd. 4, and are subject to sign permit approval.

LIGHTING

A detailed lighting plan has not yet been provided. The building plans show LED wall mounted light fixtures at various locations on the building. A full photometric plan will be required at the time of a building permit application, and conformance with all requirements of Section 1245.08 must be demonstrated.

VARIANCE REVIEW

Two variances have been requested:

1. Variance to allow gravel surfacing in the front yard
2. Variance to allow outdoor storage area in the front yard

CRITERIA FOR APPROVAL OF VARIANCES

The Planning Commission is required to examine the request under a series of general standards as set forth under Section 1210.04 Variance, Subd. 1.

A. *Practical Difficulties. Practical difficulties as used in connection with the granting of a variance means that:*

1. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.*

The proposed gravel and outdoor storage area in the front yard is reasonable. The Applicant has shifted the building over to the east side of the property, so even though this area is technically in the front yard, it is not located in front of the principal structure. **Criterion met.**

2. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.*

The 84-foot rear property line easement is not typical. The rear easement takes up 35,700 square feet of space – forcing the Applicant to shift the gravel area and outdoor storage towards and into the front yard. If the Applicant were not able to utilize this area for their outdoor operations, they would need to purchase additional land, which would not be fair since they already have a large amount of unusable space due to the easement. **Criterion met.**

3. *The variance, if granted, will not alter the essential character of the locality.*

The proposed outdoor storage area is in keeping with the Industrial zoning of the property, and will be encompassed by a screening fence. **Criterion met.**

B. *Economic Considerations. Economic considerations alone shall not constitute a practical difficulty.*

The proposed variances will allow the business reasonable function and utilization of the property. This is not a solely financial request. **Criterion met.**

- C. *The variance is in harmony with the purpose and intent of the Ordinance.*

The variances will allow reasonable use of a lot that is constrained through no fault of the Applicant. **Criterion met.**

- D. *The variance is consistent with the comprehensive plan.*

The variances will have no impact on the light industrial use of the property. **Criterion met.**

CONDITIONAL USE PERMIT REVIEW

A conditional use permit has been requested to allow for outdoor storage, and outdoor storage of vehicles in excess of 3/4 ton.

CRITERIA FOR APPROVAL OF A CONDITIONAL USE PERMIT

The Planning Commission is required to examine the request for a CUP amendment under the standards provided in Section 1210.06 Conditional Use Permits, Subd. 3(A).

1. *The use is consistent with goals, policies, and objectives of the Comprehensive Plan.*

The 2040 NYA Comprehensive Plans guides the subject area future land use to Light Industrial. **Criterion met.**

2. *The use is consistent with the intent of this Ordinance.*

Outdoor storage is permissible as an accessory use in the I-1 Light Industrial District, with conditional use permit approval. The proposal does not cause the property to exceed allowable coverage, and full screening has been proposed. **Criterion met.**

3. *The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements.*

The proposed CUP will have no impact on the above. The designated easements will be protected and made available should access be required. **Criterion met.**

4. *The use does not have an undue adverse impact on the public health, safety, or welfare.*

The proposed CUP will have no impact on the above. The outdoor storage area will be fully screened. **Criterion met.**

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.*

The Applicant has proposed proper screening of the outdoor storage area. Proposed fencing will provide ample privacy while shielding the public from view of the site. The properties in the immediate vicinity are also guided for industrial use, and anticipated to be developed for similar uses. **Criterion met.**

6. *The use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.*

Criterion met.

7. *Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.*

Criterion met.

8. *Adequate measures have been or will be taken to provide for vehicular and pedestrian safety and convenience to, from and within the site.*

Criterion met.

9. *The use meets all the performance criteria requirements as established in Section 1245.01 of this chapter.*

Outdoor Storage. Outdoor storage shall conform to the following standards:

- a. All outdoor storage yards shall be completely screened from roads or developed areas with a solid fence or wall 6 feet or more in height, maintained in good condition, and screened with suitable planting. A chain link fence with plastic or vinyl screening slats shall be considered a solid fence. **Criterion met.**

- b. Outdoor storage shall not be located in front of the principal structure or within the front yard as required by the applicable zoning district, whichever is more restrictive. **Criterion met.**

10. *The use shall, in all other respects, conform to the applicable regulations of the district in which it is located.*

The plans provided with the application show conformance will all relevant requirements of the Zoning Ordinance. **Criterion met.**

ENGINEERING CONSIDERATIONS

Please see the attached memo from City Engineer, Josh Eckstein.

RECOMMENDED ACTION

At their August 6, 2024 regular meeting, the Planning Commission held a public hearing and voted unanimously to recommend approval of the application, subject to the following conditions:

1. Site and building development must adhere to the plans submitted with this application.
2. All landscaping shall be planted as shown on the landscape plan.
3. Vehicles exceeding 3/4-ton capacity shall be parked within the screened outdoor storage area. No more than ten (10) vehicles exceeding 3/4-ton capacity associated with the primary use of the property shall be permitted to park on the property, unless parked within an enclosed building.
4. The CUP shall be subject to annual review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by the City for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact the City as early on as possible in the timeline for any change in ownership, operator or operations.
5. Stormwater runoff management to meet governmental requirements (CCWMO and NPDES) is provided by the development's overall storm system. The condition of the adjacent swale and bioretention basin should be documented prior to any work with pictures or video. Any sediment deposited in the swale or basin after work starts shall be deemed to be caused by the Contractor, and the Owner's responsibility to remove and restore.
6. The SWPPP should be updated to meet NPDES requirements. The following should be included in the SWPPP:
 - a. Map of Surface Waters

b. Training documentation

7. A large impervious surface is proposed for most of the site that drains directly to the development's stormwater runoff management system. Sediment migrating from the gravel to the adjacent swale and basin would prematurely shorten the life of the system. Therefore, pretreatment of runoff should be provided prior to discharge to the development system. A 20' vegetated strip should be provided prior to the swale and basin. The strip should contain a minimum 6" depression to provide for snow storage.
8. Per the development's Stormwater Management Plan, a maximum of 80% impervious surface is allowed per the buildable area available. If the pre-treatment vegetated strip is provided, the site would be at the allowable impervious surface coverage.
9. The applicant will be required to obtain Carver County Watershed Management Organization (CCWMO) approval and permitting for erosion control and stormwater management. A copy of any permits/approvals should be submitted conditional to Final Site Plan approval.
10. The applicant will be required to obtain a General Construction Permit for Stormwater associated with Construction Activity (NPDES). A copy of the permit should be submitted conditional to Final Site Plan approval.
11. The condition of Tacoma Trail must be reviewed by the City and Contractor prior to any work and verified with video or pictures. Any damage to the street after work commences shall be deemed to be caused by the Contractor and the Owner's responsibility to repair.
12. All work within public right-of-way and connections to utilities must be coordinated with the City. Contractor must provide a minimum 48-hour prior notice.
13. Tracer wire must be installed with all non-metallic water main or water service.
14. A driveway apron should be installed at the connection to Tacoma Trail and extend a minimum of 5' from back of curb. Details should be included accordingly.
15. The final location of fire hydrants, valves, and fire connections must be reviewed by the Fire Chief.

MOTION LANGUAGE

1. **Motion to adopt Resolution 2024-39, approving the preliminary and final plat of Tacoma West Industrial Park 6th Addition.**
2. **Motion to adopt Resolution 2024-40, approving a site plan, conditional use permit, and two variances for the development of a new facility for Nordic Waste and C&C Lawns with the fifteen conditions as presented.**

Attachments:

- Application and Plans
- City Engineer's Memo
- Resolution 2024-39
- Resolution 2024-40



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: [952] 448-8838
Fax: [952] 448-8805
Bolton-Menk.com

July 29, 2024

City of Norwood Young America
Attn: Karen Hallquist
310 Elm Street West
Norwood Young America, MN 55368

RE: CUP Application
Nordic Waste
Engineering Review #1

Dear Karen:

As requested, I have completed an engineering review of the documents submitted for the above-referenced project. Following are my comments for City consideration:

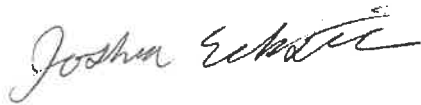
1. Stormwater runoff management to meet governmental requirements (CCWMO and NPDES) is provided by the development's overall storm system. The condition of the adjacent swale and bioretention basin should be documented prior to any work with pictures or video. Any sediment deposited in the swale or basin after work starts shall be deemed to be caused by the Contractor, and the Owner's responsibility to remove and restore.
2. The SWPPP should be updated to meet NPDES requirements. The following should be included in the SWPPP:
 - a. Map of Surface Waters
 - b. Training documentation
3. A large impervious surface is proposed for most of the site that drains directly to the development's stormwater runoff management system. Sediment migrating from the gravel to the adjacent swale and basin would prematurely shorten the life of the system. Therefore, pre-treatment of runoff should be provided prior to discharge to the development system. A 20' vegetated strip should be provided prior to the swale and basin. The strip should contain a minimum 6" depression to provide for snow storage.
4. Per the development's Stormwater Management Plan, a maximum of 80% impervious surface is allowed per the buildable area available. If the pre-treatment vegetated strip is provided, the site would be at the allowable impervious surface coverage.
5. The applicant will be required to obtain Carver County Watershed Management Organization (CCWMO) approval and permitting for erosion control and stormwater management. A copy of any permits/approvals should be submitted conditional to Final Site Plan approval.
6. The applicant will be required to obtain a General Construction Permit for Stormwater associated with Construction Activity (NPDES). A copy of the permit should be submitted conditional to Final Site Plan approval.
7. The condition of Tacoma Trail must be reviewed by the City and Contractor prior to any work and verified with video or pictures. Any damage to the street after work commences shall be deemed to be caused by the Contractor and the Owner's responsibility to repair.
8. All work within public right-of-way and connections to utilities must be coordinated with the

- City. Contractor must provide a minimum 48-hour prior notice.
9. Tracer wire must be installed with all non-metallic water main or water service.
 10. A driveway apron should be installed at the connection to Tacoma Trail and extend a minimum of 5' from back of curb. Details should be included accordingly.
 11. The final location of fire hydrants, valves, and fire connections must be reviewed by the Fire Chief.

If you have any questions or comments, please contact me to discuss.

Sincerely,

Bolton & Menk, Inc.



Joshua Eckstein, P.E.
Principal Engineer

RESOLUTION NO. 2024-39

A RESOLUTION APPROVING A PRELIMINARY AND FINAL PLAT OF TACOMA WEST INDUSTRIAL PARK 6TH ADDITION

WHEREAS, the City of Norwood Young America has received an application from Chris Pass, of Norwood East LLC., for preliminary and final plat approval of Tacoma West Industrial Park 6th Addition, which is legally described as;

OUTLOT B, TACOMA WEST INDUSTRIAL PARK 5TH ADDITION,
CARVER COUNTY, MINNESOTA

and;

WHEREAS, the proposed plat would result in one buildable lot and two outlots; and

WHEREAS, the Planning Commission reviewed and considered the request based on the related documents at their regular meeting on August 6, 2024, held the public hearing, and recommended that the City Council approve the preliminary and final plats of Tacoma West Industrial Park 6th Addition; and

WHEREAS, based upon the information presented to the City Council and the recommendation of City staff and the Planning Commission, the City Council finds that the preliminary and final plats are consistent with the Comprehensive Plan and conform to all applicable requirements of the Zoning Ordinance; and

WHEREAS, the City Council may waive the park dedication fee under special circumstances, such as economic development projects where public funding and subsidies are utilized for project feasibility; and

BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota approves the preliminary and final plats for Tacoma West Industrial Park 6th Addition, as described herein.

BE IT FURTHER RESOLVED, that the City Council of Norwood Young America waives the park dedication fee for this project because it is an economic development project.

Passed by the City Council of Norwood Young America, Minnesota this 26th day of August, 2024.

Carol Lagergren, Mayor

ATTEST:

Mitchell Theisfeld, City Clerk

RESOLUTION NO. 2024-40

A RESOLUTION APPROVING A SITE PLAN, A CONDITIONAL USE PERMIT AND TWO VARIANCES FOR THE DEVELOPMENT OF A NEW FACILITY FOR NORDIC WASTE AND C&C LAWNS

WHEREAS, the City of Norwood Young America has received application from Chris Pass, of Norwood East LLC., for site plan review, a conditional use permit for outdoor storage, and two variances related to the outdoor storage area, for the development of a new facility for Nordic Waste and C&C Lawns within Tacoma West Industrial Park Phase II, which is legally described as;

LOT 1, BLOCK 1, TACOMA WEST INDUSTRIAL PARK 6TH ADDITION,
CARVER COUNTY, MINNESOTA

and;

WHEREAS, the conditional use permit has been requested to allow the proposed outdoor storage area of the subject property, and to allow up to ten vehicles in excess of 3/4 ton capacity to be stored outdoors;

WHEREAS, the subject property is located in I-1 Light Industrial District, where outdoor storage of materials and vehicles is a conditional use;

WHEREAS, the variances have been requested to allow the outdoor storage area to be located in the front yard, as well as gravel surfacing for the outdoor storage area to be located in the front yard;

WHEREAS, the proposed outdoor storage area is fully fenced, and all other components of the site plan and development comply with applicable zoning ordinance requirements;

WHEREAS, the Planning Commission reviewed and considered the request based on the related documents shown in the Application at their regular meeting on August 6, 2024; and

WHEREAS, the City Council reviewed and considered the reports, documents, testimony, and other materials presented; and

WHEREAS, the City Council can approve a conditional use permit if it finds that the standards for granting a conditional use permit as described in Chapter 12, Section 1210.06 of the Norwood Young America City Code have been met;

WHEREAS, the City Council can approve a variance if it finds that the standards for granting a variance as described in Chapter 12, Section 1210.04 of the Norwood Young America City Code have been met.

WHEREAS, the City Council can approve a variance if it finds that the standards for granting a variance as described in Chapter 12, Section 1210.04 of the Norwood Young America City Code have been met.

BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota approves the Applicant's request for a conditional use permit to allow the proposed expanded outdoor storage area and addition 3/4 ton capacity vehicle parking, two variances to allow for the outdoor storage area and gravel parking in the front yard, and site plan approval.

The requested conditional use permit is consistent with all of the standards for granting a conditional use permit as described in Chapter 12, Section 1210.06, and a variance as described in Chapter 12, Section 1210.04. More specifically, the City Council finds that the requests justified for the following reasons:

1. The proposed development requires outdoor space for storage and operations.
2. The property is constrained by the presence of an 84-foot drainage and utility easement at the rear of the property, which warrants use of the front yard for an outdoor storage area.
3. The proposed outdoor storage area is not located in front of the principal structure, and is fully screened as required.
4. The site plan complies with all other requirements of the Zoning Ordinance.

BE IT FURTHER RESOLVED, that the Applicant must meet the following conditions for conditional use permit, variance and site plan approval:

1. Site and building development must adhere to the plans submitted with this application.
2. All landscaping shall be planted as shown on the landscape plan.
3. Vehicles exceeding 3/4-ton capacity shall be parked within the screened outdoor storage area. No more than ten (10) vehicles exceeding 3/4-ton capacity associated with the primary use of the property shall be permitted to park on the property, unless parked within an enclosed building.
4. The CUP shall be subject to annual review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by the City for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact the City as early on as possible in the timeline for any change in ownership, operator or operations.
5. Stormwater runoff management to meet governmental requirements (CCWMO and NPDES) is provided by the development's overall storm system. The condition of the adjacent swale and bioretention basin should be documented prior to any work with pictures or video. Any sediment deposited in the swale or basin after work starts shall be deemed to be caused by the Contractor, and the Owner's responsibility to remove and restore.
6. The SWPPP should be updated to meet NPDES requirements. The following should be included in the SWPPP:

- a. Map of Surface Waters
 - b. Training documentation
7. A large impervious surface is proposed for most of the site that drains directly to the development's stormwater runoff management system. Sediment migrating from the gravel to the adjacent swale and basin would prematurely shorten the life of the system. Therefore, pretreatment of runoff should be provided prior to discharge to the development system. A 20' vegetated strip should be provided prior to the swale and basin. The strip should contain a minimum 6" depression to provide for snow storage.
 8. Per the development's Stormwater Management Plan, a maximum of 80% impervious surface is allowed per the buildable area available. If the pre-treatment vegetated strip is provided, the site would be at the allowable impervious surface coverage.
 9. The applicant will be required to obtain Carver County Watershed Management Organization (CCWMO) approval and permitting for erosion control and stormwater management. A copy of any permits/approvals should be submitted conditional to Final Site Plan approval.
 10. The applicant will be required to obtain a General Construction Permit for Stormwater associated with Construction Activity (NPDES). A copy of the permit should be submitted conditional to Final Site Plan approval.
 11. The condition of Tacoma Trail must be reviewed by the City and Contractor prior to any work and verified with video or pictures. Any damage to the street after work commences shall be deemed to be caused by the Contractor and the Owner's responsibility to repair.
 12. All work within public right-of-way and connections to utilities must be coordinated with the City. Contractor must provide a minimum 48-hour prior notice.
 13. Tracer wire must be installed with all non-metallic water main or water service.
 14. A driveway apron should be installed at the connection to Tacoma Trail and extend a minimum of 5' from back of curb. Details should be included accordingly.
 15. The final location of fire hydrants, valves, and fire connections must be reviewed by the Fire Chief.

Passed by the City Council of Norwood Young America, Minnesota this 26th day of August, 2024.

Carol Lagergren, Mayor

ATTEST:

Mitchell Theisfeld, City Clerk



TO: Honorable Mayor and City Council Members

FROM: Hannah Rybak, Planning Consultant - WSB

DATE: August 21, 2024
City Council Meeting August 26, 2024

SUBJECT: Zoning Ordinance Amendment 376 regarding Manufactured Homes, Accessory Structure Materials, and Accessory Structure Heights

Manufactured Homes

It was recently discovered that the requirements for manufactured home parks within the Specific Conditional Use Permit provisions had somehow been accidentally deleted or omitted from the code (there should be numbered standards in the area highlighted in yellow).

13. Kennels. The following applies to commercial kennels:

- a. The use shall not be located within 500 feet of any residential district.
- b. Any outdoor exercise area shall be screened from view from abutting property with a landscaping buffer strip having a minimum width of eight (8) feet, consisting of coniferous and deciduous trees.

14. **Manufactured Home Park. Manufactured Home Parks shall conform to the following standards:**

15. **Multiple Family. Multiple family shall conform to the following standards:**

- a. Adequate off-street parking and off-street loading is provided.
- b. The development is adequately served by a collector or arterial street or shall be otherwise located so that access can be provided without generating significant traffic on local

City Staff reviewed versions of the code all the way back to the early 2000s and could not locate the standards that should be there. Staff recommends adopting standard provisions in this location of the code, which would apply if a new manufactured home park were proposed through the conditional use permit process.

1210.06 Conditional Use Permits, Subd. 3 Standards for Granting a Conditional Use Permit

B. Specific Conditional Use Provisions

14. **Manufactured Home Park. Manufactured Home Parks shall conform to the following standards:**

- a. Each manufactured home park shall be of sufficient size to contain at least 12 fully developed manufactured home sites and required accessory and support areas.
- b. Each manufactured home park shall have access to a private street which is deemed adequate to service a fire lane and the anticipated traffic generated by the park.
- c. Each manufactured home park shall provide public potable water and sewer facilities in accordance with standards determined by the city and the State Department of Health.
- d. All fuel systems shall be maintained from a common central source metered to each individual home site.
- e. At least 10% of the land area within each manufactured park shall be designed for development for recreational purposes. These spaces shall be developed and maintained by the owner of the manufactured home park. The development shall be approved by the Parks, Recreation and Community Education Advisory Board.
- f. Each manufactured home park shall have one or more central community buildings.
- g. No manufactured home site, off-street parking space, building or street shall be located within 30 feet of the boundary of any manufactured home park. This boundary area shall be landscaped, and screening may be required by the city.
- h. Identification signs for the park shall be limited to one sign not exceeding six square feet for each outside street frontage. These signs may be illuminated, but not flashing. The maximum height of these signs shall be 8 feet.
- i. Each manufactured home park shall have an office which is distinctly marked and illuminated. Provisions shall be made for an adult caretaker to be on duty and accessible at the park at all times. The manufactured home park office shall maintain a registry showing the names and addresses of each resident and the make, type and license of each manufactured home and automobile belonging to occupants of the home sites.
- j. Provisions shall be made in plans for every manufactured home park to provide for a street fronting on each manufactured home site. The streets may be either public or private as agreed upon between the manufactured home park developer and the city.
- k. Each manufactured home park shall have a storm shelter of adequate size for all its residents on site. Reference state statutes.
- l. All manufactured home park streets shall be constructed of either asphalt or concrete, shall meet the standards specified by the City Engineer and shall have concrete curb and gutter.
- m. The minimum street width shall be 36 feet (measured between backs of curbs).
- n. Streets interior to a manufactured home park shall be privately owned.
- o. No cul-de-sac street may be more than 250 feet in length.
- p. Accessory structures shall be limited to one 12 feet by 16 feet (or smaller) utility building, the siding and color of which matches the manufactured home. The shed will be permitted without a cement slab; however, sheds placed on skids must be skirted to control rodents and pests. Responsibility for policing this requirement rests with the park manager.
- q. Each manufactured home site shall have at least one tree and one exterior light.

- r. Portions of each site not occupied by buildings or parking spaces shall be landscaped.
- s. Parking shall be located within the park's boundaries.
- t. Each manufactured home park shall have exterior security street lighting designed and installed to engineering standards and as approved at the recommendation of the Chief of Police.

Staff notes that there are no manufactured home parks proposed or in the works in any way, but since it has been discovered that the code is missing requirements that should be there, it is recommended that we proactively adopt adequate provisions.

Because the above provisions would apply to new manufactured home parks processed through the CUP process, staff also recommends adopting regulations that would apply to the current manufactured home park, for existing or replaced manufactured homes. The following is recommended to be added to 1230.07 R4 Multiple Family Residential District:

Subd. 6 Manufactured Homes. Manufactured homes in the R-4 District shall be subject to the following standards:

1. Homes shall comply with all applicable requirements of the Minnesota State Building Code.
2. Setbacks shall conform to the established setbacks for the manufactured home park, or prevailing conditions within the park. Under no circumstances shall manufactured homes be placed less than 10 feet apart.
3. Each manufactured home shall have two hard surfaced, off-street parking spaces.
4. Fences between manufactured homes are prohibited.
5. Accessory structures shall be limited to one 12 feet by 16 feet (or smaller) utility building, the siding and color of which matches the manufactured home. The shed will be permitted without a cement slab; however, sheds placed on skids must be skirted to control rodents and pests.

These requirements provide direction to applicants for improvements within the existing manufactured home park, as well as standards under which staff can evaluate any associated permits.

Accessory Structure Materials

Staff is requesting that the Planning Commission and City Council add language that specifically prohibits plastic/canvas accessory structures, as well as Quonset-type accessory structures. The interpretation of current code is that these structures are currently NOT allowed, as they would not meet the standard that accessory structures be similar to principal structures relative to materials and form. Principal structures in all districts are required to meet minimum architectural standards.

However, given some recent discussions relating to acceptable materials and construction styles in TWIP2, staff would recommend adopting language that clearly states that accessory buildings of non-permanent materials, as well as the Quonset-style of construction, are prohibited.

Recommended Language:
1245.04, Subd. 2:

- E. Prohibited Roof Types. Rolled roofs, ~~and~~ mono-sloped roofs, and Quonset-style roofs are prohibited.
- F. Prohibited Exterior Materials. Galvanized and unpainted metal, plastic, canvas, and fabric are prohibited as exterior building materials.

Accessory Structure Height

It has come to our attention that the maximum allowable accessory structure height is overly restrictive and unfairly penalizes single-story homes. The current code requirement allows an accessory structure to be the lesser of 25 feet or two-thirds of the height of the principal structure.

For a two-story home, this code requirement is easy to meet. However for a single-story home, an accessory structure would not be permitted to be a full single story. This does not allow the structure to be of reasonable height for standard use, nor is it compliant with the building code. In the interest of fairness to all property owners and ease of interpretation and evaluation for staff, the following amendment is offered:

1245.04 Accessory Structures, Subd. 2 General Provisions

M. Maximum Height. ~~Standards pertaining to accessory structure height contained in individual zoning districts shall apply. No accessory building shall have more than one (1) level, nor shall it exceed the height of the principal building in all zones. The City Council may allow accessory structures with more than one level and/or which exceed the height of the principal structure pursuant to Section 1210.06: Conditional Use Permit procedures of this Ordinance.~~

This amendment will allow all properties to have a single-story accessory structure that fits the existing development on the site. It also provides a mechanism (conditional use permit), for property owners to request a taller or two-story accessory structure in unique situations where one might be warranted.

Currently, the allowable accessory structure height is listed out in each district. The proposed amendment would remove that from each section, as the height requirement is stated in 1245.04 Accessory Structures.

Example:

Subd. 5 Lot Requirements and Setbacks. The following requirements and setbacks are established as the minimum amount allowed in the R-1 District, with the exception of "Lot Coverage" and "Building Height" which shall be the maximum amount allowed:

- A. Lot Area: 10,000 square feet
- B. Lot Width: 80 feet
- C. Lot Coverage: 30%
- D. Building Height: 35 feet (principal structure)
~~The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure) (Amended Ord. 344, 04/11/2022)~~

Planning Commission Recommendation

At their August 6, 2024, meeting, the Planning Commission held a public hearing and voted unanimously to recommend that the City Council adopt the draft ordinance amendments.

Recommended Motion Language

Motion to adopt Ordinance No. 376 Amending Section 1210.06, 1230.04, 1230.05, 1230.06, 1230.07, 1230.08, 1230.09, 1230.10, 1230.12, and 1245.04, of the City Code Relating to Manufactured Homes and Accessory Structure Materials and Height.

Attachments

Ordinance No. 376

**CITY OF NORWOOD YOUNG
AMERICA ORDINANCE NO. 376**

AN ORDINANCE AMENDING SECTIONS 1210.06, 1230.04, 1230.05, 1230.06, 1230.07, 1230.08, 1230.09, 1230.10, 1230.12 AND 1245.04, OF THE CITY CODE RELATING TO MANUFACTURED HOMES AND ACCESSORY STRUCTURE MATERIALS AND HEIGHT. THE ~~STRUCK-OUT~~ TEXT SHOWS THE DELETED WORDING AND THE UNDERLINED TEXT SHOWS LANGUAGE ADDED TO THE CODE.

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1210.06, SUBD. 3, B. RELATING TO MANUFACTURED HOME PARKS, SHALL BE AMENDED AS FOLLOWS:

14. Manufactured Home Park. Manufactured Home Parks shall conform to the following standards:

- a. Each manufactured home park shall be of sufficient size to contain at least 12 fully developed manufactured home sites and required accessory and support areas.
- b. Each manufactured home site within the park shall be at least 50 feet wide by 120 feet deep.
- c. Each manufactured home park shall have access to a private street which is deemed adequate to service a fire lane and the anticipated traffic generated by the park.
- d. Each manufactured home park shall provide public potable water and sewer facilities in accordance with standards determined by the city and the State Department of Health.
- e. All fuel systems shall be maintained from a common central source metered to each individual home site.
- f. At least 10% of the land area within each manufactured park shall be designed for development for recreational purposes. These spaces shall be developed and maintained by the owner of the manufactured home park. The development shall be approved by the Parks, Recreation and Community Education Advisory Board.
- g. Each manufactured home park shall have one or more central community buildings.
- h. No manufactured home site, off-street parking space, building or street shall be located within 30 feet of the boundary of any manufactured home park. This boundary area shall be landscaped and screening may be required by the city.
- i. The minimum setback between manufactured homes shall be 20 feet.
- j. Identification signs for the park shall be limited to one sign not exceeding six square feet for each outside street frontage. These signs may be illuminated, but not flashing. The maximum height of these signs shall be 8 feet.
- k. Each manufactured home park shall have an office which is distinctly marked and illuminated. Provisions shall be made for an adult caretaker to be on duty and accessible at the park at all times. The manufactured home park office shall maintain a registry showing the names and addresses of each resident and the make, type and license of each manufactured home and automobile belonging to occupants of the home sites.
- l. Provisions shall be made in plans for every manufactured home park to provide for a street fronting on each manufactured home site. The streets may be either public or private as agreed upon between the manufactured home park developer and the city.

- m. Each manufactured home park shall have a storm shelter of adequate size for all its residents on site. Reference state statutes.
- n. All manufactured home park streets shall be constructed of either asphalt or concrete, shall meet the standards specified by the City Engineer and shall have concrete curb and gutter.
- o. The minimum street width shall be 36 feet (measured between backs of curbs).
- p. Streets interior to a manufactured home park shall be privately owned.
- q. No cul-de-sac street may be more than 250 feet in length.
- r. Accessory structures shall be limited to one 12 feet by 16 feet (or smaller) utility building, the siding and color of which matches the manufactured home. The shed will be permitted without a cement slab; however, sheds placed on skids must be skirted to control rodents and pests. Responsibility for policing this requirement rests with the park manager.
- s. Each manufactured home site shall have at least one tree and one exterior light.
- t. Portions of each site not occupied by buildings or parking spaces shall be landscaped.
- u. Parking shall be located within the park's boundaries.
- v. Each manufactured home park shall have exterior security street lighting designed and installed to engineering standards and as approved at the recommendation of the Chief of Police.

II. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1230.04, SUBD. 5 RELATING TO ACCESSORY STRUCTURE HEIGHT IN THE R-1 DISTRICT, SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 35 feet (principal structure)
~~The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure) (Amended Ord. 344, 04/11/2022)~~

III. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1230.05, SUBD. 5 RELATING TO ACCESSORY STRUCTURE HEIGHT IN THE R-2 DISTRICT, SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 35 feet (principal structure)
~~The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure) (Amended Ord. 344, 04/11/2022)~~

IV. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1230.06, SUBD. 5 RELATING TO ACCESSORY STRUCTURE HEIGHT, SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 35 feet (principal structure)
~~The lesser of 25 feet or two-thirds of the height of the principal structure
(accessory structure) (Amended Ord. 344, 04/11/2022)~~

V. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1230.07, SUBD. 5 RELATING TO ACCESSORY STRUCTURE HEIGHT IN THE R-3 DISTRICT, SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 35 feet (principal structure)
~~The lesser of 25 feet or two-thirds of the height of the principal structure
(accessory structure) (Amended Ord. 344, 04/11/2022)~~

VI. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1230.07, SUBD. 6 RELATING TO MANUFACTURED HOMES IN THE R-4 DISTRICT, SHALL BE CREATED AS FOLLOWS:

Subd. 6 Manufactured Homes. Manufactured homes in the R-4 District shall be subject to the following standards:

1. Homes shall comply with all applicable requirements of the Minnesota State Building Code.
2. Setbacks shall conform to the established setbacks for the manufactured home park, or prevailing conditions within the park. Under no circumstances shall manufactured homes be placed less than 10 feet apart.
3. Each manufactured home shall have two hard surfaced, off-street parking spaces.
4. Fences between manufactured homes are prohibited.
5. Accessory structures shall be limited to one 12 feet by 16 feet (or smaller) utility building, the siding and color of which matches the manufactured home. The shed will be permitted without a cement slab; however, sheds placed on skids must be skirted to control rodents and pests.

VII. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1230.08, SUBD. 5 RELATING TO ACCESSORY STRUCTURE HEIGHT IN THE RC-1 DISTRICT, SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 35 feet (principal structure)

~~The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure) (Amended Ord. 344, 04/11/2022)~~

VIII. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1230.09, SUBD. 5 RELATING TO ACCESSORY STRUCTURE HEIGHT IN THE C-2 DISTRICT, SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 35 feet (principal structure)
~~The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure) (Amended Ord. 344, 04/11/2022)~~

IX. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1230.10, SUBD. 5 RELATING TO ACCESSORY STRUCTURE HEIGHT IN THE C-3 DISTRICT, SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 35 feet (principal structure)
~~The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure) (Amended Ord. 344, 04/11/2022)~~

X. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1230.12, SUBD. 5 RELATING TO ACCESSORY STRUCTURE HEIGHT IN THE I-1 DISTRICT, SHALL BE AMENDED AS FOLLOWS:

D. Building Height: 40 feet (principal structure)
~~two-thirds of the height of the principal structure (accessory structure) (Amended Ord. 344, 04/11/2022)~~

XI. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1245.04, SUBD. 2 RELATING TO ACCESSORY STRUCTURES, SHALL BE AMENDED AS FOLLOWS:

E. Prohibited Roof Types. Rolled roofs, ~~and mono-sloped roofs,~~ and Quonset-style roofs are prohibited.

- F. Prohibited Exterior Materials. Galvanized and unpainted metal, plastic, canvas, and fabric are prohibited as exterior building materials.
- M. Maximum Height. ~~Standards pertaining to accessory structure height contained in individual zoning districts shall apply.~~ No accessory building shall have more than one (1) level, nor shall it exceed the height of the principal building in all zones. The City Council may allow accessory structures with more than one level and/or which exceed the height of the principal structure pursuant to Section 1210.06: Conditional Use Permit procedures of this Ordinance.

XII. 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 26th day of August 2024.

Attest:

Carol Lagergren, Mayor

Mitchell Thiesfeld, City Clerk

Adopted:

Published:

Memorandum

To: Norwood Young America - City Council

From: Emily Ball, Forestry Program Manager, ISA Certified Arborist #4284A, WSB

Copy: Hannah Rybak, Senior Graduate Community Planner, WSB

Date: August 23, 2024

Re: City of Norwood Young America – Ordinance 377 Tree Ordinance Highlights
WSB Project No. R-023775-000

Introduction

As the invasive tree-killing insect emerald ash borer (EAB) continues to spread throughout Minnesota, Norwood Young America staff determined a review of the City's tree ordinances should be completed, especially as it relates to code enforcement with diseased and infested trees on private property which requires a significant number of resources and funding to complete.

The ordinance amendments related to trees are summarized below:

600.02 Public Nuisances Affecting Health.

- Added “dying and decaying” trees, and “risk to public safety” to better address the likelihood of dead/dying ash that exist on private property but are outside the City's easement or properties.

600.04 Public Nuisances Affecting Peace and Safety, Subd 1.

- Part B currently addresses “trees, hedges and billboards or other obstructions that prevent people from having a clear view of all traffic approaching an intersection.”
 - The ordinance does not specifically address a specific area to avoid planting or placing obstructions, so this was addressed by defining the sight triangle of thirty feet from intersecting streets. It aligns with fence requirements, and the specificity will make it easier to enforce the ordinance if an obstruction occurs.
- Part C refers to “...wires and limbs of trees that are so close to the surface of the sidewalk or street to constitute a danger to pedestrians or vehicles.” Without a specific target, it may make the ordinance open to interpretation.
 - This was addressed by adding a specification to require six feet of clearance from the surface of the sidewalk and 12 feet of clearance from the surface of the street.

670.02 Public Property – Tree Planting Permit.

- The current ordinance refers to the requirement of a planting permit to plant a tree in the public boulevard or right-of-way. This process is currently not being followed and would be cumbersome to implement for the City and the public.
 - It has been amended to require the public to select a species from the City's Approved Tree List. This will help ensure that invasive species or other inappropriate boulevard choices are not planted, and still gives the City authority to maintain the tree as it deems necessary. The City will draft an Approved Tree List which will be posted on the Norwood Young America website. Additional content will include information on proper tree planting, the requirement to call for a utility locate, and how to determine tree placement in the boulevard.

670.03 Declaration of Policy Diseased Trees Private Property.

- The current ordinance implies that the City will be conducting regular inspections on private property to help control diseased trees. It only refers to Dutch elm disease and oak wilt. The undertaking of code enforcement for the removal of infested ash on private property is a staff and budget-intensive process that is usually managed by a full-time forester or consultant, and many cities are no longer requiring residents to remove their infested ash trees.
 - The ordinance has been updated to reflect that the City will survey public property for plant pests, will publish a public notice when a new pest is identified in the City, including a reference to resources for residents to learn about management.
 - The ordinance was broadened to address EAB, and any future pests that may arise, and does give the City the right to follow any specific guidance from the MN Department of Natural Resources and/or MN Department of Agriculture.

Recommendation

Adopt the ordinance updates to ensure that the ordinances affecting:

- Health, peace and safety are more defined, and clearer to the public and City enforcement staff. (600.02 and 600.04)
- Public property planting in boulevards/public right-of-way is amended to require a selection from the City's Approved Tree List instead of a permit (670.02).
- Shade tree pest control is updated to acknowledge the City doesn't have the staff or resources to enforce a private property ordinance or consult with residents on their property, particularly EAB which is a widespread problem (670.03-670.07).

Motion to recommend adopting Ordinance No. 377 Amending Sections 600 and 670 of the City Code Relating to Trees.

**CITY OF NORWOOD YOUNG
AMERICA ORDINANCE NO. 377**

AN ORDINANCE AMENDING SECTIONS 600 AND 670, OF THE CITY CODE RELATING TO TREES. THE ~~STRUCK-OUT~~ TEXT SHOWS THE DELETED WORDING AND THE UNDERLINED TEXT SHOWS LANGUAGE ADDED TO THE CODE.

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 600.02, SUBD. 1 RELATING TO TREES AS A PUBLIC NUISANCE AFFECTING HEALTH, SHALL BE AMENDED AS FOLLOWS:

600.02 Public Nuisances Affecting Health.

Subd. 1 The following are hereby declared to be nuisances affecting health:

- I. Dead/dying trees, fallen/decaying trees, or tree limbs which are a risk to public safety, a fire hazard or are otherwise detrimental to the neighborhood;

II. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 600.04, SUBD. 1 RELATING TO TREES AS A PUBLIC NUISANCE AFFECTING PEACE AND SAFETY, SHALL BE AMENDED AS FOLLOWS:

600.04 Public Nuisances Affecting Peace and Safety

Subd. 1 The following are declared to be nuisances affecting public peace and safety:

- B. All trees, hedges, billboards, or other obstructions which ~~prevent people from having a clear view of all traffic approaching an intersection; impede the clear view of an intersection by approaching traffic within a sight triangle defined by measuring thirty (30) feet from intersecting streets;~~
- C. All wires and limbs of trees that are ~~so close to less than six (6) feet from~~ the surface of a sidewalk ~~or less than twelve (12) feet from the surface of the street as to~~ constitute a danger to pedestrians and obstruction to vehicles;

III. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 670 RELATING TO TREE REGULATIONS, SHALL BE AMENDED AS FOLLOWS:

670.02 Public Property - Approved Tree List Planting Permit. A permit shall be required to plant ~~Any tree planted~~ upon a public boulevard or right-of-way must be selected from the City's Approved Tree List on file with the City Administrator. Any tree planted in the right of way ~~without a valid permit~~ that is not on the Approved Tree List shall be subject to removal by the City at the planter's expense. ~~The permit application shall be submitted to the City Administrator at least five (5) business days before the planting. The permit shall be approved by the City Administrator.~~ The granting of a planting of a boulevard tree permit shall not alter the City's authority to maintain the tree as it deems necessary pursuant to Section 640.01.

Subd. 1 Permit Contents.

- i. ~~Type of tree to be planted.~~
- ii. ~~Size of tree to be planted.~~
- iii. ~~Map showing right of way boundary and tree location.~~

Subd. 2 Permit Fee. ~~The permit fee shall be as set from time to time in the fee schedule adopted by the Council.~~

670.03 Declaration of Policy Diseased Shade Trees Pest Control —~~Private Property.~~ The Council has determined that the health of ~~the Elm and Oak~~ trees within the municipal limits are threatened by fatal diseases and insects of an epidemic nature, otherwise defined as a shade tree pest. It has further been determined that the loss of shade trees growing upon public property would substantially depreciate the value of property within the City and impair the safety, good order, general welfare and convenience of the public, known as Dutch Elm Disease and Oak Wilt, respectively. ~~The Council intends to address pests of an epidemic nature on public property, defined as having a widespread occurrence directly associated with a high mortality of a tree species. In addition to and in accordance with Minnesota Statutes sections 89.001, 89.01, and 89.51 - .64, the provisions of this section are adopted as an effort to prevent, control and/or slow the spread of these serious shade tree pests in an orderly and systematic approach in order to reduce the loss of tree benefits to the community. It has further been determined that the loss of Elm and Oak trees growing upon private and public property would substantially depreciate the value of property within the City and impair the safety, good order, general welfare and convenience of the public. It shall be declared to be the intention of the Council to control and prevent the spread of these diseases.~~

670.04 Appointment of a Tree Inspector. The Council shall designate a tree inspector(s), certified by the Minnesota Department of Natural Resources Commissioner ~~of Agriculture~~, who shall administer the Dutch Elm Disease and/or Oak Wilt Shade Tree Pest control programs for the City in accordance with this ~~tree disease~~ Section. The tree inspector will recommend to the Council the details of any program for the declaration, control, and prevention of shade tree pests. The tree inspector is authorized to enforce or cause to be enforced the tasks incident to such a program adopted by the Council.
The Council shall designate a tree inspector(s), certified by the Minnesota Department of Natural Resources Commissioner ~~of Agriculture~~, who shall administer the Dutch Elm Disease and/or Oak Wilt Shade Tree Pest control programs for the City in accordance with this ~~tree disease~~ Section. The tree inspector will recommend to the Council the details of any program for the declaration, control, and prevention of shade tree pests. The tree inspector is authorized to enforce or cause to be enforced the tasks incident to such a program adopted by the Council.

670.05 State Code Adopted. The City shall hereby adopt Minnesota Statutes 89.001, 89.01, and 89.51-.64 ~~§ 18.023 to § 18.024~~ relating to shade tree ~~disease pest~~ control, as if set out in full.

670.06 Nuisances DeclaredDeclaration of a shade tree pest. The Council may by ordinance declare any vertebrate or invertebrate animal, plant pathogen, or plant or allied organism in the community threatening to cause significant damage on an epidemic level to a shade tree or community forest, as defined by Minn. Stat. § 89.001, to be a shade tree pest and prescribe control measures to effectively eradicate, control, or manage the shade tree pest, including necessary timelines for action as recommended by the Minnesota Department of Natural Resources, Department of Agriculture and the University of Minnesota. The following shall be declared to be public nuisances whenever and wherever they may be found within the City:

Subd. 1 Diseased Elm Trees. Any living or dead elm tree or part of it including logs, branches, stumps or firewood infected to any degree with the Dutch elm disease fungus *Ophiostoma novo-ulmi* or any non-infected elm wood with intact tight bark that will harbor any of the elm bark beetles including but not limited to *Scolytus multistriatus*, *Scolytus schevyrewi*, and *Hylurgopinus rufipes*; standing or living tree or part thereof infected to any degree with the Dutch Elm Disease fungus, *Ceratocystis ulmi* (Busiman) Moreau, or which harbors any of the Elm bark beetles, *Scolytus multistriatus* (Eichh) or *Hyplurgopinus rufipes* (Marseh). And also, any dead Elm tree or part thereof with bark intact including logs, branches, stumps, or firewood which has not been disposed of properly.

Subd. 2 Diseased Red Oak Trees. Any living or standing tree or part thereof in the Red Oak group (Red Oak, Pin Oak, Sear) living or dead tree in the red oak group (red, pin, scarlet, black oak), or part of it including logs, branches, stumps or firewood infected with oak wilt *Bretziella* (form. *Ceratocystis*) *fagacearum* to any degree with the capability of producing a spore mat; let Oak, Black Oak) infected to any degree with the Oak Wilt fungus, *Ceratocystis fagacearum* (Bretz) Hunt.

Subd. 3 Diseased-Infested Ash Trees. Any living or dead ash tree, or part of it including logs, branches, stumps or firewood harboring emerald ash borer, *Agrilus planipennis* Fairmaire in any life stage. White Oak Trees. Also, any living or standing tree in the White Oak group (White Oak, Bur Oak, Bi-color Oak) that poses a threat of transmission of the Oak Wilt fungus to other trees of the same species through interconnected root systems.

Subd.4 Other Shade Tree Pests. Any living, dying or standing tree, wood or plant part infected with any vertebrate or invertebrate animal, plant pathogen, parasitic plant or allied organism in the community threatening to cause significant damage to other trees on an epidemic level as defined by Minnesota Statutes section 89.001.

670.07 Inspection and Investigation.

Subd. 1 Annual Inspection of Public Property. The tree inspector shall inspect all public premises and places within the City as often as practical to determine whether any disease any shade tree pest affects trees on public property within the City limits.

Subd. 2 Entry upon Private Premises. The tree inspector shall not inspect private premises and places for shade tree pests within the City on a regular basis. The tree inspector so designated by the Council may enter upon private premises at any reasonable time for the purpose of carrying out the duties assigned to him or her under this Code. Before making any inspection on private property within the City, the tree inspector shall give notice of the inspection to all affected residents and property owners either through an oral or written notice, or by publishing the notice in a local newspaper. The City will provide public notice when a shade tree pest has first been identified within the City. The public notice shall reference a resource to educate City residents on the

management of such pests.

~~**Subd. 3 Diagnosis.** The tree inspector shall, upon finding indications of Dutch Elm Disease or Oak Wilt, take such steps for diagnosis as may be appropriate, including analysis of twig samples from actively wilting branches by the Minnesota Department of Agriculture Shade Tree Disease Laboratory, or other laboratories capable of performing such services approved by the Minnesota Commissioner of Agriculture. Whenever possible, diagnosis shall be based upon accepted field symptoms.~~

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 26th day of August 2024.

Attest:

Carol Lagergren, Mayor

Mitchell Thiesfeld, City Clerk

Adopted:

Published:



TO: Mayor Lagergren and NYA City Council
FROM: Karen Hallquist, Community & Economic Development Director
DATE: August 26, 2024
SUBJECT: Kehrer Park Playground Equipment Removal

Background

The NYA Parks & Recreation Commission continues to work on an All-Park Assessment of the nine city parks within NYA. The theme of discussion continues to be “quality over quantity.”

The Kehrer Park playground equipment has been identified as needing to be either removed or replaced due to its age and the change in safety standards according to the League of MN Cities. Currently, there is also a lack of impact material under the equipment. The Parks & Rec Commission recognizes Kehrer Park not as a “playground” park, but rather as a beautiful, shaded greenspace with trail connections for safely walking or biking along Hwy 212 from Reform Street to Faxon Road, and, connecting the north side of NYA to the south side of NYA – physically, visually, and emotionally – with the underpass.

Given the equipment's current condition, the Parks & Recreation Commission recommends removing it and turning the area into a greenspace until other plans can be made.

Ideas for Kehrer Park

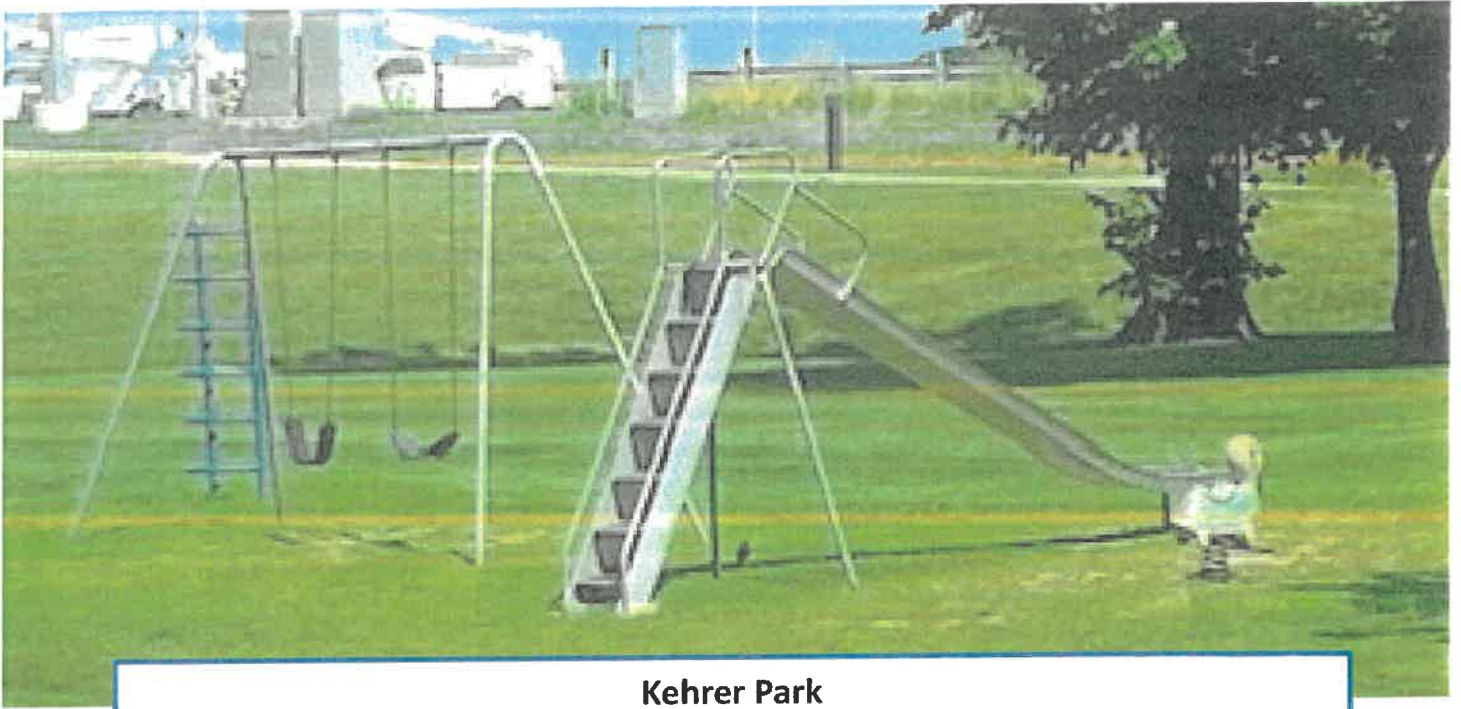
In discussing Kehrer Park's future, the Commission discussed the lack of parking, major connectivity, established shade trees and open green space, murals, civic organization signs, and the park's location along the Yellowstone Trail (Hwy 212).

The packet includes pictures of the accessibility, parking, playground, and greenspace. At a future meeting, Parks & Recreation Commissioners will continue discussing Kehrer Park and report back recommendations to complement the park's current amenities.

Recommended Motion

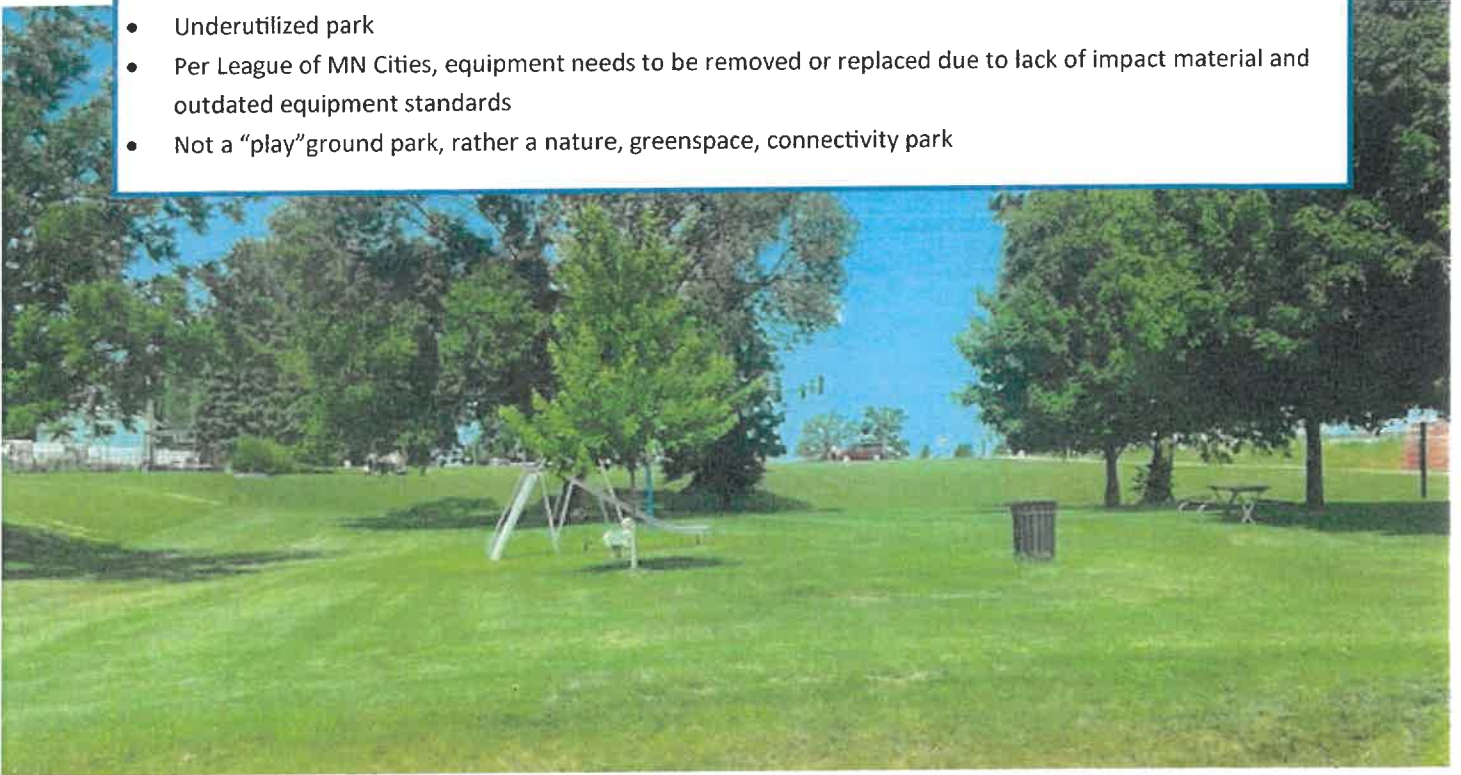
Motion to approve the removal of the playground equipment at Kehrer Park.

Norwood Young America



Kehrer Park

- Underutilized park
- Per League of MN Cities, equipment needs to be removed or replaced due to lack of impact material and outdated equipment standards
- Not a “play”ground park, rather a nature, greenspace, connectivity park





PO BOX 59
NYA, MN 55368-0059

Property Description
Lot , Block

1.79 Acres
Zoning P-1: Parks/Open Space

PROPERTY REPORT CARD

Building Information

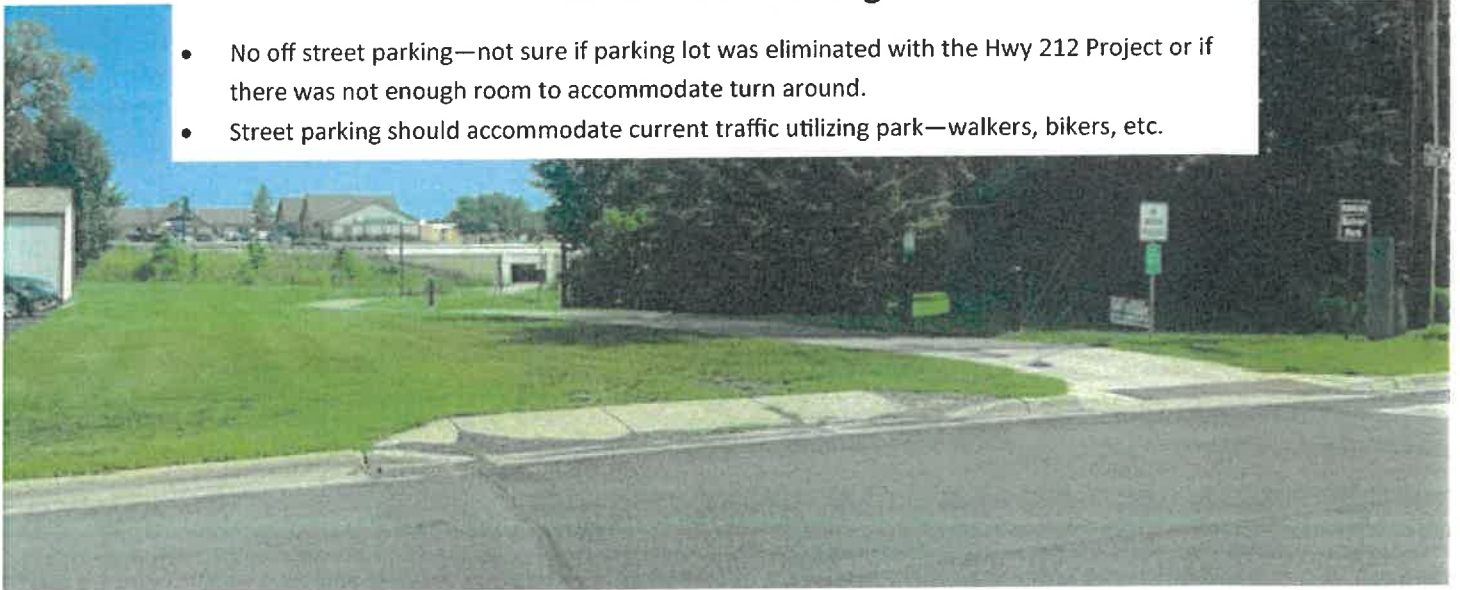
Year Built:
Home Style:
Finished Sq. Ft.:
Bedrooms:

[Zoom to](#)



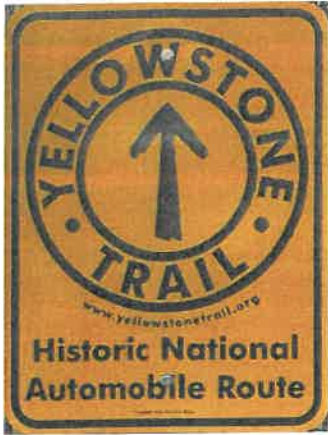
Kehrer Park—Parking

- No off street parking—not sure if parking lot was eliminated with the Hwy 212 Project or if there was not enough room to accommodate turn around.
- Street parking should accommodate current traffic utilizing park—walkers, bikers, etc.



Kehrer Park current amenities:

- Beautiful green space, shade, established trees
- Connectivity
- Along Hwy 212/Hwy 5/25 (Yellowstone Trail)
- Underpass artwork
- Civic organization acknowledgements



To complement amenities:

- * Utilize Yellowstone Trail acknowledgement
- * Picnic area for visitors and residents alike who may be driving/walking thru the area
- * Other ideas?



TO: Mayor Lagergren and City Council
FROM: Mark Streich, Public Service Director
DATE: August 26, 2024
SUBJECT: Faxon Road line striping

Attached are two quotes to re-stripe Faxon Road which was seal coated this year from the 5 way intersection to Elm St. Both quotes are for surface applied paint to include line painting, turn arrow, and RR Xing. The quotes were based on matching the markings that existed before the seal coat was completed.

SIR LINES-A LOT \$8805
CENTURY TRAFFIC \$9250

Recommendation:

Motion to approve the quote from Sir lines-a lot for \$8805.00 to stripe Faxon Road from the 5 way intersection to Elm St.

Norwood Young America



7175 Cahill Road - Edina, MN 55439
 Phone: (952)-913-8382 Email: sales@linesalot.com
 www.linesalot.com

PROPOSAL

To: Prime Contractor	Contact:
Address: Estimator	Phone:
	Email:
Project Name: Norwood Young America 2024 Striping	Bid Number: H24-1024
Project Location: City Of Norwood Young America, MN	Bid Date: 8/2/2024

Item #	Item Description	Estimated	Unit	Unit Price	Total Price
1	MOBILIZATION	1.00	LS	\$2,500.00	\$2,500.00
2	4" SOLID/BROKEN LINE PAINT	3,250.00	LF	\$0.32	\$1,040.00
3	4" DOUBLE SOLID LINE PAINT	3,750.00	LF	\$0.64	\$2,400.00
4	12" SOLID LINE PAINT	210.00	LF	\$2.50	\$525.00
5	24" SOLID LINE PAINT	180.00	LF	\$3.00	\$540.00
6	TURN ARROW PAINT	28.00	EACH	\$50.00	\$1,400.00
7	RR XING MESSAGE PAINT	2.00	EACH	\$200.00	\$400.00

Total Bid Price: \$8,805.00

Notes:

- 1. Mobilization charge (LS) includes ONE mobilization to complete the entire project. Additional, if requested, are \$950.00 each.
- 2. Does not include any brooming, late season markings, parking stall/trail striping, or pavement marking removals.
- 3. Bond fee not included. If required, add 1.5% to total quote price.
- 4. Retainage as owner.
- 5. Owner/engineer must be on site to assist and approve layout of all new pavement markings.
- 6. Doesnot include any railroad flagging operations, training, certifications, insurance, etc.
- 7. All pavement markings are surface applied PAINT only. Not ground in or wet reflective.
- 8. Final quantities will be invoiced.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Sir-Lines-A-Lot</p> <p>Authorized Signature: _____</p> <p>Estimator: TJ Phillips (612) 434-0090 tj.phillips@linesalot.com</p>
--	---



P.O. Box 727
 Pewaukee, WI 53072-0727
 Phone: 262-547-3331
 Fax: 262-691-3487
 Toll Free: 1-800-558-0507

Project Name: Faxon Road Striping	Bid Number:
Project Location: Norwood Young America, Carver County, MN	Bid Date: 8/15/2024

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Latex Pavt Markings	1.00	LS	\$9,250.00	\$9,250.00
Total Bid Price:					<u>\$9,250.00</u>

Notes:

- Ability to complete pavement marking based on acceptable weather.
- This quote shall become a prevailing part of our subcontract.
- Sweeping, if needed, to be done by others.
- No removal included without specific bid item.
- Quote based on One mobilization.
- Quote Does Not Include Placement or Removal of Interim/Temporary Markings

<p>ACCEPTED: The above prices, specifications, and conditions, including the terms and conditions set forth on www.centurytraffic.com are incorporated by reference, are satisfactory and hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Century Traffic</p> <p style="text-align: right;"><i>Adam Jeske</i></p> <p>Authorized Signature:</p> <p>Estimator: Adam Jeske (612) 666-5595</p>
--	--





TO: Honorable Mayor Lagergren and City Council Members
FROM: Mitchell Thiesfeld, Clerk/Finance Director
DATE: August 26, 2024
RE: 2nd Quarter 2024 – Financial Review

General Fund (Fund 101)

The first quarter revenues are on track with what is typical through June. At the beginning of July, we received our first half of the Property Tax Settlement. If this were included, we would be sitting at around 50% of the revenues received for half of the year.

The general fund expenses are at 46%, which is a nice spot as we are halfway through the year plus, we have paid some of our larger expenses like insurance already. This includes insurance in the amount of \$130,992.00. Insurance premiums are paid in one lump sum, not quarterly. Workers' compensation has also been paid in the amount of \$44,362.00.

The total expended in the general fund through quarter 2 is \$1,318,872.28, with revenue collected of \$369,160.28.

Water Fund (Fund 601)

Revenues for the second quarter are 50%, or \$436,858, an increase from 2023 (a \$37,800 increase). City Staff is currently working to make sure meters are being repaired/replaced if their monthly billing has been estimated.

The expenditures are at 54%, or \$668,273. Part of the reason they are higher is that the principal on the bonds has already been paid for this year, which amounts to \$406,025.

The total expended for the first quarter is \$668,273, with revenue collected of \$436,858.

Sewer Fund (Fund 602)

Total revenues are at 56%, with sewer revenues increasing slightly from last year. As stated in the first quarter review, our sewer revenues will be higher than last year because our sewer rates are based on the first three months.

Expenditure is down 4% from last year. It currently stands at \$677,322 (48% of the budget), but \$368,710 is for bond payments, which account for 54% of the expenses.

Total revenues are \$438,605 and expenses are \$677,322.

Storm Sewer Fund (Fund 603)

The revenues are right at 55%, with a slight increase from 2023.

The expenses are 15% and that is an increase due to bond interest being paid in the amount of \$6,787.50.

The total revenue for storm sewer is \$53,773, and expenses are \$35,818.33.

Please let me know if you have questions. I have only addressed a couple of the main funds, but I will gladly provide answers to any questions. Thank you.

***This is for informational purposes only. No action needs to be taken.**